Chemical Administrator - Desktop

Inventories

Create a new inventory

- Select the arrow near your name and the inventory name underneath the "Welcome" text on the Chemicals home page
- Choose the "Create a New Inventory" button
- Search for an owner of a group in Profile who will own the inventory
- Check the boxes of the groups to pull in from Profile for the people and locations associated with the new inventory
- Enter an inventory name
- Choose **Save**

Switch to an existing inventory

- Select the arrow near your name and the inventory name underneath the "Welcome" text on the Chemicals home page
- Type in the inventory owner's name or the name of the chemical inventory
- Select it from the drop down and choose the **Select** button

Remove an inventory

- Select **Chemical Admin** from your home page
- Choose **Remove Inventory**
- Type in the inventory owner's name or the name of the chemical inventory
- Select the **Remove** button
  Note: Only empty inventories can be removed. Ensure all containers are transferred or removed. Chemicals does not allow removing an inventory that still has containers in it

Transfer ownership of an inventory

- Navigate to the inventory you'd like to transfer ownership of
- Choose **Inventory Summary**
- In the Inventory Access section, select the addition actions button (three dots) in the upper right corner
- Select **Change Inventory Owner**
- Search for the person to transfer the inventory to and select their name
- Choose **Select**

Transfer all containers in a Sublocation to another inventory

- Navigate to the inventory with the sublocation full of containers to transfer
- Choose **Inventory Summary**
- Find the Sublocation and choose the additional actions button (three dots) on the right
- Select **Move Containers**

- Search for the inventory owner's name or the name of the chemical inventory and choose **Select**
- Choose which existing room and sublocation to transfer into
- When ready, choose **Move containers**

Searching for Containers

- In the **Chemical Admin** area, you can search across all inventories on your campus using the **Search Inventory** feature.
- Use the toggles to search by
  - o keyword (barcode number, name, GHS code, product number)
  - o CAS number
  - o Inventory name or owner
  - o Location of container
  - o Classification (physical hazards, health hazards, regulatory bands)
  - o Chemical form (solid, liquid, gas)

Campus Export

To export your entire campus inventory into an Excel spreadsheet, choose the **Campus Export** button. Please note that due to limitations with Microsoft Excel, a spreadsheet will not contain more than 1,048,576 entries.

Search Master Library

Use the **Search Library** feature to explore the master chemical library that the RSS Cheminformatics team curates. You can type in a CAS number or a chemical name and select it to view the entry.

The entry will display all the information related to that chemical family, including safety and hazard information, all associated substances from vendors, and a complete history of updates for that chemical family. This information is curated by the chemists on staff at RSS. If you have any questions regarding any of the information, please contact us by emailing service@RiskandSafetySolutions.com.

CFATS Report

The Chemical Facility Anti-Terrorism Standards (CFATS) report shows your campus percentages and thresholds of chemicals of interest from the Department of Homeland Security. Quantities are tracked by chemical facility. For the complete list of interested chemicals, visit https://www.dhs.gov/sites/default/files/publications/appendix-a-to-part-27-508.pdf.

Access to the CFATS report is handled separately from Chem Admin. It requires each building that contains hazardous chemicals to be added as a chemical facility in the *Chemical Facilities* section.

The data automatically populates from your chemical facilities and the containers within them. Any line items that need attention are noted in red in the table. To export the data, select the three dots in the upper right of the table and select **Export data**.

CERS Report

The California Environmental Reporting System (CERS) report is specific to organizations within California. The CERS report in takes data recorded in the Chemicals application and places it in the template and format required for uploading to the state.

The exportable report shows current numbers of solids, liquids and gases compared to their limits, which can be set in the Chemical Facilities Management section. To export the CERS report, select the three dots in the upper right of the table and choose **Export data**.

Control Areas

Chem Admins have access to the Control Areas section. Control areas are used for the Maximum Allowable Quantity (MAQ) report for tracking compliance of chemical storage within a building. The interface lets the separate Control Area Admin role to create control areas within a building and choose which rooms to include.

The Control Areas home page shows how many buildings have containers in them.

The MAQ report has two fire codes- 2016 and 2001.

Chemical Facilities Management

This interface allows choosing which buildings are designated as Chemical Facilities for the CERS and CFATS report. Choose the facility and search for the buildings to include in that facility. Your organization may have one or many, depending on the building layout and local regulations. Customize each facility's CERS and EPA IDs as well as chemical limits by using the pencil icon in the top section.

Door Hazard Signs

When the optional Door Hazard Sign feature is turned on in UC Chemicals, Chem Admins can view each sign. The interface allows navigation by building, room and floor. Managing room suites is also available to designate separate rooms that are actually joined as a suite.