Chemicals: Getting Started Guide and FAQs

About Chemicals

Chemicals is a cloud-based chemical inventory management tool developed with a researcher-centric approach. It allows easy tracking and maintenance of containers using a barcoding system. Chemical and safety information, such as hazard codes and first aid, are automatically populated. The application enables users to create chemical networks to easily share chemicals while controlling access. Chemicals includes a complementary web application that works in sync with the mobile app and has additional features such as structure search and import/export capabilities.

Getting Started

To access the system go to https://app.riskandsafety.com/

- Enter your organization email and then you will be asked to sign on with your organization's single sign-on account.
- Once logged in you will be taken to your homepage.
- To access Chemicals, select the 'More Apps' tab on the left side of the page. Select 'Chemicals'.
- You will be taken to the Chemicals home screen.

Installing the Chemicals Application

For iOS users	For Android Users
1. Navigate to the App Store	1. Navigate to the Google Play Store
2. Search for UC Chemicals	2. Search for UC Chemicals
3. Select **Install**	3. Select **Install**
4. Launch the application	4. Launch the application
5. Enter your email address for your organization	5. Enter your email address for your organization
6. Log in with your campus credentials	6. Log in with your campus credentials

Adding Inventory Managers (For PIs and Lab Managers—Desktop)

1. Log in to https://app.riskandsafety.com
2. Select your profile on the top right corner of the homepage. Select "Profile" This will bring you to your profile page.
3. Select the group that the chemical inventory is associated with under "Group Memberships" you wish to add Inventory Managers to.

4. Select the user's name you wish to promote to Inventory Manager.
5. Select the box next to Inventory Manager under "Document and Inventory Access".
6. Select **Save.**

Inventory Summary (For PIs and Inventory Managers–Desktop)

PIs, delegates, and inventory managers have access to the Inventory Summary section to perform administrative functions and can be accessed on the desktop version https://app.riskandsafety.com/chemicals.

Inventory Overview

- Provides a summary of Total Chemicals and Total Containers in your lab
- View container warnings
- View containers currently barcoded
- View containers missing barcodes

Tags

- Add or remove tags for your lab

Colleagues

- Add labs you work closely with to share chemicals
- Search for the name of the inventory owner or the name of the inventory
- PIs have the ability to mark containers as private for chemicals they wish not to share

Inventory Summary (Continued)

Defining Sublocations

- Adding a sublocation
  1. Select the ➕ button to the right of the Sublocations
  2. Select the **Building Name**
  3. Select the **Room Number**
  4. Enter in a **Sublocation Name**
  5. **Barcode** – The barcode can be entered in manually or scanned at a later time with your mobile device
  6. **Temperature** and **Pressure** default to Ambient and can be edited as needed
  7. Mark the sublocation as private to prevent sharing
  8. Select the appropriate hazard pictograms associated with the chemicals stored in the sublocation

9. Select the **Save** button
- Editing a sublocation
    1. Select the ⋮ menu icon to the right of the sublocation you wish to edit
    2. Select **Edit**
    3. Edit information as needed
    4. Select the **Save** button
- Removing a sublocation
    1. Select the ⋮ menu icon to the right of the sublocation you wish to remove
    2. Select **Remove**

    Note: Before a sublocation can be deleted, the PI, delegate, or inventory manager will be prompted to move the associated containers to a different sublocation.

Barcoding Sublocations
(For PIs and Inventory Managers–Mobile only)

Barcoding sublocations allow users to enter specific location by scanning a barcode and is also required for the reconciliation process. Reconciliation relies on scanning the sublocation barcode followed by scanning all containers at this sublocation to audit your physical containers versus what's in your virtual inventory. It is recommended to barcode all sublocation during initial set-up of the lab. Use the same barcode labels that are used for barcoding containers.

1. Place a barcode on your sublocation
2. Launch the app on your mobile device
    a. Select the settings icon ⚙ in the lower right hand corner
    b. Select 'Barcode your Sublocations'
3. Select the Room Number
    a. On your mobile device, select Scan on the sublocation you wish to barcode
    b. This will enable the camera feature on your mobile device
    c. Scan the barcode

Barcoding Imported Inventory (Mobile only)

Once inventory file is imported or added, all containers are available for barcoding based on their sublocation. All users can share the task of barcoding.

1. To begin barcoding inventory
    a. Launch the app on your mobile device
    b. Select the settings icon ⚙ in the lower right hand corner
    c. Select the **Barcode your imported inventory** link
    d. Select a **sublocation** and then a **chemical** from the list

e. Select **Display**

f. Select **Missing Barcode**

Barcoding Imported Inventory (Continued)

2. To barcode the container

a. Retrieve the chemicals and place a barcode on your container

b. On your mobile device, select Scan on the container you wish to barcode

c. This will enable the camera feature on your mobile device

d. Scan the barcode (The container will clear from the Missing Barcode list and appear on the Barcoded list.)

