



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/>

Welcome to Chimera!
Chemical Inventory Manager and Electronic Reporting Application


Login to Chimera

Username:

Password:

[Forgot your User ID?](#)
[Forgot your Password?](#)
[Request a Login?](#)

Designed for:



Please enable Javascript and disable any Pop-up blockers in your browser before continuing.
Recommended browsers: Firefox 3.0 or newer, Internet Explorer 8.0 or newer.

User Functions :

- Contact Support
- Hazard Class Systems

Login to CHIMERA – Welcome Screen:

Welcome back, Allan

Inventory Information | Last Active Users | Recent Transfers | Recent Removals/Additions

Rooms with recorded inventories: 4
Rooms updated this month: 1
Total in live inventory: 29
Total inventoried this month: 13
Total Received this month: 0

Administrative Functions :

- User Access Report
- Manage Users
- Manage Departments
- Manage Buildings
- Manage Rooms
- Cost Allocation
- Edit Control Areas
- Edit IARC List
- Building Floor Plan Upload

Regulator Functions :

- Building Floor Plans
- Manage Biohazard Rooms
- Manage RPD/RAM Rooms
- Hazard Codes
- Chemical Room Totals

User Functions :

- Contact Support
- Hazard Class Systems

Go to **INVENTORY MANAGEMENT**, THEN **ADD INVENTORY**:



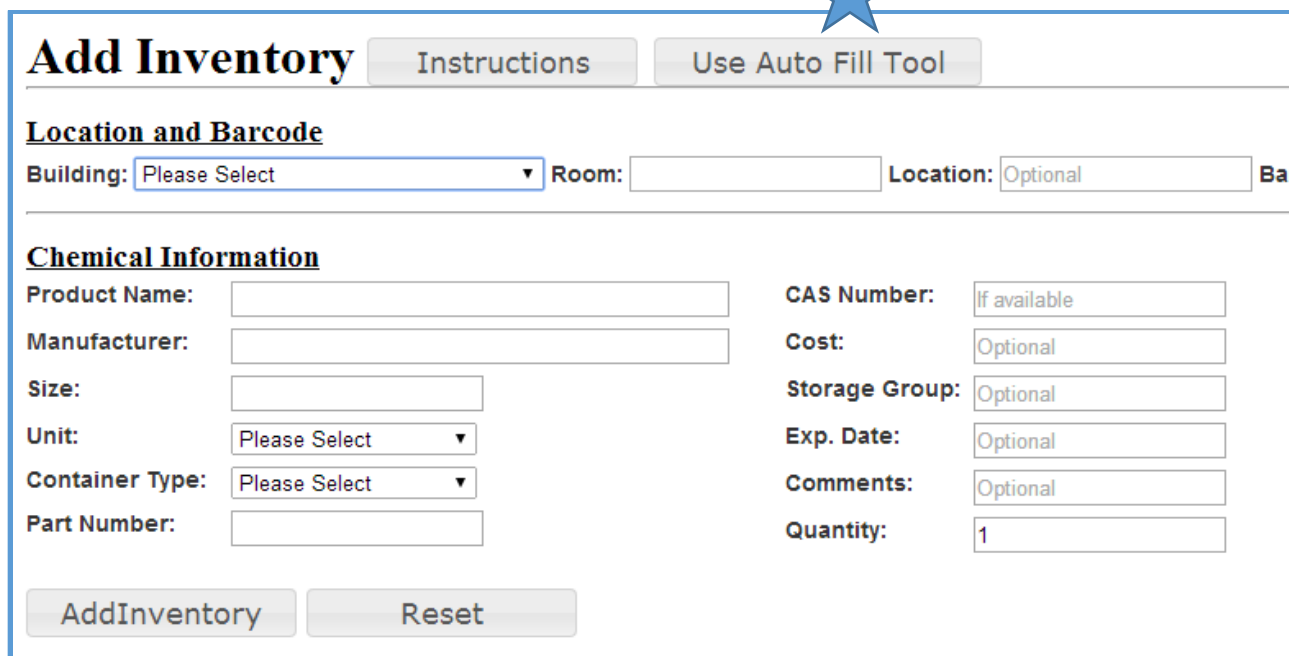
BELOW IS THE **ADD INVENTORY** SCREEN:

The 'Add Inventory' form is designed for data entry. It includes a 'Location and Barcode' section with dropdowns for Building and Room, and input fields for Location, Barcode, and a Static checkbox. The 'Chemical Information' section contains multiple input fields for product details. At the bottom, there are 'AddInventory' and 'Reset' buttons. Below the form is a table titled 'Inventory Added Today' which is currently empty.

Barcode	Building	Room	Product Name	Manufacturer	Size	Unit
No data available.						

