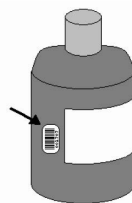


Introduction

- This guide applies to users with write-access privileges in the Chimera inventory system
- Chimera is web-based and can be accessed from any internet-connected computer
- Barcode numbers may be typed in by hand or scanned with any scanner capable of reading 1D Code 128 barcodes
- Barcode labels are only available from the Chemistry Stockroom to ensure unique numbering
- Barcode labels should be uniformly and consistently applied to each chemical container, preferably vertically along the axis of the bottle, especially on small bottles, so the curve of the bottle doesn't interfere with the scanner.
- Barcode labels **MUST NOT** obstruct the bottle label or any other important information. Labels may be trimmed to fit as needed



Important Definitions

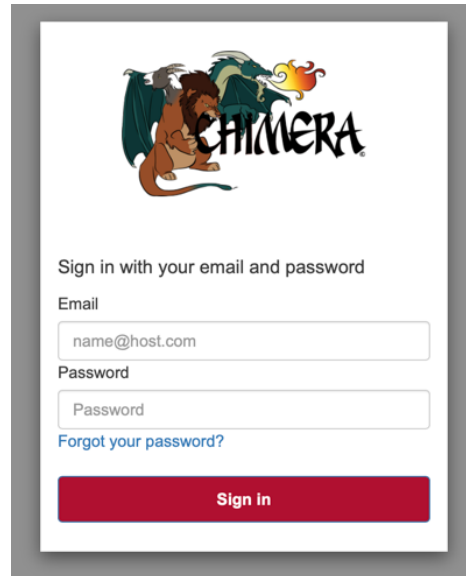
- **Barcoded containers** are those that are not high turnover and applies to most chemicals in the inventory
- **Static containers** are those with higher turnover or can be easily counted by hand—they are everything else that is not a barcoded container and thus do not need a barcode label—solvent refill bottles are a good example of static containers

Best Practices

- The inventory routine is best done in teams of two—one handling containers and the scanner, the other entering data into the computer.
- The initial inventory process will consist of converting existing static entries into barcoded containers
 - To minimize container handling, the user should move through the physical inventory and reconcile each container, by either converting to barcode (see Pages 4 and 5) or adding as a new entry (see Pages 6-8)
 - The remaining static containers should represent those not found in the physical inventory and can be removed from the inventory (see Page 9)
- Inventory reconciliation should occur at least semiannually to maintain currency and accuracy

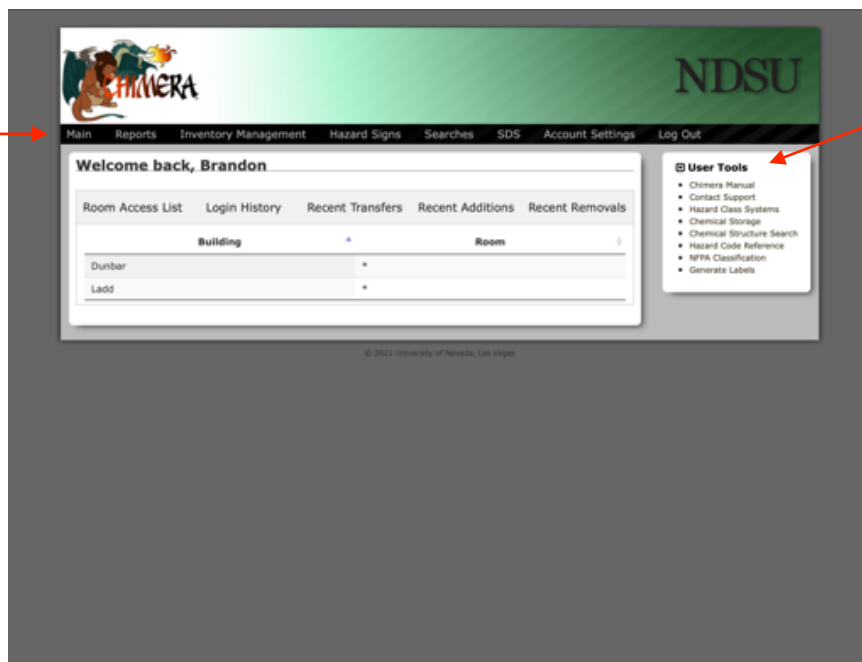
Login

- Navigate to <https://chimeracloud.org/chimera/>
- Supply email address and password to log in



