UC Chemicals: Getting Started

About UC Chemicals

UC 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 auto populated. The application enables users to create chemical networks to easily share chemicals while controlling access. UC 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.

Installing the UC Chemicals Application

For iOS users

1. Navigate to the App Store
2. Search for UC Chemicals – Pilot
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials

For Android users

1. Navigate to the Google Play Store
2. Search for UC Chemicals – Pilot
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials

Adding Lab Managers (For PIs and Lab Managers-- Desktop)

1. Log in to http://ehs.ucop.edu/chemicals
2. Select the **Manage Lab** button
3. Select the ⋮ menu icon located to the right of Members
4. Select **Add/Remove Lab Managers**
5. Select the members you wish to add or remove as Lab Managers
6. Select **Done**

Manage Lab (For PIs and Lab Managers-- Desktop)

PIs and delegates have access to the Manage Lab section to perform administrative functions and can be accessed on the desktop version http://ehs.ucop.edu/chemicals

Inventory Summary

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

Manage Tags

- Add or remove tags for your lab
- View lab members in your group

Colleagues

- Add labs you work closely with to share chemicals
- PIs have the ability to mark containers as private for chemicals they wish not to share

For more information about UC Chemicals, contact service@RiskandSafetySolutions.com

Manage Lab (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**
  3. Select the **Save** button

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

Barcoding Sublocations (For PIs and Lab Managers-- Mobile only)

Barcoding sublocations allow users to enter specific location by scanning a barcode and is also crucial to the reconciliation process. Reconciliation relies on scanning the sublocation barcode followed by scanning all containers at this sublocation. Therefore 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 the **Barcode your sublocations** link
   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, all containers are avialble 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**

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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** from the home page
2. Search chemicals by CAS number, product ID or name
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 (for Lab Managers and PIs only)

1. Select **Add** from the home page
2. Select the ⋮ menu icon
3. Select **Add Commercial Substance**
4. Enter chemical information
5. Select **Save**

To Add a Novel Compound

1. Select **Add** from the home page
2. Select the ⋮ menu icon
3. Select **Add Novel Compound**
4. Enter chemical information
5. Select **Save**

Creating a Custom Chemical Name (For PIs and Lab Managers -- Desktop only)

1. Select **Search Chemicals** from the home page
2. Select the chemical
3. Select the ⋮ menu icon
4. Select **Custom Chemical Name**
5. Choose from synonyms list or select **Create custom name**
6. Select **Save**

Reconciliation (For PIs and Lab Managers -- Desktop only)

You will need a handheld scanner for reconciliation. Contact your organization's EH&S department to request one.

1. Select **Manage Lab** from the home page
2. Select the **Reconcile Your Lab** link
3. Select the **Start Scanning** button
4. Scan sublocation
5. Scan the sublocation's containers
6. Repeat for all sublocations
7. Connect the scanner and select **Upload Barcodes**
8. Review report
9. Resolve any conflicts
10. Select the **End Scanning** button once complete

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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. Lab members can easily and quickly locate their chemicals when a sublocation is barcoded. Barcoded sublocations and inventories provide faster and accurate inventory reconciliation.

3. Who will be responsible for purchasing the labels and scanners?
UCOP is currently providing the labels for the pilot groups during the initial pilot. It is still being determined if UCOP will provide the scanner and labels moving forward.

4. 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.

5. 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.

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

7. Can certain chemicals be marked as not shareable so friend labs cannot see them when searching?
Yes. A container can be marked as private which prevents view of that chemical by any friend lab.

8. Is UC Chemicals integrated with other applications in the UC Safety Suite?
Not at this time, however, there are plans to integrate UC Chemicals with other applications within the UC Safety Suite.

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

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

11. 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 **Message** 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**.

12. How do I add/delete members for my lab?
Members of your lab can be managed through the UC Safety Profile page http://ehs.ucop.edu/profile. PIs can also designate a Delegate who can manage users and create groups on behalf of the PI.

13. I have a new building or room for my lab, how do I add this?
A PI or Lab Manager can manage locations for through the UC Safety Profile page http://ehs.ucop.edu/profile. Select the **Locations** tab for your group and select the **Add** button to add a buildings/rooms.

14. How can I get access to the Manage Lab section?
The Manage Lab section is available to only PIs and their lab managers. Please ask your PI to add you as a Lab Manager.

15. 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.

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