MANAGING INVENTORY IN THE RESEARCH MATERIALS MANAGEMENT SYSTEM

Searching for Chemicals in Your Lab
1. Click the RMM link from the Supplier Catalogs section to access the RMM system.
2. From the homepage, click on the Container Search icon.
3. Click on the Advanced Search tab.
4. You can search for chemicals by either lab location or owner.

Transferring Chemicals to Another Lab
1. From the homepage, click on the Container Search icon.
2. Click on the Advanced Search tab.
3. You can search for chemicals by either lab location or owner.
4. Select the chemicals you want to transfer to another lab.
5. Click on the Operations tab and select Transfer Owner/Location.
6. Enter the details of who the chemical is being transferred to and where it is going, then click Transfer.

Disposing of Chemicals in Your Inventory
1. From the homepage, click on the Container Search icon.
2. Click on the Advanced Search tab.
3. You can search for chemicals by your location or name. Optionally, you can search by chemical name under Quick Search.
4. Select the chemicals you want to dispose.
5. Click on the Operations tab, select Dispose and then click Save.

Finding Safety Data Sheets (SDS) for Your Chemicals
1. From the homepage, click on the Container Search icon.
2. Click on the Advanced Search tab.
3. You can search for chemicals by either lab location or owner.
4. Click on the tab with the horizontal three dots and select View SDS.