3. Repeat Step 2 to barcode all of your inventory
Note: You can also swipe left on a displayed container to edit or delete the container.

Adding Chemicals

To Add Chemicals

1. Select **Add to Inventory** from the home page

2. Search chemicals by CAS number, name, GHS or product number

3. Select the chemical

4. Select the add icon ⊕ on the right of the container section

5. Enter container information

6. Select **Save**

To Add Commercial Substances

1. Select **Add to Inventory** from the home page

2. Select the ⋮ menu icon from the top right hand corner

3. Select **Add Commercial Substance**

4. Enter required chemical information, and the optional information if possible

5. Select **Save**

To Add a Novel Compound

1. Select **Add to Inventory** from the home page

2. Select the ⋮ menu icon from the top right hand corner

3. Select **Add Novel Compound**

4. Enter required chemical information

5. Select **Save**

Creating a Custom Chemical Name
(For PIs and Inventory Managers–Desktop only)

1. Select **Search Chemicals** from the home page
2. Select the chemical
3. Select the ⋮ menu icon from the top right hand corner
4. Select **Custom Chemical Name**
5. Choose from synonyms list or type a name into the **Create custom name line**
6. Select **Save**

Reconciliation (For PIs and Inventory Managers–Desktop only)

1. You will need a handheld scanner for reconciliation. Please note that RFID barcodes require a different handscanner for reconciliation than QR Barcodes.
2. Select **Inventory Summary** from the home page
3. Choose which type of reconciliation to begin (by sublocation or by room)
4. Depending on the type of reconciliation, you may connect a scanner to your computer, Open Excel, and ensure all the necessary barcodes are successfully scanned into the file
5. Save the file
6. Choose **Upload File** on the reconciliation page
7. Review report
8. Resolve any conflicts
9. Select the **End Scanning** button once complete

Frequently Asked Questions

1. **Why barcode your inventories?**
   Barcoding allows you to uniquely identify each container in your laboratory. Once completed, inventory reconciliation can be done with a scanner which is both fast and accurate.

2. **Why barcode your sublocation?**
   Barcoding allows you to uniquely identify each sublocation in your laboratory. Inventory members can easily and quickly locate their chemicals when a sublocation is barcoded. Barcoded sublocations and inventories provide faster and accurate inventory reconciliation.

3. **Do the barcodes scan on curved surfaces?**
   Yes. The barcode format and size has been chosen specifically for scanning on chemical containers of every size, shape, and material.

4. **Does the system support sharing?**
   Yes. PIs can add colleagues within the application. Once established, this relationship allows researchers to search for chemicals within their colleagues labs and to submit requests to borrow.

5. **Are the barcodes chemical resistant?**
    Yes. The materials have been chosen specifically for use in the chemical lab environment.

6. **Can certain chemicals be marked as not shareable so friend labs cannot see them when searching?**
    Yes. A container or a Sublocation may be marked as Private, which prevents view of that chemical by any colleague or campus-wide search.

7. **Is Chemicals available as a mobile application?**
    Yes. Chemicals is available as a native mobile application for iOS and Android devices and also as a web-based application.

8. **Does the app provide substructure searching?**
    Substructure searching is available on the desktop version. Select **Search**, then select the **Substructure** link.

9. **The chemical information is incorrect. How do I correct this?**
    If chemical information is incorrect, users can report an issue. For mobile devices, select the ⓘ icon located to the right of the chemical name to report an issue. For desktop, select the ⋮ menu icon in the upper right hand corner and select **Report A Problem**.

10. **How do I add/delete members for my lab?**
    Members of your lab can be managed through the Profile page https://app.riskandsafety.com/profile. PIs can also designate a Delegate who can manage users and create groups on behalf of the PI.

11. **I have a new building or room for my lab, how do I add this?**
    A PI or Inventory Manager can manage locations through the Profile page https://app.riskandsafety.com/profile. Select the **Locations** tab for your group and select the **Add** button to add a buildings/rooms.

12. **How can I get access to the Inventory Summary section?**
    The Inventory Summary section is available for everyone to view, but only PIs and their inventory managers can make changes to the page. Please ask your PI to add you as a Lab Manager.

13. **How do I correct a chemical that was incorrectly added to my inventory? Do I need to delete the chemical and add a new one?**
    The **Reassign** feature allows you to update an existing chemical to the correct chemical. Reassign can be found under the container options.