Main Navigation

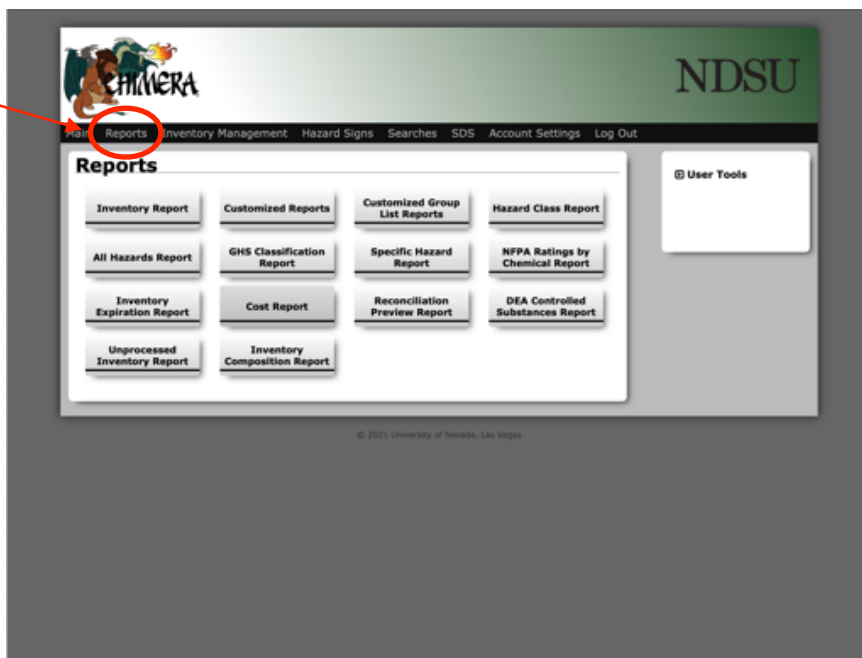
Navigation Menus →



→ User tools and info

Reports

Click "Reports" and choose from the list to generate the desired inventory report



Inventory Report

Building:
Ladd-Ladd

Room:
208

Location:
All Locations

Choose Building, Room, and Location then click "Generate Report"

Generated report is searchable and can be downloaded in Excel or PDF depending on account privileges

Inventory Report for Ladd-Ladd 208

Show 25 entries

Search:

Barcode #	Part #	ProductName	Manufacturer	Amount	Unit	C. Type	P. State	Location	Inventory Date
26919		Ammonium Chloride	Acros Organics	6.565	Kg	S		Ra10 S12 S#2	03/16/2021
26802		Sulfuric Acid	Sigma-Aldrich	2.5	Liter	M	L	AC S#3	03/16/2021
26935		Aluminum	Sigma-Aldrich	0.454	Kg	S			01/13/2020
26928		Ammonium Iodide	Sigma-Aldrich	0.406	Kg	S			01/13/2020
26877		Ammonium persulfate	Sigma-Aldrich	2	Kg	S			01/13/2020
26923		Ammonium Phosphate Dibasic	Sigma-Aldrich	3.822	Kg	S		Ra7 S#4 S#2	03/16/2021
26932		Ammonium Tartrate	MP Biomedicals, Inc.	4.695	Kg	S		Ra7 S#3 S#3	03/16/2021
26910		Calcium Carbonate Powder GR ACS	EMD Chemicals Inc.	2.876	Kg	S		Ra10 S#1 S#3	03/16/2021
27057		Calcium Hypochlorite	Sigma-Aldrich	0.5	Kg	S		Ra7 S#4 S#5	03/16/2021
27060		Calcium phosphate tribasic	Sigma-Aldrich	2.508	Kg	S		Ra7 S#4 S#5	03/16/2021
26941		Copper	Sigma-Aldrich	9.782	Kg	S			01/13/2020
26906		Celite	Acros Organics	5.5	Kg	S		Ra10 S#1 S#0	03/16/2021
26950		Cupric Sulfate Anhydrous	Avantor Performance Materials, Inc.	5.5	Kg	S			01/13/2020
26920		Ammonium Sulfate	Fisher Scientific	7.5	Kg	S		Ra10 S#2 S#2	03/16/2021
27041		Zinc	Sigma-Aldrich	1.68	Kg	S			01/13/2020
27045		Zinc Acetate	Sigma-Aldrich	3.6	Kg	S			01/13/2020
27047		Zinc Nitrate	Avantor Performance Materials, Inc.	2.5	Kg	S			01/13/2020
26917		Urea	Sigma-Aldrich	15	Kg	S		Ra10 S#2 S#4	03/16/2021
26876		Citric Acid	Sigma-Aldrich	2.25	Kg	S			01/13/2020
26849		1,1,2,2-Tetrabromoethane	Sigma-Aldrich	0.2	Kg	L			01/13/2020
26948		Cupric Sulfate Pentahydrate	Fisher Scientific	23.85	Kg	S			01/13/2020
26915		Calcium Chloride Anhydrous Desiccant Powder GR ACS	EMD Chemicals Inc.	0.012	Kg	S		Ra10 S#1 S#4	03/16/2021
26834		1-Propanol	Fisher Scientific	1	Liter	L			01/13/2020
26937		Calcium Carbonate, Powder, Technical	Spectrum Chemical Mfg. Corp.	8.154	Kg	S		Ra7 S#3 S#5	03/16/2021
26939		Carbon Black	Alfa Aesar	0.453	Kg	S		Ra7 S#3 S#5	03/16/2021

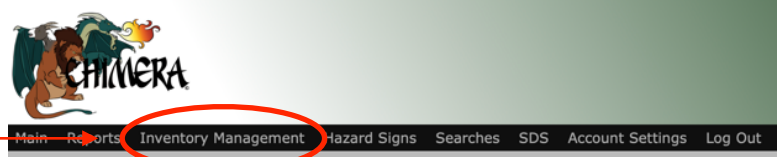
Showing 1 to 25 of 352 entries

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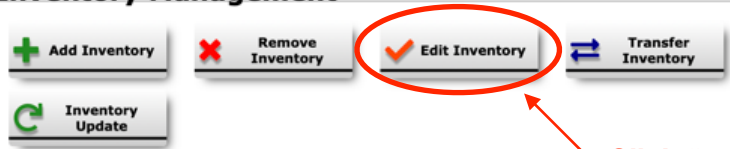
Previous 1 2 3 4 5 ... 13 Next

Inventory Management – Editing Inventory

Select "Inventory Mangement"



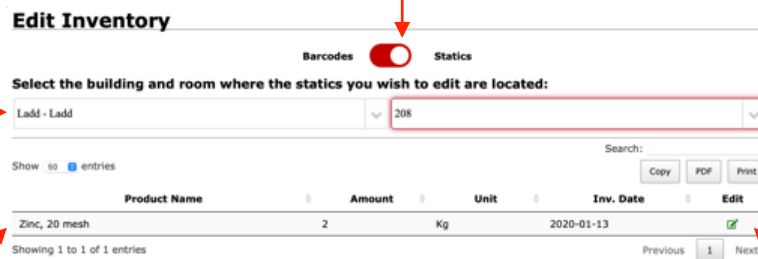
Inventory Management



Click "Edit Inventory"

Convert Static to Barcode

Click to toggle Static



Select Building and Room

Static Containers appear in the list

Click the green check to edit

Edit Inventory [x]

Product Name: Lot Number:

Manufacturer: Cost:

Inv. Date: Container Type:

Amount: Comments:

Unit: Exp. Date:

Convert to Barcode

Save Cancel

Note: Changes made to other fields are not saved when converting to barcode.

