

CampusOptics Quick Guide – Chemical Inventory

Chemical Inventory

The screenshot shows a web application interface for 'Chemical Inventory' with a focus on 'Chemical Containers'. The left sidebar contains navigation options: Dashboard, Campus, Chemical (highlighted), HazWaste, Contacts, and Reports. The main content area has tabs for Containers, Types, Safety Data Sheets, Transfers, and Manufacturers. Below the tabs, it shows 'Filtered Chemical Containers' (1 - 50 of 1,039) with a 'Status' filter set to 'Currently in Inventory'. A list of chemical containers is displayed, each with a checkbox and details including the chemical name, CAS number, and location.

Location
<input type="checkbox"/> PERACETHIC ACID 47090 CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet
<input type="checkbox"/> ETHYLENE DICHLORIDE 23548 CHEMISTRY & PHYSICS • Floor 3 • 354
<input type="checkbox"/> 4-methylmorpholine, 99% 23549 CHEMISTRY & PHYSICS • Floor 3 • 347
<input type="checkbox"/> ACETONE 23560 CHEMISTRY & PHYSICS • Floor 3 • 376A
<input type="checkbox"/> TRIETHYLAMINE 23570 CHEMISTRY & PHYSICS • Floor 3 • 376A
<input type="checkbox"/> DICHLOROMETHANE 23574 CHEMISTRY & PHYSICS • Floor 3 • 376A
<input type="checkbox"/> DICHLOROMETHANE 23573 CHEMISTRY & PHYSICS • Floor 3 • 376A
<input type="checkbox"/> DICHLOROMETHANE 23572 CHEMISTRY & PHYSICS • Floor 3 • 376A
<input type="checkbox"/> DICHLOROMETHANE 23571 CHEMISTRY & PHYSICS • Floor 3 • 376A

- Navigate to: **Inventory > Chemical**
- This section provides a complete overview of the chemical inventory in your lab.
- You can:
 - View all chemicals associated with your spaces.
 - Search by chemical name or CAS number.
 - Utilize tools like **Map View**, **Generate Report**, and **Filter** for easier tracking.
 - Monitor chemical locations, quantities, and designated contacts.

