UC Chemicals User Quick Reference

General Information: UC Chemicals is a user-friendly chemical inventory management system using barcodes, prepopulated chemical and safety information, and is accessible using both a web browser and mobile application.

1. Login to UC Chemicals

Login to UC Chemicals
- Web Browser: Go to Lab Hazard Assessment Tool https://app.riskandsafety.com/ and click more apps than Chemicals or link directly to https://app.riskandsafety.com/chemicals/.
- UC Chemicals Application: Install and launch “UC Chemicals” application from App Store onto phone.
- Access UC Chemicals using your UCInetID and Duo Mobile. Account access and barcodes can be requested from your school coordinator, chemical hygiene officer, or from chemsafety@uci.edu.

Home Page Navigation
- Search Chemicals: Search for chemical containers within your current inventory, your colleagues’ inventories, the storeroom’s inventory, and the campus inventory.
- Add to Inventory: Add new chemical containers to your inventory.
- Share Chemicals: Check for active requests to borrow chemicals.
- Pending Transfers: Accept ownership for chemicals given to you by another lab.
- Inventory Summary: Provides an overview of your inventory information. Check the total number of chemicals, check the activity log, manage tags, add/remove colleagues, export your inventory to excel, reconcile your inventory, add/remove/edit sublocations, etc.

2. Create Sublocations (PIs, Safety Delegates, Inventory Managers Only)

Prior to beginning your inventory, add sublocations. A sublocation is a specific location in your room (e.g. shelf, fridge, bench, cabinet, the entire room, etc.). Chemical containers cannot be added to your inventory without sublocations.

- Select the Inventory Summary Button.
- Select the plus sign button, +, to the right of the Sublocations heading to add location(s). To edit or delete, click the Ellipse (i) to the right of the sublocation you want to edit.
- Select the Building Name and Room Number.
- Enter the Sublocation Name.
- (Note: Barcode – if you would like to barcode your sublocations, you can enter it manually here on the desktop or scan it later on your mobile device.)
- Temperature and Pressure: default is set to Ambient, set to the appropriate value for the sublocation.
- To prevent sharing and make containers unable to be searched by other researchers on campus, mark the sublocation as Private.
- Select the appropriate hazard GHS pictograms for the sublocation.
- Click Save.

3. How to Place RFID Tag

Place an RFID barcode double-sided sticker on chemical container, these are intended to ‘stick out’ like a flag from the chemical container. Ensure the sticker is completely attached to itself and the bottle.

- The image below shows how to fold the RFID tag appropriately, the tag must be folded in half along the red line, the two blue boxes should be stuck to each other, and the two orange boxes should be stuck onto the container. A top view and a side view of an appropriately placed label are also shown below. Ensure that the sticker is completely attached to itself and the bottle with no free space.
4. Add Chemicals to Inventory

Chemicals can be added using UC Chemicals web browser and/or UC Chemicals Application.

- Select Add to Inventory or [+] on UC Chemicals Application.
- Search by the CAS Number, Chemical Name, or Product Name. Select the Ellipse (●) on the top right and click Add Commercial Substance or Add a Novel Compound to add chemicals that are not in the system.
- Select the Chemical.
- Select the add button [+] on the right of the Container heading.
- Enter the container information.
  - Required information (labeled with a star [*]): Number of containers (default set to 1), Container size, Amount in container, Units, Physical state, Container type, Location (sublocations)
  - Barcode: if you have barcoded the container you can type the barcode number or scan the barcode on the UC chemicals application
- Click Save.
- Continue until complete.

5. Additional Information or Questions

**Inventory Certification:** Certify that your inventory is accurate by clicking on Inventory Summary then Certify Inventory. This should be done after an inventory reconciliation has been completed.

**Door Hazard Signs:** Print door hazard signs that provide a list of the chemicals hazards present within the room.

**Search Chemicals:** Search through the chemical containers in your inventory, your colleagues’ inventories, the storeroom, or the entire campus. Clicking the dropdown menu next to the search bar allows you to select search parameters (e.g. location, tags, barcode status, physical state, classification, etc.). Clicking the chemical will bring you to the Chemical Detail Page which will display the chemical information and the containers that are present in your inventory including hazard categories.

**Reconciliation:** Reconciling your inventory ensures that your entire physical inventory is reflected in UC Chemicals. This must be done at least annually

- Reconcile your inventory by Sublocation (barcode only): Reconcile your inventory using QR codes.
- Reconcile your inventory by room: Reconcile your inventory using the RFID scanner (available from EH&S).

If you have questions related to UC Chemicals: FAQs and tutorials created by the developers can be found at https://ehs.ucop.edu/help/chemicals or submit a ticket. RSS has also developed video guides.

If you have any suggestions for the developers or believe the browser or app is not functioning properly, please contact the UC Chemicals service desk at service@RiskandSafetySolutions.com.