Save any changes before conversion or edit after converting

Click to convert container to barcode

Click in the field and scan or type in barcode number

Edit Inventory [x]

The entered barcode will be assigned to the selected static inventory item. Note: This change cannot be undone.

Barcode:

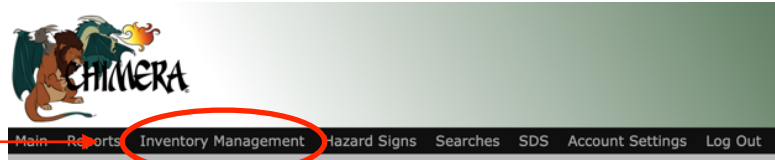
Submit **Cancel**

Click "Submit" to finish barcode conversion

Note: Barcode conversions cannot be changed once submitted. Verify the barcode number is correct before submitting

Inventory Management – Adding Inventory

Select "Inventory Mangement"



Click "Add Inventory"

Inventory Management



Add Inventory

Building:

Room:

Location:

Static:

Barcode #:

SAVE

Select Building, Room, and Location (or type in a new location)

Click the field and scan or type an available barcode

Click "Save"

Add Inventory

Building	Room	Barcode	Static
Ladd	208	111111111111	<input checked="" type="checkbox"/>

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**

Double check this section – click "Edit Information" if needed

Enter name, part number, or CAS number then click "Submit Search"

Inventory Management—Adding Inventory

Select the entry that matches then click “Add to Inventory” →

Submit Search

Product Name	Manufacturer	⋮
Acetone	Sigma-Aldrich	⋮
Acetone	Honeywell International Inc.	⋮
Acetone	Sigma-Aldrich	⋮
Acetone	Sigma-Aldrich	⋮
Acetone	Mallinckrodt Baker, Inc.	⋮
Acetone	VWR International	⋮
Acetone	Fisher Scientific	⋮
Acetone	Sigma-Aldrich	⋮
Acetone	Sigma-Aldrich	⋮
Acetone	Home Science Tools	⋮

Previous 1 2 3 4 5 ... 52 Next

See Recent Inventory
Add to Inventory +

Product Selected

Currently, the following product is selected:

Product Name: Acetone

Manufacturer: Fisher Scientific

← Double check the information and click “Yes” to proceed or “No” to go back

Proceed to the next step?

No

Yes

Add Inventory

Product Name:(*)	<input type="text" value="Acetone"/>	CAS Number:	<input type="text"/>
Manufacturer:(*)	<input type="text" value="Fisher Scientific"/> x	Cost:	<input type="text" value="\$ 0.00"/>
Size:(*)	<input type="text"/>	Lot Number:	<input type="text"/>
Unit:(*)	<input type="text" value="Select an option"/>	Expiration Date:	<input type="text"/>
Container Type:(*)	<input type="text" value="Select an option"/>	Comments:	<input type="text"/>
Part Number:(*)	<input type="text"/>	Quantity:	<input type="text" value="1"/>

Fill in Required fields

Expiration Date is useful for reporting and NECESSARY for things like peroxide-formers

Note: if there are multiple identical bottles, changing the Quantity field will assign corresponding barcode labels without the need to individually add the bottles

CAUTION: WHEN USING THE QUANTITY FUNCTION, ENSURE THERE ARE ENOUGH BARCODES AVAILABLE SO CONTAINERS ARE NOT ASSIGNED TO THE WRONG NUMBERS

Add Inventory

You are about to submit the following:

Product Name:	Acetone
Manufacturer:	Fisher Scientific
Size/Unit:	20 Liter
Container Type:	Steel drum
Quantity:	1
Barcode(s) Used:	1111111111111111

Will be added into the inventory of the following location:

Inventory Location:	Ladd 208
----------------------------	----------

Click "Yes, Submit" if all the information is correct. The current barcode will advance to the next in the sequence

Inventory Management – Removing Inventory

Under “Inventory Management” click “Remove Inventory”

The screenshot shows a toolbar with five buttons: 'Add Inventory' (green plus icon), 'Remove Inventory' (red X icon, circled in red), 'Edit Inventory' (checkmark icon), 'Transfer Inventory' (blue double-headed arrow icon), and 'Inventory Update' (green circular arrow icon).