Chemical Inventory

Inventory **All Items**

Items Types Manufacturers

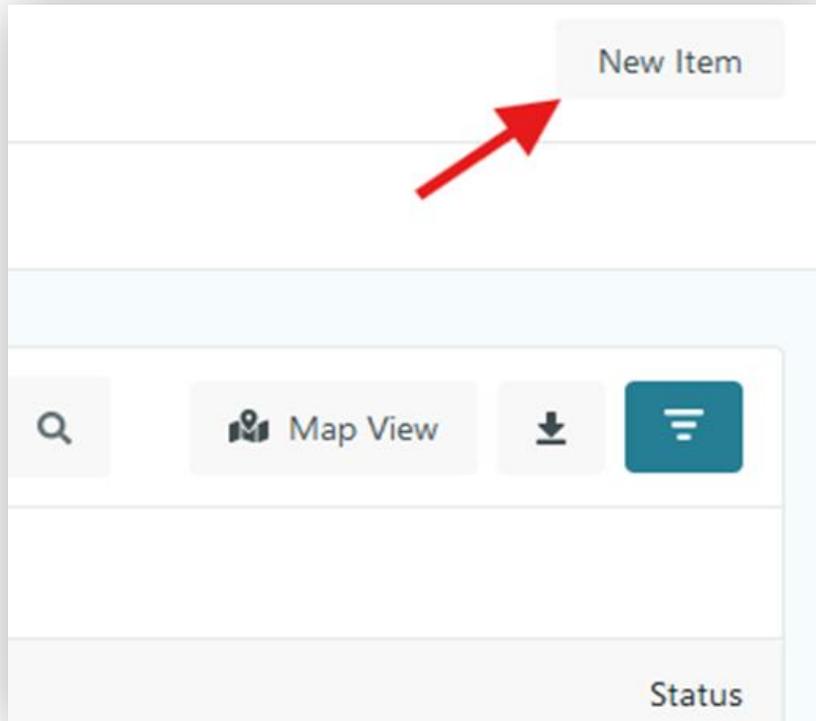
Filtered Inventory Items 1 - 50 of 174

Status Currently in Inventory

<input type="checkbox"/>	Location
<input type="checkbox"/>	PERACETIC ACID 47090 • Chemical Container CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet
<input type="checkbox"/>	HYDROFLUORIC ACID LIQUID 23569 • Chemical Container CHEMISTRY & PHYSICS • Floor 3 • 397
<input type="checkbox"/>	PERACETIC ACID 47089 • Chemical Container CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet
<input type="checkbox"/>	SULFURIC ACID 47085 • Chemical Container CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet

- Navigate to: **Inventory > Items**
- This view shows **All Inventory Items** in the spaces assigned to the user.
- In order to see Chemical containers, select **Chemical** in the left menu
- PIs can use this view to:
 - Review current chemical items
 - Verify storage locations
 - Track quantities and cabinet assignments

Chemical Inventory



NOTE: If your container 'Count' is more than one, don't add Bar codes.
For each individual entry created, a bar code will need to be added in each new entry.

- ⑩ As a **lab manager** or **PI**, you can add new chemical inventory entries by clicking the '**New Item**' button on top right
- ⑩ Search by Type first (Chemical type name)
- ⑩ Select the correct option. A side window will open.
- ⑩ For the new Container add the following information:
 - Contact name (Owner of chemical, PI)
 - Count of containers (How many bottles?)
 - Max capacity, of the container
 - Unit
 - Manufacturer
 - Exp date (if applicable)
 - Bar code (Add ONLY IF one count is given. Don't add for multiples as a string!)
 - Location by Space Specific
 - Lot Number
 - Catalog
 - Comments (if needed)

Chemical Inventory

Inventory / All Types

Items **Types** Manufacturers

All Inventory Types
1 - 50 of 6,816

Search by name or CAS

Name	CAS Numbers	Inventory Items
0.09M MnCl2 • Chemical None Given	None Given	0
1000 UG/ML SR Matrix, 2% HNO3 Volume 30 ML • Chemical None Given	None Given	0
10-bromo-1-decene • Chemical None Given	62871-09-4	0
10% Neutral Buffer Formalin • Chemical None Given	50-00-0	0
10 nm Gold nanoparticles • Chemical None Given	None Given	0
10x TBS • Chemical None Given	None Given	0

- Navigate to:
Inventory > Chemical > Types

- This view shows all **chemical types** available in the system.

Any user can:

- Search for chemical types using the **name** or **CAS number**.
- View associated data like chemical name, CAS, and number of inventory items.

Useful for:

- Reviewing registered chemicals in the system.
- Verifying completeness and consistency of entries of the database.

Ways of Adding New Chemical Container

Chemical Inventory / **Chemical Containers**

Containers Types Safety Data Sheets Transfers

Filtered Chemical Containers
1 - 50 of 174

Search by name or CAS

Map View

Status Current in Inventory

<input type="checkbox"/>	Location	Amount	Contact	Status
<input type="checkbox"/>	PERACETIC ACID 47090 CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet	500 mL 0.5 L	Yong Cai	✓
<input type="checkbox"/>	HYDROFLUORIC ACID LIQUID 23569 CHEMISTRY & PHYSICS • Floor 3 • 397	500 mL 0.5 L	Yong Cai	✓
<input type="checkbox"/>	PERACETIC ACID 47089 CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet	500 mL 0.5 L	Yong Cai	✓

Locations where one can add a new chemical container

1. **Inventory>Chemicals>container view> New container button**
2. **Inventory>Chemical>types**
3. **This is available only to PIs and Lab Manager user types**

Ways of Adding New Chemical Container

Method 1 – Add a Container Manually

- Inventory > Chemical > Containers
- Click the **New Container** button in the top-right corner.