Showing 0 to 0 of 0 entries

SELECT (Click on) THE USE **AUTO FILL TOOL**



Add Inventory Instructions Use Auto Fill Tool

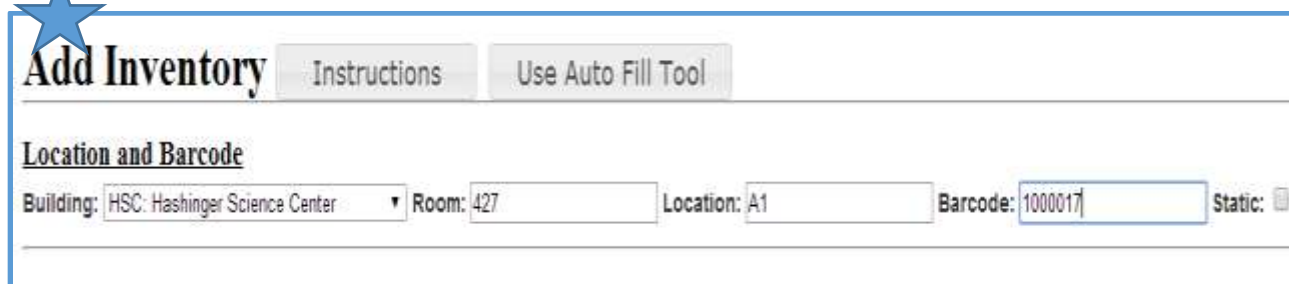
Location and Barcode
Building: Please Select Room: Location: Optional Bar

Chemical Information

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

AddInventory Reset

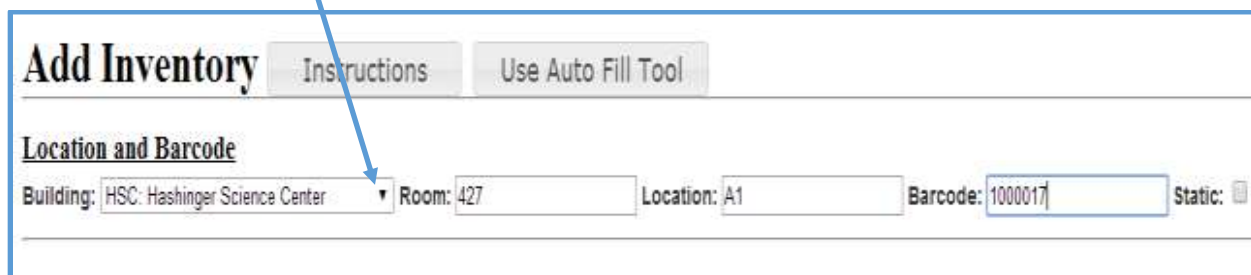
THE NEXT STEP IS TO **ADD INVENTORY**:



Add Inventory Instructions Use Auto Fill Tool

Location and Barcode
Building: HSC: Hashinger Science Center Room: 427 Location: A1 Barcode: 1000017 Static:

SELECT **BUILDING** FROM DROP DOWN



Add Inventory Instructions Use Auto Fill Tool

Location and Barcode
Building: HSC: Hashinger Science Center Room: 427 Location: A1 Barcode: 1000017 Static:

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 curser 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

Instructions
Use Auto Fill Tool

Location and Barcode

Building: HSC: Hashinger Science Center Room: 427 Location: A1 Barcode: 1000017 Static:

Chemical Information

Product Name: <input style="width: 90%;" type="text"/>	CAS Number: <input style="width: 90%;" type="text" value="If available"/>
Manufacturer: <input style="width: 90%;" type="text"/>	Cost: <input style="width: 90%;" type="text" value="Optional"/>
Size: <input style="width: 90%;" type="text"/>	Storage Group: <input style="width: 90%;" type="text" value="Optional"/>
Unit: Please Select ▼	Exp. Date: <input style="width: 90%;" type="text" value="Optional"/>
Container Type: Please Select ▼	Comments: <input style="width: 90%;" type="text" value="Optional"/>
Part Number: <input style="width: 90%;" type="text"/>	Quantity: <input style="width: 90%;" type="text" value="1"/>

AddInventory
Reset

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: HSC Hashinger Science Center Room: 427 Location: A1 Barcode: 1000017 Static:

Chemical Information

Product Name:	L-Arginine	CAS Number:	74-79-3
Manufacturer:	Sigma-Aldrich	Cost:	Optional
Size:	1	Storage Group:	Optional
Unit:	Liter	Exp. Date:	08/11/2017
Container Type:	Glass bottle or jug	Comments:	Optional
Part Number:	A5006	Quantity:	1

AddInventory Reset

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: