

UC Chemicals User Guide – Desktop

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 Web Browser

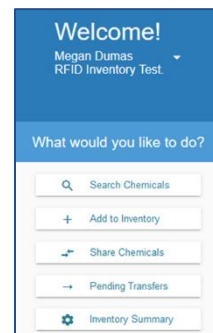
The UC Chemicals desktop application provides users with full functionality of the UC Chemicals platform. It can be used to set up inventories, assign inventory/delegate roles to lab personnel, create sublocations, view/download reconciliation reports, and certify your inventory.

Login to UC Chemicals Web Browser

- Go to <https://app.riskandsafety.com/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, certify your inventory is accurate, 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.

- **Total Chemicals:** Total number of chemicals in your inventory.
- **Total Containers:** Total number of chemical containers in your inventory.
- **Container Issues:** Total number of container warnings, clicking this link will bring you to a list of all 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.

Ellipsis (:) Next to the **Chemical Inventory Summary** Heading: Edit inventory name, remove containers by location, or remove all of the containers missing a barcode.

Inventory Access & Permissions

- **Owner:** Change the owner of the inventory.
- **Members:** View and modify users' permissions to access different functionalities within your chemical inventory
- **Groups:** Quickly add any other groups you may own to your inventory.

- **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 **Ellipsis** (⋮) to the right of the request.
 - **To accept or reject request:** Click the **Ellipsis** (⋮) to the right of the request.

Inventory Certification: Certify that your inventory is accurate. This should be done after an inventory reconciliation has been completed.

Import & Reconcile & Export: Allows you to import (i.e. upload) an inventory or export (i.e. download) your inventory data, and links to the reconciliation report page.

- **Reconcile your inventory:** Accesses the inventory reconciliation page where you can upload a scanned inventory. The software will analyze the data and generate a reconciliation report that you can use to identify inventory discrepancies within your lab. Reconciliation must be done at least annually.
- **Reconcile your inventory by sublocation (barcode only):** Allows you to reconcile your inventory via sublocations that are barcoded with 2D barcodes. This is not the preferred method on campus, but some labs choose to organize sublocations this way.
- **Import:** Allows you to import a spreadsheet with your inventory data so you can update your inventory all at once. The page will allow you to download the spreadsheet template and access a step-by-step guide. Note that this template must be used, and this is not a place to access or upload reconciliation reports.
- **Export Inventory:** Allows you to download your entire inventory into an editable spreadsheet.

Tags: Create tags that can be associated with chemical containers and used as an additional 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).

Manage 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.

- Add new sublocations using the blue plus sign button, **+**, in the bottom right corner of the page. Your inventory must have a room associated with it before sublocations can be added. Locations can be added in your group profile.
- Click the **Ellipsis** (⋮) to the right of each sublocation to edit or remove the sublocation or move containers to another sublocation.
- Click the **Ellipsis** (⋮) at the top right of the page to download a printable webpage with all of your sublocations listed. (Note: If the sublocations are barcoded, the QR code will appear under each sublocation on the document.)

View recent inventory 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).

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

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 **Ellipsis** (⋮) to the right of the sublocation you want to edit.


- Select **Edit**.
- Edit the necessary information.
- Click **Save**.

Removing a Sublocation

- Click the **Ellipsis** (⋮) 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**.
 - Review the details before selecting and choose the most appropriate chemical profile, as there may be several entries for the same chemical. Look for indicators such as CAS number, GHS hazard symbols, and chemical property information availability.
- 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]: If you cannot find the desired chemical it needs to be added as a commercial substance.

- Select **Add to Inventory**.
- Select the **Ellipsis** (⋮) on the top right.
- Select **Add Commercial Substance**.
- Enter the chemical information.
 - Required information 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 **Ellipsis** (⋮) on the top right.
- Select **Add a Novel Compound**.
- Enter the chemical information.
 - Required information 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. Click the dropdown menu at the top left of the page to toggle between these databases. Clicking the dropdown menu to the right of 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 public chemical containers in the entire campus inventory.

Search Chemicals by Substructure: 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 **Ellipsis** (⋮) 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 developers can be found at <https://app.riskandsafety.com/help> 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.