SPMS Online Chemical Inventory System (OCIS) 
User Guide for Appointed Personnel Working on the System

Aim: This guide gives a step by step walkthrough on the use of the OCIS

Audience: Staff or student who are tasked to work on the system

STEP 1: Accessing the OCIS

Click on “Login to SPMS OCIS” under the link: 
http://www.spms.ntu.edu.sg/Safety/OCIS.html

Enter the required “GROUP ID” and “PASSWORD”

Note: Please obtain the GROUP ID and PASSWORD from your PI.

Click on "LOG IN" to access the system
STEP 2: Adding of chemicals

STEP 2A:
Click on “ADD NEW” to add chemicals into the system.
STEP 2B:

Key in all required details into the fields. Refer to the PRINTSCREEN below for an example.

Note: The SCDF Class of individual chemicals is tagged to its flash point. The flash point of individual chemicals can be obtained from the Safety Data Sheet (SDS).

Click on "SUBMIT" to confirm the chemical.

User will be able to see the list of chemicals being entered upon clicking on "SUBMIT" button. Refer to the PRINTSCREEN below for an example.
STEP 3: Editing of Quantity

The quantity of the entered chemical can be edited by clicking on the “EDIT” button.

Enter the new amount and click on the “UPDATE” button to save the new amount.

The PRINTSCREEN below will be shown upon successful editing.
**STEP 4: Accessing Chemical Inventory List & Logging Out**

The entire chemical list can be viewed by clicking on the "MY LIST" button.

Click on "LOGOUT" to logout from the system.