## About Chemicals

Chemicals is a cloud-based chemical inventory management tool developed with a researcher-centric approach. It allows easy tracking and maintenance of chemical inventories. 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. 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.

## Getting Started

- To access the system, go to https://csu.risksafety.solutions/myboard
- You will be asked to sign in with your locations single sign on account.
- Once logged in you will be taken to your homepage known as **MyBoard**.
- To access **Chemicals**, select the **Chemicals** icon at the bottom of the page.
- You will be taken to the **Chemicals** home screen.

## Installing the Chemicals Application

**For iOS users**
1. Navigate to the App Store
2. Search for UC Chemicals
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
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 https://csu.risksafety.solutions/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 https://csu.risksafety.solutions/chemicals

**Inventory Summary**
- Provides a summary of Total Chemicals and Total Containers in your lab

**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 (All inventories are set to private by default, so you do not need to check private to keep other groups from viewing your inventory)

**For more information about Chemicals, contact ehs@csun.edu**

## 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** – Currently, CSUN is not implementing barcodes, so you can skip the Barcodes section.
  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.

## 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**

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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**

## Frequently Asked Questions

**1.        How do I start using barcodes?**

Although the Chemicals software supports it, currently CSUN has not begun to use barcodes to manage chemical inventories yet. Contact EH&S for questions.

**2.        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.

**3.        Are the inventories private?**

Yes. By default, other groups cannot see the contents of your inventory, even if they are in the same location. RSS Admins will be able to access your chemical inventory through the analytics tool.

**4.        Is Chemicals available as a mobile application?**

Yes. Chemicals is available as a native mobile application for iOS and Android devices and also as a web-based application. Search "UC Chemicals" in the appropriate app store.

**5.        Does the app provide substructure searching?**

 Substructure searching is available on the desktop version. Select **Search**, then select the **Substructure** link.

**6.        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**.

**7.        How do I add/delete members for my lab?**

Members of your lab can be managed through the CSU Safety Profile page https://csu.risksafety.solutions/profile. PIs can also designate a Delegate who can manage users and create groups on behalf of the PI.

**8.        I have a new building or room for my lab, how do I add this?**

A PI or Lab Manager can manage locations through the CSU Safety Profile page https://csu.risksafety.solutions/profile. Select the **Locations** tab for your group and select the **Add** button to add a buildings/rooms.

**9.        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.

**10.        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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