

## UC Chemicals User Guide

### Desktop Version

Revised: September 2022

UC Chemicals is the chemical inventory management system in use at the UCI campus. This application is designed to be user friendly and is set up to easily inventory and manage your chemical inventory using a barcoding system. This system provides users with quick access to prepopulated chemical and safety information in an established database. UC Chemicals can be accessed using a web browser application and a mobile application.

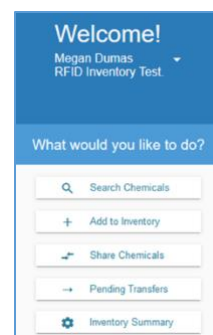
## UC Chemicals Web Browser

### Login to UC Chemicals Web Browser

- Go to <https://ehs.ucop.edu/chemicals/> to access UC Chemicals.
- Select **University of California, Irvine** from the drop down menu.
  - Check the box next to **Remember my selection permanently**.
  - Click **Next**.
- Log in with your UCInetID.
- Authenticate using Duo Mobile.
  - Check the box next to **Remember me for 24 hours**.
- This will open the UC Chemicals window.

### Home Page Navigation – Existing Inventory with Sublocations

- **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:** Check the total number of chemicals, check the activity log, manage tags, add/remove colleagues, export your inventory, reconcile your inventory, add/remove/edit sublocations, etc.



## INVENTORY SUMMARY

**Inventory Overview:** Provides an overview of your inventory information.

- **View recent activity:** Clicking this link will bring you to a new page that shows up to 100 recent inventory actions (e.g. adding/removing/editing containers).
- **Total chemicals:** Total number of chemicals in your inventory.
- **Total containers:** Total number of chemical containers in your inventory.
- **Container warnings:** Total number of container warnings, clicking this link will bring you to a list of all of the containers that have warnings associated with them (e.g. peroxide former has expired).
- **Barcoded:** Total number of containers with barcodes.
- **Missing barcode:** Total number of containers that are missing barcodes, clicking this link will bring you to the inventory search page with an active filter showing only containers missing a barcode.
- **Ellipse (:)** Next to the **Inventory Overview Heading:** Remove all of the containers missing a barcode.

**Inventory Certification:** Certify that your inventory is accurate. This should be done after an inventory reconciliation has been completed. **PIs are required to certify their inventory in UC Chemicals ANNUALLY as part of the Chemical Hygiene Plan (CHP) requirements.**

**Tags:** Create tags that can be associated with chemical containers and used as an addition search filter when searching your inventory. Tags must be created on the inventory summary page before they can be associated with containers in your inventory.

- **To add a tag:** Type the desired tag and click **Enter** (on your keyboard).

**Colleagues:** Colleagues can see each other's inventory. If there is another lab on campus that you frequently share chemicals with you can add them as a colleague. Once both labs accept the colleague request they can view each other's inventories.

- **To send a request:** Search the inventory owner's name and then click select.
- **To cancel the request:** Click the **Ellipse (:)** to the right of the request.
- **To accept or reject request:** Click the **Ellipse (:)** to the right of the request.

**Inventory Access:** Provides a list of people who have access to your inventory. Clicking the **Ellipse (:)** to the right of the heading inventory access will allow you to:

- **Add/Remove Member (profile):** This will bring you to profile where you can add and remove members of your inventory group.
- **Change Inventory Owner:** Change the owner of the inventory.
- **Add/Remove Groups:** Add and remove groups that have access to the inventory.
- **Add/Remove Inventory Managers:** Add and remove inventory managers. Inventory managers have admin access to the inventory.


**Import & Export:** Allows you to import (i.e. upload) an inventory or export (i.e. download) your inventory data.

**Reconciliation and Regular Maintenance:** Reconciling your inventory ensures that your entire physical inventory is reflected in UC Chemicals. **It is highly recommended that this occurs every time chemicals are used up and containers are disposed, and when new chemicals are brought into the lab.**

- **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.

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


**Sublocations:** A sublocation is a specific location in your room (e.g. shelf, fridge, bench, cabinet, the entire room, etc.). Sublocations must be created before you can add containers to your inventory.

