

## 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.

**Desktop/Web Browser:** Use for full functionality to add/delete chemical containers, view chemical container information, set up inventories, assign inventory/delegate roles to lab personnel, create sublocations, view/download reconciliation reports, and certify your inventory.

**Mobile Application:** Limited functionality and should only be used to add/delete chemical containers and view chemical container information, which is easier to do with the mobile app. You can use it to scan barcodes and identify chemicals in your lab.

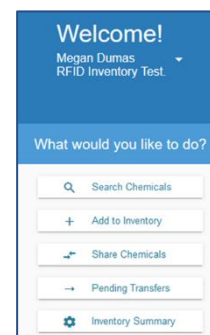
### 1. Login to UC Chemicals

#### Login to UC Chemicals

- **Web Browser:** Go to Lab Hazard Assessment Tool <https://app.riskandsafety.com/> and click **more apps** then **Chemicals** or link directly to <https://app.riskandsafety.com/chemicals/>.
- **UC Chemicals Mobile 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](mailto: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 **Ellipsis (:)** 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. Add Chemicals to Inventory

Any new chemicals to the lab can be added using the UC Chemicals web browser and/or UC Chemicals Application.

- 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.



- Select **Add to Inventory** in the UC Chemicals web browser or search for the chemical and select **Add Container** on the UC Chemicals mobile application.
- Search by the **CAS Number**, **Chemical Name**, or **Product Name**. Select the **Ellipsis (:)** 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: 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 mobile application
- Click **Save**.
- Continue until complete.

### 4. Removing Chemicals

Chemicals you use up or dispose of need to be deleted from your inventory to ensure it is up to date.

- On the web browser, select the **Ellipsis (:)** next to the container and click **Remove**
- On the mobile application, scan the barcode with a mobile device and select **Remove Containers** from the dropdown menu. You can scan multiple barcodes before selecting so you can remove them all at once. The alternative is selecting the chemical container from the inventory and clicking **Remove** on the menu that pops up.

### 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 chemical 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).

For more information, please visit the [EH&S website](#) or contact your [EH&S Coordinator](#). If you have any issues with the app, please contact the UC Chemicals service desk at [service@RiskandSafetySolutions.com](mailto:service@RiskandSafetySolutions.com).