For Barcoded Containers

Barcode Mode

Click the Field and scan or type the barcode

Removed Barcodes will appear here

The screenshot shows the 'Remove Inventory' interface with the 'Barcode Mode' toggle selected. A 'Scan/Type Barcode' field is highlighted with a red arrow. Below the field is a 'Remove Barcode' button. A table below shows 'Showing 0 to 0 of 0 entries'.

Removed Barcode	Product Name	Manufacturer	Amount	Unit	Undo
Barcodes that you have removed today will appear here!					

Note: Barcodes are removed as you go so be sure the correct barcodes are scanned

For Static Containers

Static Mode

Select Building and Room

Select container and Click “Remove Static”

The screenshot shows the 'Remove Inventory' interface with the 'Static Mode' toggle selected. It prompts the user to 'Select the building and room where the statics you wish to remove are located:'. A dropdown menu shows 'Ladd - Ladd' and '208'. A 'Remove Static' button is visible. Below is a table with one entry selected.

Product Name	Manufacturer	Amount	Unit	Inv. Date
Zinc, 20 mesh		2	Kg	2020-01-13

Note: Hold Shift while clicking to select multiple lines

Inventory Management – Transferring Inventory

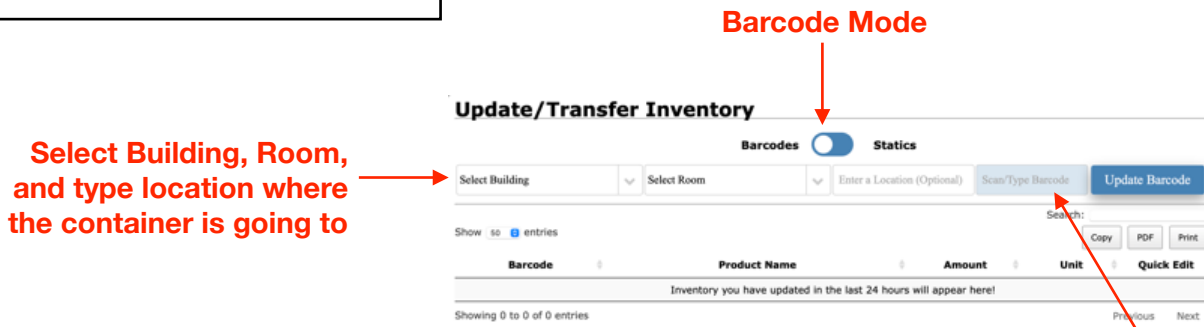


Inventory Management



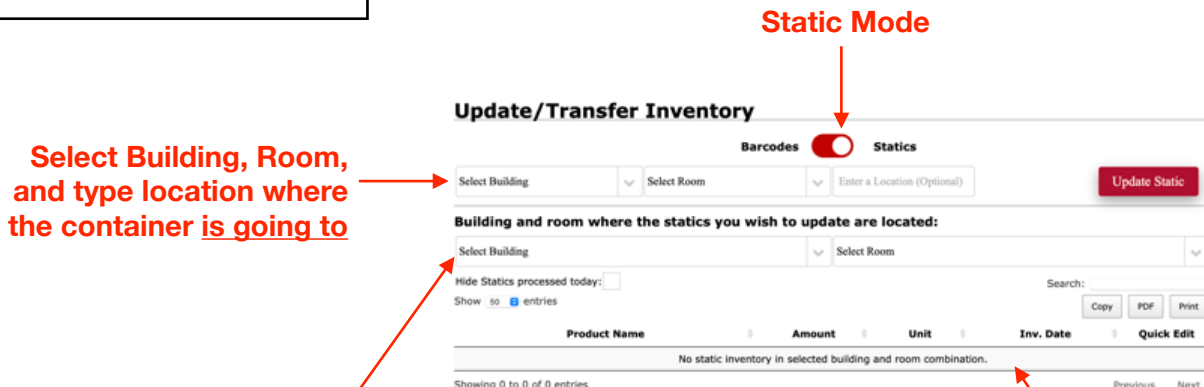
Under "Inventory Management" click "Transfer Inventory"

