

Desktop Chemicals Glossary

Chem Admin: A campus admin in Chemicals has full access to anyone's inventory and can generate compliance reports for their campus. Chem Admin names are shown on the Inventory Summary page.

Chemical container: Refers to one physical bottle, jug or vial that holds a hazardous chemical. Each container should be added so that the amount of physical containers you have matches the amount on hand in your virtual inventory in Chemicals.

Chemical family: When searching for a chemical from our master library, the displayed result the chemical family. This includes the chemical information and properties, as well as the safety information and specific vendor products associated with that chemical family.

Colleague: Colleagues are other lab groups your group works closely with. Once a colleague request is accepted, colleagues have **read-only** access to what chemicals you have in your and where and vice versa. A request will still need to be sent to borrow or share containers. Colleague requests are initiated from the Inventory Summary page.

Container Options: Available for every container in your inventory.

- **Checkout** – The checkout feature allows for a container to be checked out to an individual within your group or anyone on campus. Checking out a container is temporary with the intention of the container being returned to its inventory group.
- **Transfer** – Allows for a permanent transfer of a container from one inventory group to another.
Note: to complete the transfer process, the container will need to be accepted by the receiving inventory owner.
- **Dispense** – Intended for Stockrooms, allows for “child” or secondary containers to be created from a larger “parent” container.
- **Clone** – Create a copy; a new container with all the same details as the original. Barcode information and comments will not be cloned.
- **Edit** – Allows container details to be updated or modified.
- **Remove** – Deletes the container from your inventory. This cannot be undone once confirmed.
- **Move** – Allows the transfer of a container or multiple containers from one sublocation to another within your inventory.
- **Reassign** – A quick and easy way to assign a chemical that was initially entered into the inventory incorrectly. For instance, a container of Acetone was added but should have been Nail Polish Remover. Reassigning the container will update only the chemical name and retain the container details such as barcode, chemical information (size, unit, type), sublocation, date received/open, and applicable comments associated with the container.
- **History** – Provides a history for the container. This will provide detailed information as to when a container was modified, what was modified and by whom.

Delegate: Has the same administrative access as an Inventory Owner. Inventory owners can designate delegates for their group. *Note – A delegate role is global and will have the same administrative access as an inventory owner across RSS solutions (i.e creating an assessment, adding/removing lab members, managing locations, etc).*

Home page

- **Search Chemicals** – Search for chemicals within your inventory. These are chemical containers you own.
- **Add to Inventory** – Add new chemical to your inventory.
- **Share Chemicals** – An optional feature that allows groups to share or borrow chemicals from one inventory to another. View shared requests, containers that are checked out to yourself or others, and track borrowed containers from other labs.
- **Pending Transfers** – View transfer requests to and from your inventory.
- **Inventory Summary** – The main administration page for maintaining and organizing your lab such as tags, colleagues, sublocations, viewing door hazard signs, import/export and reconciliation.
- **Inventory SOPs** – Allows users to create or select an existing standard operating procedure to associate with their chemical. Note SOP's is a separate module that is an added feature.
- **Chemical Admin** – Chemical Admins is an assigned role granted to select individuals (i.e. EH&S, Fire Marshal, Emergency Responders, etc.) which provide the ability to view, search and generate reports for their entire campus and not just for an individual's inventory. Chemical Admins can also manage users for this role.

Inventory Summary: Provides the administrative functionality for your chemical inventory:

- Certify your inventory (if your organization has enabled this feature),
- Manage Tags
- Manage Colleagues
- View who has access to your inventory as a member or Chem Admin
- Import chemicals or export your current inventory information
- Reconcile your inventory
- View Door Hazard Signs (if your organization has enabled this feature)
- Manage Sublocations

Lab Manager: Inventory owners and delegates have the ability through the Inventory Summary page to grant lab members within their group a lab manager role within the system. This provides lab managers the same administrative access as an inventory owner and delegate, however, this permission is restricted to the chemical inventory management system only.

Owner: Refers to the Responsible Person or PI who is listed as the owner of a chemical inventory.

Reconciliation: An audit of your virtual inventory versus your physical inventory on hand. (Only if containers have QR labels or RFID tags purchased through RSS).

Share request: An optional feature that allows groups to share or borrow chemicals from one inventory to another to reduce the need for purchasing.

SOP: Allows users to create or select an existing standard operating procedures to associate with their chemical. *Note SOP's is a separate module that is an added feature.*

Sublocation: Sublocations are required to create a chemical inventory and is helpful with organizing where chemicals are stored within your lab. Common examples of sublocations are a shelf, cupboard, or under a fume hood.

Substance: Our Master library results provides you with the chemical family name. The substance provides a list of chemicals or reagents which can be associated to a specific manufacturer, ACS, or Reagent grades.

Tag: An optional feature to group containers to a specific tag or label.. Common examples of a tag are specific grants or experiments. This allows the group to view what chemicals are associated with that tag quickly and easily when using the Tags filter. Managing tags can be accessed through the Inventory Summary page.