UC Chemicals User Guide – Mobile

UC Chemicals General Information: UC Chemicals is a chemical inventory management system in use at the UCI campus. It allows for facile inventory management using a barcoding system. This system provides users with easy and quick access to prepopulated chemical and safety information. UC Chemicals can be accessed using a web browser application and a mobile application.

UC Chemicals Mobile Application

Install the UC Chemicals Application	Login to UC Chemicals Application
• Open the App Store (iOS Users) or Google Play Store (Android Users) • Search for UC Chemicals • Install and launch the application	• Launch the UC Chemicals application • Type your email and Click **SIGN IN**. • Log in with your UCInetID and password • Click **Login**. • Use Duo Mobile to authenticate your account ○ Check the box next to **Remember me for 24 hours**. • This will open the UC Chemicals Application home page.

The UC Chemicals mobile application is limited in functionality compared to the desktop. It is primarily used to add/delete chemical containers and view chemical container information. It cannot be used to set up inventories or create sublocations and you cannot view reconciliation reports.

Navigating the Menu Bar (bottom of application)**:** The navigation bar at the bottom of the application allows you to navigate the UC Chemicals Mobile Application.

- (Inventory): Search for chemical containers within your current inventory, your colleagues' inventories, and the UC Chemicals chemical database.

- (Scan): Scan barcodes that are associated with chemical containers or sublocations.

- (Warnings): Shows any container issues you may have (e.g. missing opened dates for peroxide formers).

- (More): Allows you to add a commercial substance not found in the chemical database and sign out of the application.

Inventory :

Search Chemicals by Name, CAS Number, formula, barcode, etc.: Search through the chemical containers in your inventory or your colleagues' inventories. Select an inventory using the dropdown menu in the top left, above the search bar. Clicking the filter menu next to the search bar allows you to choose search filters including rooms, sublocations, tags, and physical state.

- **Inventory:** Search the chemical containers in your inventory, or a colleague's inventory if selected.
  - ○ Clicking the chemical name will bring you to the **Chemical Detail Page** which will display the chemical information and the containers that are present in your inventory. Click the **Details** and **Containers** tabs to toggle between the two. You can add new containers of chemicals you already have in your inventory here by clicking into the chemical you want to add.
- **Chemical Database:** Search for chemicals listed in the UC Chemicals **Chemical Database**. Use this tab to add new containers of chemicals you do not already have in your inventory.
  - ○ Sometimes several chemical profiles are created for the same substance. Ensure you select the profile with the most information available that aligns accurately with your chemical. Look for

identifiers such as CAS number, GHS hazard symbols, and complete/available data on the **Chemical Detail Page**.

Chemical Detail Page: If you select one of the chemicals from your inventory or the **Chemical Database**, you will be brought to the **Chemical Detail Page**. The **Chemical Detail Page** contains a large amount of chemical information.

- **Details:** Includes information such as CAS#, hazard statements, synonyms and chemical properties.
- **Containers:** View containers of the selected chemical in your inventory. Click the container you wish to view, and several options will pop up.
  - **View Container Details:** See details of container including barcode #, container size, units, and received/opened dates.
  - **Clone:** Allows you to copy an existing container's details if you need to add more containers of the same chemical.
  - **Edit:** Allows you to edit the details of the selected container.
  - **Remove**: Delete the container.

Add a Chemical Container

(Note: Sublocations must be created [using the web browser] before you can add containers to your inventory.)

- If necessary, place a barcode on the desired chemical container. (RFID barcodes are double-sided stickers that are intended to 'stick out' like a flag from the chemical container.)
- Search by the **CAS Number**, **Chemical Name**, or **Product Name**.
- Select the **Chemical**.
- Click the **Add Container** button at the bottom
- Enter the container information.
  - Required information includes Location, Container Size, Units, Physical State, Container Type.
  - To scan the barcode, click the **Scan** button on the right of the **Barcodes** heading
    - Note that you can use this feature to replace a barcode on an existing container. You may need to do this if the barcode is compromised and needs to be replaced or if you discard the container and add a new barcode to an identical replacement.
- Click **Add to Inventory**.

Scan :

Scan a barcode to access the container details directly: It will read the barcode automatically once you put the camera over it and the barcode number will be displayed.

Remove/View Container: Click the dropdown menu to either remove or view the container.

- This feature allows you to quickly remove containers and see and edit chemical container details without the need to search in your inventory.
- You can scan multiple barcodes, and they will show up all together at the bottom of the screen so you can remove multiple containers at the same time.

Warnings :

Warnings will appear in this tab if there are problems with a container: Certain hazard classes have additional required details that will show as a warning if they are missing. Warnings will also indicate if a container is expired.

- **Expiration Date:** A container will be flagged if it is missing a required expiration date. Expiration dates are required for certain hazard classes, such as peroxide formers.
- **Opened Date:** A container will be flagged if it is missing a required opened date. Opened dates are required for certain hazard classes, such as peroxide formers.
- **Last Tested Date:** Peroxide formers are required to be discarded or tested within 12 months of receipt (or 3 months for Class A). A container may be flagged if the last tested date is absent.
- **Expired:** A container will be flagged as expired if it is past its expiration date as noted in the chemical details.

More [More] **:**

Add a Commercial Substance [PIs, Delegates, Inventory Managers]: If you cannot find a chemical you are trying to input, you should add it as a commercial substance.

Barcode Your Sublocations: This feature works only if using 2D barcodes, which is not the preferred method on this campus. Reconciling your inventory with a QR scanner using 2D barcodes requires all sublocations to be barcoded.

- Place a barcode on your sublocation.
- Click **Barcode your sublocations** in the **More** tab.
- Click the **Scan** button, [barcode icon], next to the sublocation you are barcoding.
- Use the camera to scan the QR code on the barcode.

Sign Out: Log out of the application.

<div style="background:#1F3864;color:#FFC000;text-align:center;font-weight:bold;">Additional Information or Questions</div>

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.