For Barcoded Containers



Click Field and scan or type barcode

For Static Containers

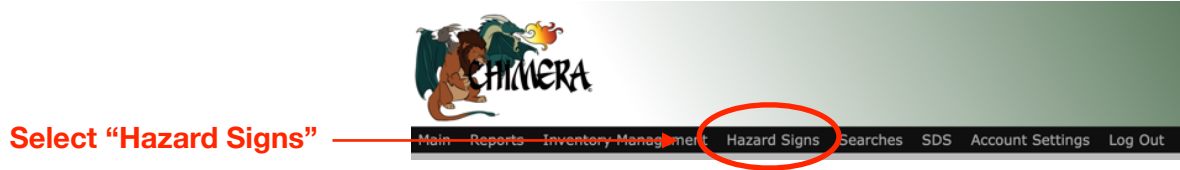


Select Building, Room, and type location where the container is going to

Select Building, Room, and type location where the container currently located

Select static container from the list to update

Creating Hazard Signs



Hazard Signs – Edit Room Info

Select Appropriate Options

Options


Eye Protection: <input type="checkbox"/>	Close Toed Shoes: <input type="checkbox"/>	No Open Toed Shoes: <input type="checkbox"/>
Lab Coat: <input type="checkbox"/>	Protective Clothing: <input type="checkbox"/>	No Food: <input type="checkbox"/>
Compressed Gas: <input type="checkbox"/>	Hearing Protection: <input type="checkbox"/>	Respiratory Protection: <input type="checkbox"/>

Number of Signs: 3 **Element not available on selected sign layout


Info populated by Edit Room Info

Ladd 208 Stockroom

Chemistry and Biochemistry
Brandon Gustafson (701) 799-4118
Greg Cook (701) 936-9692
Campus Safety (701) 231-7759
Emergency 911



Warning based on SDS for H2A



Scannable QR code linked to Inventory Hazard Reports for the room

Safety Data Sheets are available through any device connected to the campus network at <https://chimeracloud.org/bsd/>

Ladd 208
04/14/2021

Click to Edit Name and Contact Info

Info Populated by Room Contents

Info populated By Selected Options Above

Note: When scanning QR code, device must be logged into Chimera

Hazard Signs – Generate Custom Signs

To Edit Contact Info, see Edit Room info on Page 12

Click for dropdown list to change values

Click Icons to show on report

The screenshot shows a web interface for generating hazard signs for a room named "Ladd 208 Stockroom". The interface is divided into several sections:

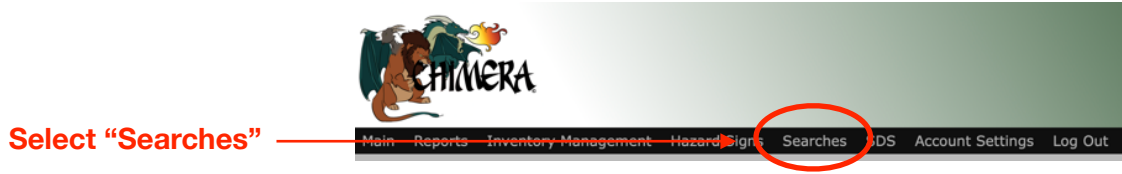
- Contact Information:** Chemistry and Biochemistry, Brandon Gustafson (701) 799-4118, Greg Cook (701) 936-9692, Campus Safety (701) 231-7759, Emergency 911.
- Hazard Ratings:** A diamond-shaped NFPA 704 rating with a 4 in the blue section (Health), a 4 in the red section (Flammability), and a 4 in the yellow section (Reactivity). Below the diamond is the text "W OX".
- Icon Selection Grid:** A 3x3 grid of hazard icons in red-bordered diamonds, including symbols for health hazard, irritant, corrosive, flammable, oxidizing, and toxic.
- Additional Icons:** A row of three icons: a biohazard symbol, a radiation symbol, and a skull and crossbones.
- Sign Templates:** Two rectangular sign templates are shown: a pink "BIOHAZARD" sign with a biohazard symbol and "CAUTION BIOLOGICAL HAZARD" text, and a yellow "CAUTION" sign with a radiation symbol and "X-RAY EQUIPMENT AND RADIOACTIVE MATERIALS" text.
- QR Code:** A QR code is located in the bottom left corner.
- Footer:** Text indicating that Safety Data Sheets are available through any device connected to the campus network at <https://chimeracloud.org/sds/>. It also includes the room name "Ladd 208" and the date "04/14/2021".

