Procedures and Guidelines for Updating and Maintaining Chemical Inventory Using the CHIMERA Chemical Inventory System

The university uses chemical inventory software called CHIMERA. This software allows authorized and trained faculty and staff to create and maintain a record of chemical inventory in the various labs and other locations on campus, such as art studios. This is a required element of the Chapman University Health & Safety Program and allows the University to create reports and conduct analysis based on the requirements of the various regulatory authorities.

The software uses barcoding to keep track of chemicals and access information regarding them, including SDS information. The system allows users to look up the Safety Data Sheet (SDS) for all chemicals within our inventory. Chemicals can be found using name, manufacturer, barcode number, date of entry, or location. This SDS search feature can be easily accessed from any Chapman University network computer and does not require login.

The CHIMERA system also provides an easy to use program for conducting inspections of labs, studios, and other facilities on campus. A wide variety of standard forms are available in the system and can be for that purpose. This includes the inspection forms used by EH&S as well as self-inspection forms that are designed to be used by departmental faculty and staff.

Any questions regarding this process should be addressed to the Chapman University Risk Management, attention Allan Brooks, or the EH&S Office, attention Karen Swift. Within Schmid College of Science & Technology, users may contact Dr. Justin O’Neill, Director of Laboratory Safety for more information.
Login to CHIMERA:  https://rms.unlv.edu/chimera/main/

Login to CHIMERA – Welcome Screen:
Go to **INVENTORY MANAGEMENT**, THEN **ADD INVENTORY**:

BETWEEN IS THE **ADD INVENTORY** SCREEN:
SELECT (Click on) THE USE **AUTO FILL TOOL**

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**Add Inventory**

**Location and Barcode**
- Building: Please Select
- Room: 
- Location: Optional
- Barcode: 

**Chemical Information**
- Product Name: 
- Manufacturer: 
- Size: 
- Unit: Please Select
- Container Type: Please Select
- Part Number: 
- CAS Number: If available
- Cost: Optional
- Storage Group: Optional
- Exp. Date: Optional
- Comments: Optional
- Quantity: 1

AddInventory  Reset

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THE NEXT STEP IS TO **ADD INVENTORY**:

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SELECT **BUILDING** FROM DROP DOWN

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1. Select the Building from the drop-down list.
2. Then enter your cursor in the field for Room. You will enter in the room number. Note that after any given room number has been entered once in the system, it will auto fill.
3. Then enter your cursor in the field for Location.
4. NOTE: Each chemical storage cabinet in each room will be labeled accordingly. Identify the letter associated with the cabinet in which the current chemical is housed. Chemicals are stored according to compatibility.
   EXAMPLE: The current chemical is located in HSC, Room 427, Cabinet A.
5. Next, place your cursor in the Barcode field, aim the scanner on the barcode and press the scan button on the bar code scanner.

THE NEXT STEP IS TO ENTER IN THE REMAINING CHEMICAL INFORMATION:

![Add Inventory Form]

1. Using Auto Fill, type in the name of the “Product.” It will begin to auto fill, and you will need to select the proper chemical from the list that appears.
2. Type in Manufacturer. It will begin to auto fill, and you will need to select the proper Manufacturer from the list that appears.
3. Type in size.
4. Select Unit from the drop down options
5. Select Container Type from the drop down options
6. Type in Part Number
7. Type in CAS number (if available)
8. Cost – This field is not used
9. Storage Group – This is a special designation. Refer to the separate listing supplied by the University using to identify hazard classes. This helps the university determine quantities and locations of chemicals based on the hazards they pose such as reactivity and toxicity. The hazard classes that are used are based on the guidelines for storing chemicals previously set by the University. If the appropriate hazard class cannot be identified, enter TBD in the hazard class field and notify the director of laboratory safety so that the appropriate hazard class can identified and then updated in the system.
10. Type in Expiration Date if available.
11. Comment – This field is optional
12. Quantity – Type in the number of items that you have of this description.
THEN, SAVE THE RECORD BY HITTING THE **AddInventory** BUTTON:

**Add Inventory** [Instructions] [Use Auto Fill Tool]

**Location and Barcode**

**Building:** HSBC, Heshinger Science Center | **Room:** 427 | **Location:** A1 | **Barcode:** 1000017 | **Static:**

**Chemical Information**

<table>
<thead>
<tr>
<th>Product Name</th>
<th>CAS Number</th>
<th>Cost:</th>
<th>Storage Group:</th>
<th>Exp. Date:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-Arginine</td>
<td>74-79-3</td>
<td></td>
<td>Optional</td>
<td>08/11/2017</td>
<td>Optional</td>
</tr>
<tr>
<td>Sigma-Aldrich</td>
<td></td>
<td></td>
<td>Optional</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part Number:** A5006 | **Quantity:** 1

**Container Type:** Glass bottle or jug

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**HOW TO ENTER IN SOLUTIONS:**

**Solutions**

Solutions over 2 Molar, stored and unused for longer than 1 month, and that are stored in bottles larger than 1 liter will also be logged and barcoded. For these solutions, use Sigma-Aldrich as the manufacturer and use “solution” for the part number field. Use the CAS number of the pure compound.

**NOTE:** This practice must also be followed for pure solids that have been distributed to containers with a volume larger than 500 ml. Again, use Sigma-Aldrich as the manufacturer. Use “solid” for the part number.

1. **Solutions** that meet the following criteria will be entered into CHIMERA.
   a. Container Size: Larger than 1 liter
   b. Normal Storage

2. **Data Entry Steps** are as Follows:
   a. **Product Name:**
   b. **Manufacturer:**
   c. **Part Number:** Type in “Solution”
   d. **Storage Group:**