The CHIMERA Manual
For General Users

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THE CHIMERA ONLINE MANAGEMENT SYSTEM

The CHIMERA Online Management System is an interface that enables the user access to crucial inventory information. This system provides easy access to reports, inventory management tools, hazard signs, and safety data sheets among other functions.

Reports

The online reporting functionality in CHIMERA is one of the most important features provided in the software. Various reports have been created to meet the needs of federal, state, and local regulators, as well as the needs of CHIMERA users.

These reports include but are not limited to:
          *The products that are in the inventory
          *Hazards associated with each product
          *NFPA ratings
          *P-Codes
   *IFC minimum permit quantities

To find out more about each report simply hover over the report with the mouse to find a summary of what the report provides. Users are also able to make a customized report which is detailed on page 10.

Reports

Inventory Report	Hazard Class Report	All Hazards Report	High Hazards Report
NFPA Ratings by Chemical Report	Specific Hazard Report	Inventory Expiration Report	Cost Report
Building Hazards Report	Building Hazards Printout	NFPA Ratings Report	Hazard Totals Report
Control Area Report	Chemical CAS Report	P-Code Report	SARA 302 (EHS) Report
IFC Min Permit Quantities Report	Non-Scanned Product Report	IARC Report	Customized Reports
Customized Group List Report	DEA Controlled Substances Report	EPA Tier II Report	GHS Classification Report

Inventory Management

The online Inventory Management interface is where users will be able to add, remove, edit, and transfer inventory.
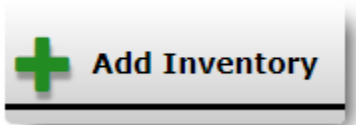

The add inventory function enables users to input inventory when received and to add new chemicals that are missed by receiving during inventory. Users that wish to take advantage of this function need to request barcodes that they can apply on their own. For more information about adding inventory see page 13.

The remove inventory function enables users to remove barcodes or static products from their inventory. The user can scan (if a barcode scanner is available) or hand type individual barcodes for chemicals that are no longer in the inventory. This function helps in maintaining as close to real-time inventory as possible.

The edit inventory function allows the user to change the listed quantity on each container, assign a cost, a location, change the container type, modify comments, and add an expiration date to each individual product.
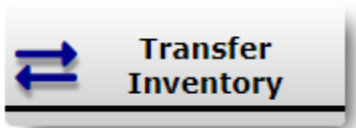

The transfer function is another tool that enables users to maintain an up-to-date inventory. This function allows users to transfer chemicals either to or from their inventory. The user will select the new storage destination then input the barcode number(s), either by hand or by scanning, for all chemicals that need to be transferred. When transferring statics, you will select the building, room and location (optional) where you want them to be transferred to, then you will select the building and room where the statics are currently located.

The reconcile inventory function is another tool that can be used to maintain an up-to-date inventory. This function removes all the non-inventoried products in a building/room before a chosen date, i.e. the date that area's inventory started. Any chemical that were inventoried before that date will be removed from the live inventory.

Hazard Signs
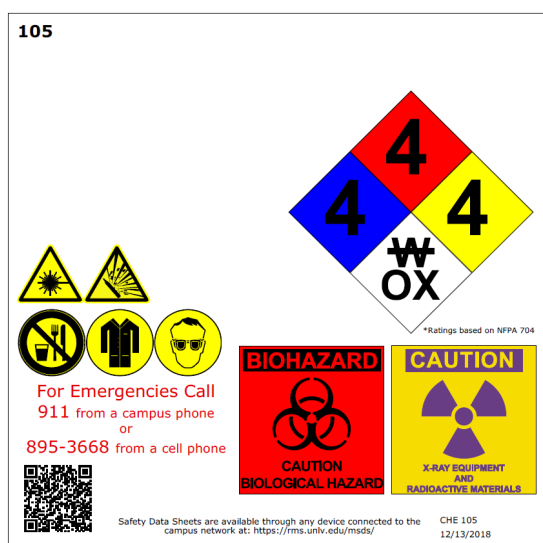
A hazard sign is used to assist first responders by providing them with quick access to the chemical hazards located within the area of interest, as well as other useful hazard information, including radioactive and biohazards.

The chemical hazard information is obtained from each room's inventory, while the biohazard and radioactive hazards are managed through their respective Regulator Tool. The remaining information can be updated by either the CHIMERA administrators or faculty/staff members who have been granted access to the hazard signs tool. This information includes department data, lab director information, and the lab name. After the annual inventory has been completed, hazard signs are printed and distributed by building once a year. The user can also print out their own hazard signs any time they wish. Further information about hazard signs can be found in the Hazard Signs Manual at the end of this manual.

Searches

CHIMERA users can locate chemicals by product name, part number, CAS number, and by manufacturer through the searches provided. Users are also able to search for specific barcodes

which will provide the location information, possible SDS's, and the cost per unit if the information was provided.

A search that users may find useful is the Chemshare search. The Chemshare search is an optional function that users must opt into. Participants in Chemshare are able to search any Chemshare user's inventory for a product and CHIMERA will provide contact information for those who have that product in their inventory.

To participate in Chemshare, users must opt in while creating their account. If the user already has an account and would like to participate in Chemshare, they should contact their CHIMERA administrator.

Safety Data Sheets (SDS)

A safety data sheet (SDS) is a form containing data about the properties of a substance. In accordance with Hazcom 1910.1200, an SDS must be available for every chemical located on campus. These forms also provide crucial information that is used for reports that are required to be submitted to federal, state, and local regulators.

Through CHIMERA, we can provide any user on an authorized network access to all of the SDSs in the system.

When searching for a specific SDS, a user has much of the same functionality that they would have using a normal search tool. If the user was looking for a Fisher brand acetone, they could type "acetone AND fisher" and a list of results will appear.

A user simply needs to click on the file icon in the row of the product that they are interested in, and the file will be downloaded or open in the browser.

acetone and fisher		Submit Search

Show [50 ∨] entries   Search: [   ]

Product Name ▲	Manufacturer ⇅	
1,1,1,5,5,5-Hexafluoroacetylacetone	Fisher Scientific	📄
1,3-Dichloroacetone	Fisher Scientific	📄
2,4-Pentanedione	Fisher Scientific	📄
2,4-Pentanedione	Fisher Diagnostics	📄
2-Fluorophenylacetone	Fisher Scientific	📄

Users might also want the ability to search and view associated synonyms, part numbers, CAS numbers, and in some cases UPC barcode numbers. If multiple products appear after a search, the user can select the information graphic and view additional information that has been entered for each product. This ability is very helpful on products that may have an SDS that was used as a substitute.

Safety Inspection Software (SIS)

The Safety Inspection Software (SIS) enables users to conduct and track safety inspections, safety equipment inspections, and fume hood inspections.

Safety Inspections

The safety inspection tab is where users can go to submit, edit, and/or view safety inspection reports.

Users with Inspection Admin approval (see manage users) have access to the administrative functions of the SIS Inspection system. These users can create new inspection types, edit the structure of existing inspection types, edit inspectors and contacts, edit locations and department information, and view various reports by date, category, or issue. These users can view any inspection report that has been submitted, not just the reports the user has submitted.

Users with Inspection approval (see manage users) can submit a new inspection report for any of the previously set up safety inspection forms. Users are also able to edit, view, and follow-up on any inspection that the user has submitted.

Safety Equipment

The safety equipment tab is where users can manage various types of safety equipment such as fire extinguishers, AED's, showers, eyewashes, etc.

Users with Safety Equipment Admin approval (see manage users) have access to the administrative functions of the SIS Safety Equipment system. These users are able to approve service requests, manage inspection concerns, conduct inspections and manage safety equipment.

Users with Safety Equipment approval (see manage users) can conduct inspections and view various reports including: inspection reports, inventory reports, service reports, and pending inspections reports.

Fume Hoods

The fume hood inspection tab is where users can go to manage fume hoods. Fume hoods can be viewed based on type, location, and status.

Users with Fume Hood Inspection approval (see manage users) can add new fume hoods and edit existing fume hoods. Users are also able to conduct inspections and view when an inspection of a fume hood is needed.

INVENTORY EQUIPMENT

## *Personal Protective Equipment*

As a safety-oriented program, it is <u>CRUCIAL</u> to wear appropriate PPE while doing chemical inventory. Not only will it protect those who are completing the inventory, it also sets an example for faculty, staff, and students throughout campus. PPE includes but is not limited to: Lab coats, gloves, and eye protection.

Computers

Laptops or PCs are the core of the inventory program, as they are used to complete the physical inventory.

Barcodes

The barcodes we recommend, to be used for all laboratory chemicals are made with a chemical resistant polyvinyl compound. These barcodes are formatted to provide a unique number for each lab chemical inventoried. This method is used to help facilitate accurate chemical tracking. See sample below:
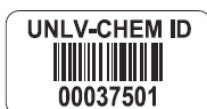
Barcode Scanning Equipment

At UNLV, we use a, pre-programmed, barcode scanner that is used while doing inventory. However, CHIMERA will accept any barcode scanner that submits and enters barcodes.

The Symbol LS4278, is a Bluetooth scanner which reports back to its assigned field laptop. This scanner is used for scanning UPCs from "Static" chemicals. The LS4208 corded USB scanner can also work in this capacity.

THE PHYSICAL INVENTORY PROCESS

Suggested Inventory Process

- Physical Inventory
- Upload Inventory
- Data Clean

### *The Inventory Routine*

Preparation

The daily inventory preparation is crucial to completing the assigned tasks in a timely manner. A team member should make sure that all PPE (eye protection, gloves and lab coat), inventory equipment, building maps, and appropriate keys are collected and ready to go prior to the scheduled departure time.

Chemical Handling & Reading

The team member who is reading should handle each chemical with care and always use <u>TWO</u> hands while using appropriate PPE. When reading the chemical information, make sure to take as much time as necessary to read all the information correctly. Incorrect or incomplete information results in "Go-back" visits.
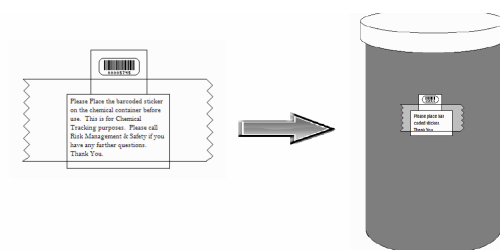
Barcode Process for Laboratory Chemicals

To maintain continuity, the CHEM ID barcode should always be applied on the left-hand side of the product label.
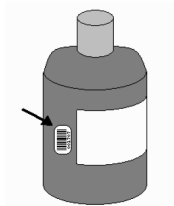
In the instance that a container is too small, the barcode should be cut down to fit onto an acceptable location taking care not to cover up any hazardous information.

Sealed Containers

While going through inventory, one might find a new laboratory chemical that is in a sealed metal can or a sealed plastic bag. In this instance, the teams' job is still to assign the product a barcode during the inventory process. However, the team member must attach the barcode with a second note that notifies the end user to apply the barcode when they remove the product from the sealed container. Note the example:

The Difference between Barcode and Static Chemicals

CHIMERA has two separate chemical categories which are used during inventory: barcode and static.

Barcode Chemicals

A barcode chemical is any laboratory chemical that is not in a single use container. In theory, products that should be around for more than a single year period should be barcoded.

Static Chemicals

A static chemical is considered anything that a barcode chemical is not. This includes one-time use products, gas cylinders, non-laboratory chemicals, and all other chemicals that the team is uncertain how to classify. It has been best stated, "When in doubt, static it out."

Infrequent Issues

Unknown Chemicals

Occasionally, teams may find chemicals that are old or are unfamiliar with the manufacturer. When this occurs, it is best to take pictures of the container, making sure to get all the information from the container. This may mean taking several pictures of the same container. By taking the picture while out in the field, you will hopefully prevent the team from going back later to investigate.

Chemical Spills or Broken Containers

In the rare occasion that there is a chemical spill or broken chemical container, the inventory team should call the Hazardous Material Safety Technician for assistance. This is to assure proper clean up and disposal is conducted.

Adding Inventory

As mentioned before, under Inventory Management, the Add Inventory function is where users go to enter the inventory information. After you have clicked on "Add Inventory" this screen will appear:

After clicking the Annual Inventory button users will see the screen below.

Once in the add inventory screen the user can choose from the dropdown selections, or start typing, the building, room, location (optional), and whether the product is a static or barcode. When selecting the room, if you start typing and the room is not in the dropdown menu, the following "*(new)*" will appear and the inventory will be added to that room. If the product is "Static" you will need to click on the white dot, which will change the red to green. If the product is a barcode you will need to type in the barcode number. After you have chosen static or barcode you need to click on save.

The next screen you will see the building, room, stactic/barcode and location if you have added one. If the information is incorrect, you can click on "Edit Information" and make your changes.

Add Inventory

Building	Room	Barcode	Static
ARC	140		🟢

Location:

Edit Information

Enter a search term... **Submit Search**

Product Name		Manufacturer	
Use the box above to search for a product			

Previous Next

See Recent Inventory   **Add to Inventory** ⊕

Next type in the part number, CAS#, or product name and search. If there are to many choices you can search using 2 different categories by adding AND between two categories, then "Submit Search". If you see the product you are searching for, click on the "Product Name" and a dropdown will display the synonyms associated with this product.

Add Inventory

Building	Room	Barcode	Static
ARC	140		🟢

Location:

Edit Information

Acetone and Fisher **Submit Search**

Product Name		Manufacturer	
Acetone		Fisher Scientific	

Synonyms: S25904;

After selecting the product, click the green "Add to Inventory" button in the lower right corner.

Add Inventory

Building	Room	Barcode	Static
ARC	140		🟢

Location:

Edit Information

Acetone and Fisher	Submit Search

Product Name	⬍	Manufacturer	⬍
Acetone		Fisher Scientific	

Synonyms: S25904;

Previous | 1 | Next

See Recent Inventory	Add to Inventory ⊕

Once you click the green "Add to Inventory" button you will get a pop up window, below, confirming the product you chose.

Product Selected

Currently, the following product is selected:

Product Name: Acetone

Manufacturer: Fisher Scientific

Proceed to the next step?

No	Yes

If the information is correct click the blue "Yes" button, this will take you to the next screen, if the information is not correct click the red "No" button which will take you back to the search.

The next screen you will see the product name and manufacturer from the previous page based on the product you chose. In this screen you must fill in the "Size", "Unit", "Container Type", and "Quantity".

Add Inventory

Product Name:	Acetone	**CAS Number:**	
Manufacturer:	Fisher Scientific × ▾	**Cost:**	$ 0.00
Size:		**Lot Number:**	
Unit:	Select an option ▾	**Expiration Date:**	
Container Type:	Select an option ▾	**Comments:**	
Part Number:		**Quantity:**	

CANCEL	SUBMIT

"Size", will be a numerical number, "Unit" has a dropdown menu, "Container Type" has a dropdown menu, and the "Quantity" will be how many of the product you have. Optional on this screen would be the CAS Number, Cost, Lot Number, Expiration Date and Comments. You do not have to fill in the Part Number because you have entered that in the previous screen. You can also use the CAS Number, Cost, Lot Number, Expiration Date and Comments if you desire. Once you have completed this page click on the Blue "Submit" button which will take you to the review page. If the information is correct click on the blue "Yes Submit" button.

Add Inventory

You are about to submit the following:

Product Name:	Acetone
Manufacturer:	Fisher Scientific
Size/Unit:	25 mL
Container Type:	Plastic bottle or jug
Quantity:	1
Barcode(s) Used:	Static

Will be added into the inventory of the following location:

Inventory Location:	ARC 140

No. Go back.	Yes. Submit.

In the event the product the user is searching for does not come up, the user can manually add the product. To do this, click the green "Add to Inventory" button. This will open a menu box stating "Product not selected".

Add Inventory

Building	Room	Barcode	Static
ARC	140		🟢

Location:

Edit Information

| Enter a search term... | Submit Search |

| Product Name	⬍	Manufacturer	⬍
Use the box above to search for a product

Previous   Next

| See Recent Inventory | Add to Inventory ⊕ |

To add a product manually click the Blue "Yes. Manually add product". The next screen will be the same as previously shown on page 16 with the exception the user will need to populate the Product Name and Manufacturer along with the Size, Unit, Container Type, Part Number and

Quantity. As previously stated, the user can also add the CAS Number, Cost, Lot Number, Expiration Date and Comments if you desire.
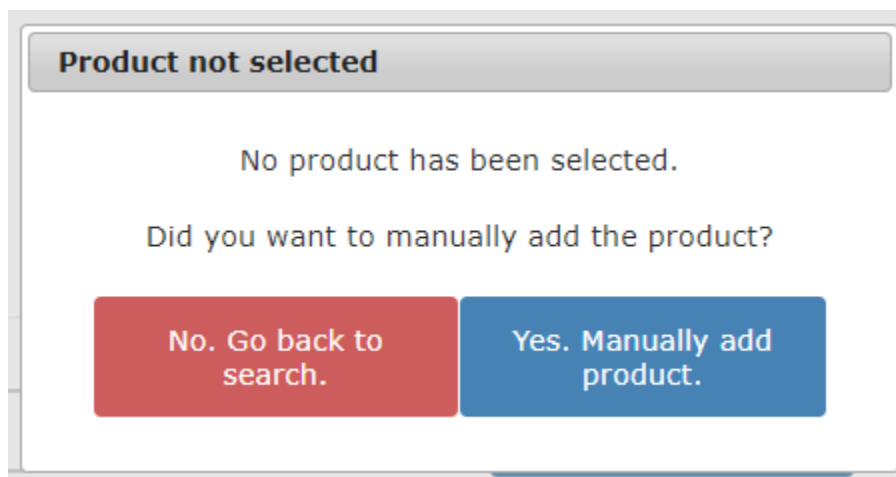
After you have filled in the needed information, click the blue "Submit" button, which will take you to the review page, as found on page 17. If the information is correct click on the blue "Yes Submit" button.

When entering the Product Name make sure to include the **FULL** product name which includes prefixes, suffixes, concentrations, color (for paints), scents, and any information that makes the product unique.

Part Numbers are incredibly important in finding an SDS for a product. Many manufacturers separate SDS's by their part numbers, making it imperative to have the correct part number. Part numbers can include product codes, reorder numbers, REF number, UPC codes, item number, or any number specific to the product.

Remember, it is **VERY** important to make sure to select whether the product is a barcode or a static chemical prior to submitting.

It is also very important to update the room number while using the software when moving from one room to the next. If this is not done the inventory will be **WRONG!**