Chemical Inventory / **Chemical Containers**

New Label New Container

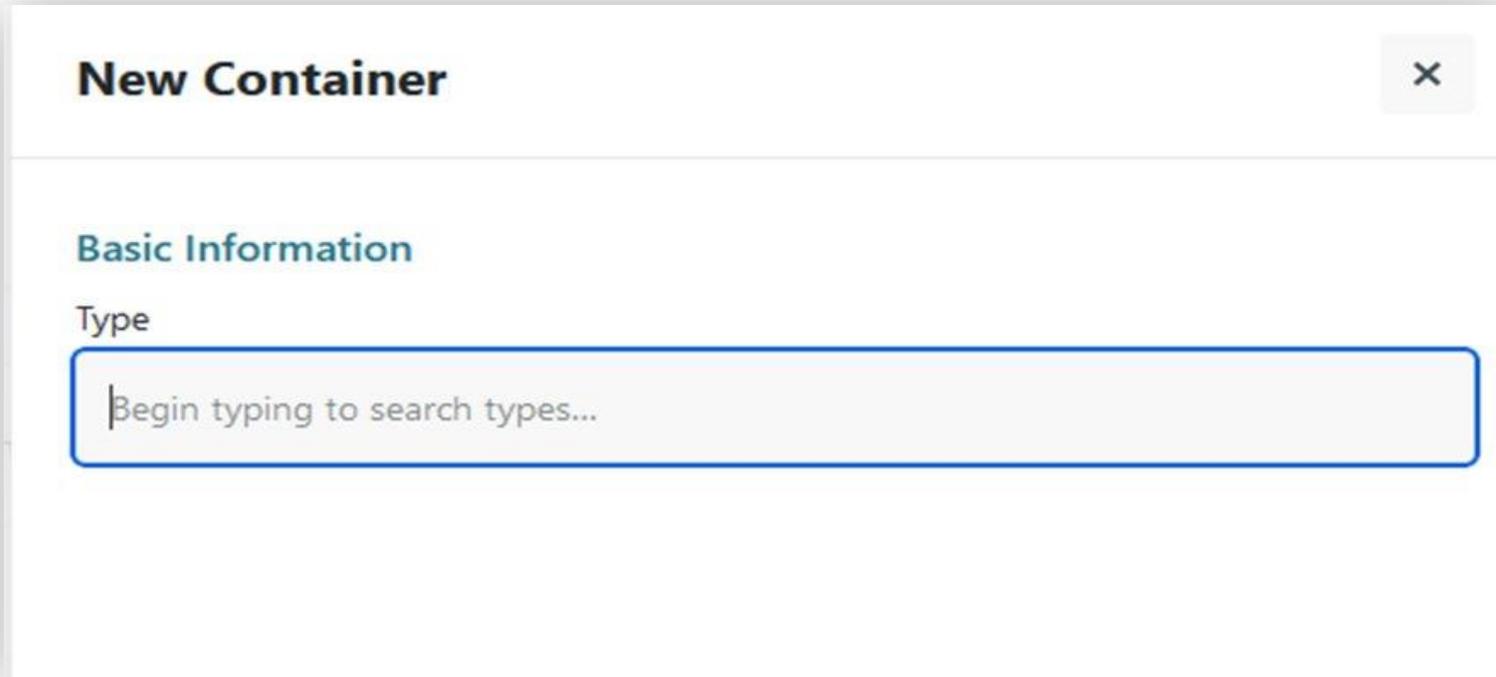
Containers Types Safety Data Sheets Transfers

Filtered Chemical Containers ⓘ
1 - 10 of 174

Search by name or CAS 🔍 Map View ⚙️

Status Currently in Inventory

Adding New Chemical Container Menu



New Container ×

Basic Information

Type

Begin typing to search types...