*Please Note: Changes made here are not saved and are only reflected on the downloaded sign.

Download PDF

Click to download/print

Searching the Inventory

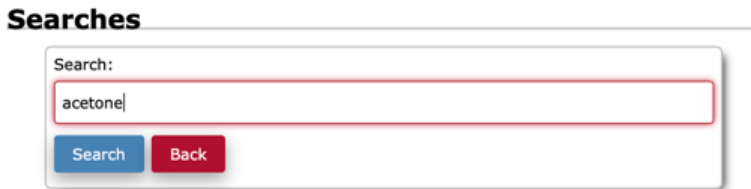


Choose Search Method:



Inventory Search

Type search term and click "Search"



Search results similar to Inventory Report and based on Room Access

Inventory Search for acetone

Show entries

Barcode	Building	Room	Product Name	Part Number	Manufacturer	Amount	Unit	Location	Comments
28000	Dunbar	62	Acetone	A18-20	Fisher Scientific	20	Liter	FC 59-2	
28011	Dunbar	62	Acetone	A18-20	Fisher Scientific	20	Liter	FC 59-2	
28045	Dunbar	62	Acetone HPLC Grade	A01135	EMD Chemicals Inc.	4	Liter	SH 5N3	
28046	Dunbar	62	Acetone HPLC Grade	A01135	EMD Chemicals Inc.	4	Liter	SH 5N3	
28066	Dunbar	62	Acetone	A18-20	Fisher Scientific	20	Liter	FC 59-2	
28067	Dunbar	62	Acetone	A18-20	Fisher Scientific	20	Liter	FC 59-2	
28068	Dunbar	62	Acetone	A18-20	Fisher Scientific	20	Liter	FC 59-2	
28246	Dunbar	55	1,3-Diphenyl-2-propanone	42915	Sigma-Aldrich	0.1	Kg	DD Red	URL: http://www.sigmaaldrich.com/catalog/product/sigma/42915?lang=en&ion=US; Alt#: 1,3-Diphenyl-2-propanone ; 230.27 g/mol
29040	Dunbar	55	Acetone-D6 deuteriation degree min. 99.9% for NMR spectroscopy Magnetals	100020	EMD Millipore Corporation	0.000025	Liter	Desiccator	
Static	Dunbar	151	Acetone-d6 (5, 99.9%)		Cambridge Isotope Laboratories, Inc.	0.025	liter		
Static	Dunbar	250	Acetone		Fisher Scientific	4	liter		
Static	Dunbar	250	Acetone		Fisher Scientific	4	liter	2077932	
Static	Dunbar	250	Acetone Cyanohydrin		Sigma-Aldrich	0.005	kg	2008101	
Static	Dunbar	250	Acetone Cyanohydrin		Sigma-Aldrich	0.1	kg	2008101	
Static	Dunbar	250	Acetone HPLC Grade		EMD Chemicals Inc.	4	liter	2077932 solvent Licker 2nd Shelf from top	
Static	Dunbar	251A	Acetone Cyanohydrin		Sigma-Aldrich	0.1	Kg	Fridge 3	
Static	Dunbar	251A	Acetone, HPLC grade, 99.5+%		Afla Aesar	0.06	Liter	Cabinet 1	
Static	Dunbar	251A	Dimethyl acetone-1,3-dicarboxylate		Afla Aesar	0.08	Kg	Cabinet 3	
Static	Dunbar	256	Acetone-d6		BearToxin Chemical	0.008	Kg	refrigerator	Acetone-d6 C0300003
Static	Dunbar	256A	Bis(2-benzyloxyacetone)paladium(0)		Sigma-Aldrich	0.002	kg		Bis(2-benzyloxyacetone)paladium(0) (C6H5O)2CH2Pd(0) (C6H5O)2CH2Pd(0)
Static	Dunbar	257	Tris(2-benzyloxyacetone)dipalladium (0)		Strem Chemicals, Inc.	0.001	Kg	NLPLP1	
Static	Dunbar	259	1,1,1,3,3,3-Hexafluoroacetylacetone		Acros Organics	0.015	Kg	Blackboard LOWER	
Static	Dunbar	259	Acetylacetone 98%		PLMJ & Bauer, Inc.	0.25	Liter	yellow cardboard	
Static	Dunbar	259	Trans,trans-Dibenzoylacetone		Sigma-Aldrich	0.005	Kg		cardboard below blackboard/19122(upper box-benzoic acid)
Static	Dunbar	260	4-Phenyl-2-butanone		TCI America	0.025	Liter	300843F	

Showing 1 to 25 of 59 entries

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Barcode Search

Searches

Scan or type barcode in Field and click "Add Barcode"

Click "Search" to display list of searched barcodes

Entered Barcodes Appear in list

Search results similar to Inventory Report and based on Room Access

Barcode Search

Show entries

Barcode	Building	Room	Product Name	Part Number	Manufacturer	Amount	Unit	Location	Comments	Inactive
26800	Ladd	208	Acetic Acid, Glacial		Alfa Aesar	2.5	Liter	AC SH1		
26801	Ladd	208	Hydrochloric Acid		Fisher Scientific	2.5	Liter	AC SH2		

Showing 1 to 2 of 2 entries

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Cost by Barcode Search

Cost by Barcode search is similar to Barcode search and is useful if cost values are entered in the Edit Inventory section on Page 5

Search Safety Data Sheets



Select "SDS"

[Main](#)
[Reports](#)
[Inventory Management](#)
[Hazard Signs](#)
[Searches](#)
SDS
[Account Settings](#)
[Log Out](#)

Safety Data Sheet Search

Please enter a Product Name, Part Number, CAS, Synonym or Manufacturer. When complete, press Search.
Tip: Use the "and" keyword in your query to get more specific results. Ie: "acetone and sigma"

Enter search term and click "Submit Search"

Enter a search term...

Show entries Search:

Product Name	Manufacturer
Use the box above to search for a product(s)	
No results found	

Previous Next

Note: to refine results, modify search terms with catalog numbers, CAS number, manufacturer, etc.

Safety Data Sheet Search

Please enter a Product Name, Part Number, CAS, Synonym or Manufacturer. When complete, press Search.
Tip: Use the "and" keyword in your query to get more specific results. Ie: "acetone and sigma"

acetone

Show entries Search:

Product Name	Manufacturer	
3-Phenyl-1,1,1-trifluoroacetone	Alfa Aesar	
(Dimethylamino)acetone	Sigma-Aldrich	
(Dimethylamino)acetone	Combi-Blocks	
(Isopropenyloxy)trimethylsilane	Sigma-Aldrich	
1,1,1,3,3,3-Hexabromoacetone	Sigma-Aldrich	
1,1,1,3,3,3-Hexabromoacetone	Sigma-Aldrich	
1,1,1,5,5,5-Hexafluoro-2,2,4,4-pentanetetrol	Sigma-Aldrich	
1,1,1,5,5,5-Hexafluoro-2,4-pentanedione	Matrix Scientific	
1,1,1,5,5,5-Hexafluoroacetylacetone	Acros Organics	
1,1,1-Trichloro-2-Methyl-2-Propanol	EM Science	
1,1,1-Trichloro-2-Methyl-2-Propanol	MCB	
1,1,1-Trichloro-2-methyl-2-propanol Hemihydrate	Sigma-Aldrich	

Resultant list from search

Click the desired page icon to download SDS