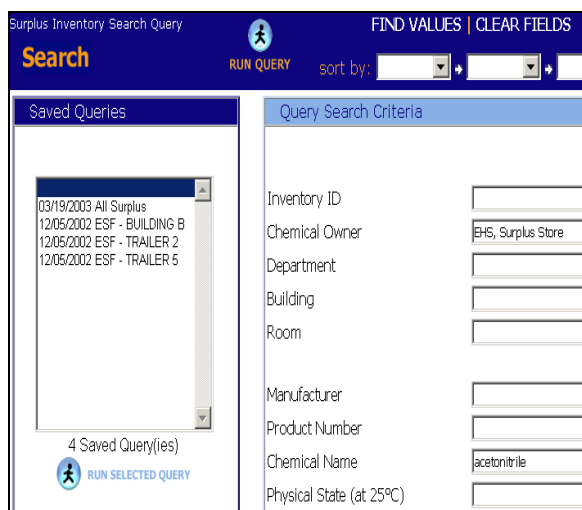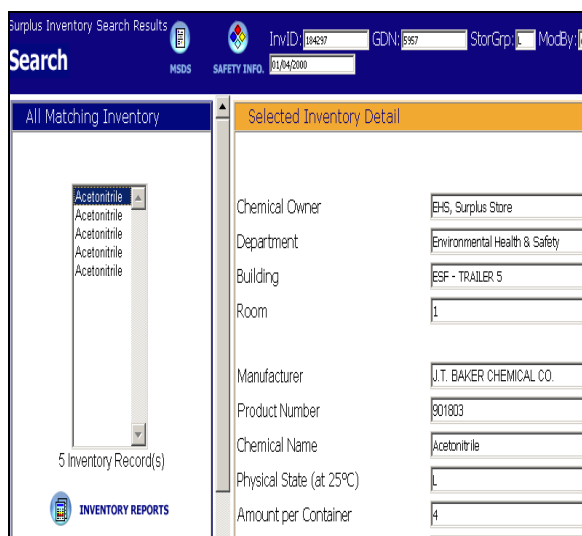To search for a particular chemical in the Surplus Inventory:

1) Click on **Search** in the upper left corner of the screen

2) Enter the name of the chemical that you wish to search for in the Chemical Name field of the Query Search Criteria window

   - In this example, the search is for all containers of "acetonitrile" in the surplus inventory

3) Click on the **RUN QUERY** icon to the right of Search on the top of the window

4) The search returns all matching inventory in the left panel. To view the record for an individual container, click on its name in the panel containing the list.