- Clicking the **Print** button,  **Print**, next to the **Sublocation** heading will provide a printable webpage with all of your sublocations listed. (Note: If the sublocations are barcoded, the QR code will appear next to each sublocation on the document.)

## CREATING/EDITING/REMOVING SUBLOCATIONS

(PIs, Delegates, Inventory Managers Only)

### Creating a Sublocation

- Select the **Inventory Summary** Button.
- Select the plus sign button, , to the right of the **Sublocations** heading.
- 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 pictograms for the sublocation.
- Click **Save**.

### Editing a Sublocation


- Click the **Ellipse (:)** to the right of the sublocation you want to edit.
- Select **Edit**.
- Edit the necessary information.
- Click **Save**.

### Removing a Sublocation

- Click the **Ellipse (:)** to the right of the sublocation you want to remove.
- Select **Remove**.
- (Note: If there are containers in the sublocation, you will be prompted to move the containers to a new sublocation within your inventory prior to deletion.)
- Click **Remove**.

## ADDING CHEMICALS

### Add a Chemical Container

- Select **Add to Inventory**.
- Search by the **CAS Number**, **Chemical Name**, or **Product Name**.
- 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
  - Barcode: if you have barcoded the container, you can type the barcode number
- Click **Save**.

### Add a Commercial Substance (PIs, Delegates, Inventory Managers Only)

If you cannot find the desired chemical it needs to be added as a commercial substance.

- Select **Add to Inventory**.
- Select the **Ellipse (:)** on the top right.
- Select **Add Commercial Substance**.
- Enter the chemical information.
  - Required information (stared \*) includes: Name, Vendor, Product Number, Physical State
- Click **Save**.
- This will bring you to the chemical detail page, then follow the steps for “**Add a Chemical Container**” above to add the chemical container.

**Add a Novel Compound:** Add a novel compound if it is not available from any manufacturer.

- Select **Add to Inventory**.
- Select the **Ellipse (:)** on the top right.
- Select **Add a Novel Compound**.
- Enter the chemical information.
  - Required information (stared \*) includes Compound Name and Physical State
- Click **Save**.
- This will bring you to the **Chemical Detail Page**, then follow the steps for “**Add a Chemical Container**” above to add the chemical container.

## 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.).

### Search Chemicals by Name, CAS Number, formula, barcode, etc.

- **Search Inventory:** Search the chemical containers in your inventory.
  - 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.
- **Search Colleagues:** Search the chemical containers in your colleagues' inventories.
- **Search Stockroom:** Search the chemical containers in stockrooms (e.g. PS [Physical Sciences] Stores).
- **Search Campus:** Search the chemical containers in the entire campus inventory.

**Search Chemicals by Structure:** Search for chemicals using the chemical structure or substructure.

**Chemical Detail Page:** If you select one of the chemicals from the search page, you will be brought to the **Chemical Detail Page**.

**Container Options:** Clicking the **Ellipse (:)** to right of the container will provide you with a list of actions.

- **Checkout:** Loan out a container (this feature keeps track of who has the container).
  - **Recall:** Send a notification to the individual who has borrowed the container with a request that the container is returned (option for a checked out container).
  - **Return:** Return a container that has been checked out (option for a checked out container).
- **Transfer:** Permanently transfer ownership of chemical containers from one lab to another lab.
- **Dispense:** Keep track of the amount of chemical that has been removed from the container.
- **Clone:** Duplicate the exact container. Easily add more containers if you have multiples of the same chemical.
- **Edit:** Change/update container details.
- **Remove:** Delete containers.
- **Move:** Move containers from one sublocation to another.
- **Reassign:** Change the container to the correct chemical entry.
- **History:** Provides a history of the container (who added, edited, borrowed, etc.).

### Additional Information or Questions

If you have questions related to UC Chemicals: FAQs and tutorials created by the software developers can be found at <https://ehs.ucop.edu/help/chemicals>.

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](mailto:service@RiskandSafetySolutions.com).

For questions related to your chemical inventory, please contact UCI EHS at (949) 824-6200 or at [safety@uci.edu](mailto:safety@uci.edu).