



The CHIMERA Manual  
For General Users





## CHIMERA Manual For General Users

### Table of Contents

❖ The CHIMERA Online Management System.....	1
❖ Safety Data Sheets.....	6
❖ Safety Inspection Software (SIS).....	7
❖ Hazard Sign Manual.....	13

Powered by:



## 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**

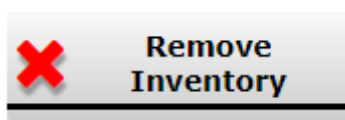
<b>Inventory Report</b>	<b>Hazard Class Report</b>	<b>All Hazards Report</b>	<b>High Hazards Report</b>
<b>NFPA Ratings by Chemical Report</b>	<b>Specific Hazard Report</b>	<b>Inventory Expiration Report</b>	<b>Cost Report</b>
<b>Building Hazards Report</b>	<b>Building Hazards Printout</b>	<b>NFPA Ratings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

## ***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.



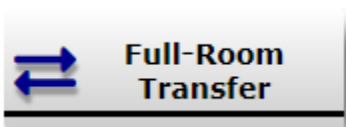
The transfer function is another tool that enables users to maintain an up-to-date inventory. This function allows users to transfer chemicals either to or from their inventory. The user will select the new storage destination then input the barcode number(s), either by hand or by scanning, for all chemicals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

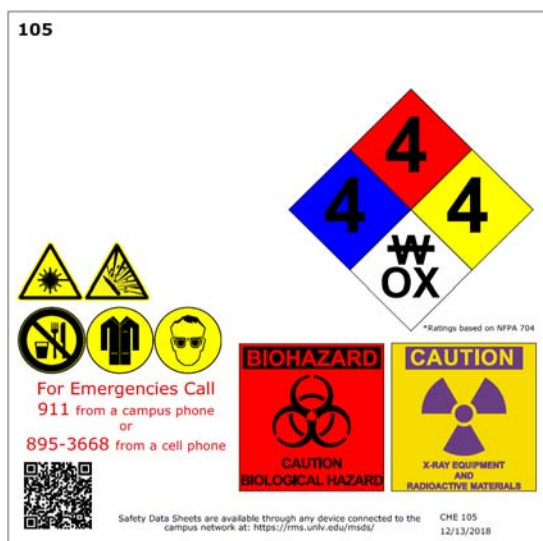


The reconcile inventory function is another tool that can be used to maintain an up-to-date inventory. This function removes all the non-inventoried products in a building/room before a chosen date, i.e. the date that area's inventory started. Any chemical that were inventoried before that date will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



The full-room transfer function allows users to transfer an entire room's inventory into another room. Input the source building and room, where inventory currently is, and then the destination building and room and click transfer.

## *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 name of the product that they are interested in viewing the SDS, and the file will be downloaded or open in the browser.

Product Name(Click Here For SDS)	Manufacturer	Product#
1,1,1,5,5,5-Hexafluoroacetylacetone	Fisher Scientific	99898
1,3-Dichloroacetone	Fisher Scientific	100607
2,4-Pentanedione	Fisher Scientific	9514
2-Fluorophenylacetone	Fisher Scientific	96620
3-Pentanone	Acros Organics	54131
3-Pentanone	Eastman Kodak Company	71619
4-Methoxyphenylacetone	Fisher Scientific	96471
Acetone	Fisher Scientific	78274
Acetone	Fisher Scientific	108173

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***

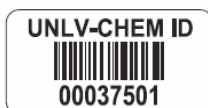
As a safety-oriented program, it is CRUCIAL to wear appropriate PPE while doing chemical inventory. Not only will it protect those who are completing the inventory, it also sets an example for faculty, staff, and students throughout campus. PPE includes but is not limited to: Lab coats, gloves, and eye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

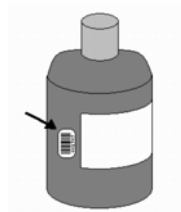
equipment, building maps, and appropriate keys are collected and ready to go prior to the scheduled departure time.

### **Chemical Handling & Reading**

The team member who is reading should handle each chemical with care and always use TWO 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**

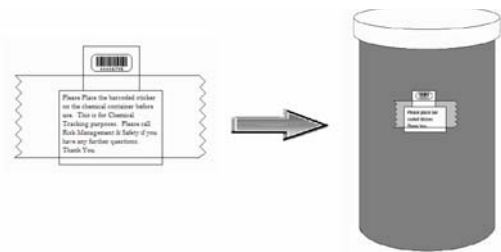
To maintain continuity, the CHEM ID barcode should always be applied on the left-hand side of the product label.



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.