- After clicking **New Container**, a form opens.
- Begin typing in the **Type** field to search and select the correct chemical.
- This step links the container to its corresponding chemical type already registered in the system.
- Make sure to select the exact match to avoid duplicates or errors in inventory tracking.

Adding New Chemical Container Menu

New Container [Close]

Basic Information

Type: METHANOL [Lock] Count: 1 [Dropdown]

Preferred Name: METHANOL [Dropdown]

Contact: [Search: Begin typing to search contacts...]

Description: [Text Area]

Container Details

Max Capacity: [Dropdown] Unit: Liters [Dropdown]

Manufacturer: [Search: Begin typing to search manufacturers...]

Expiration Date: YYYY-MM-DD [Text Field]

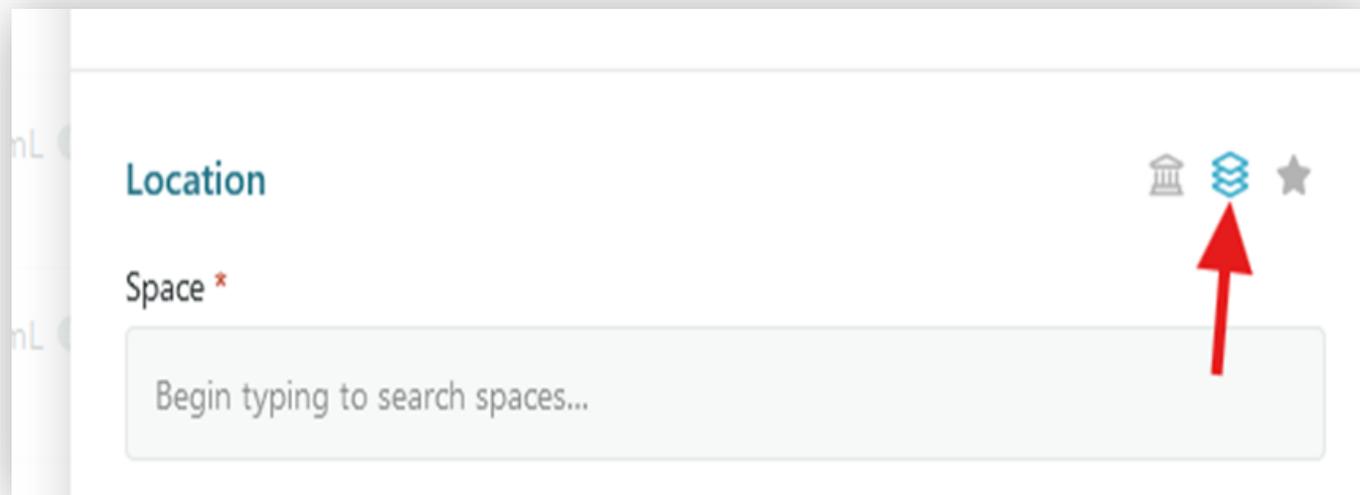
Concentration: [Text Field]

[Cancel] [Create Container]

After selecting the chemical type, complete the form with the following:

1. **Count** – Number of containers (e.g., 1, 2, etc.)
2. **Contact** – Select the name of the PI or responsible person
3. **Max Capacity** – Enter capacity (e.g., 500)
4. **Unit** – Choose unit (Liters, g, Kg, Gallon, etc.)
5. **Manufacturer** – Begin typing to search or add
6. **Expiration Date** – Optional (format: YYYY-MM-DD)
7. **Concentration** – Optional (e.g., 99%, 95%, 1N)
8. **Barcode** – If available, and only if COUNT = 1

Adding New Chemical Container Menu



Location

Space *

Begin typing to search spaces...

Icons: Building, Stack of boxes, Star

9. Location Information – Include building, room, and storage location

- In the **Space** field:
 - Begin typing to search and select your lab space (e.g., CP-373).
- Use the **icons** to the right to:
 - Browse available buildings and spaces
 - Select from recently used or favorite spaces
- A valid **Space location assignment** is required to save the container entry.

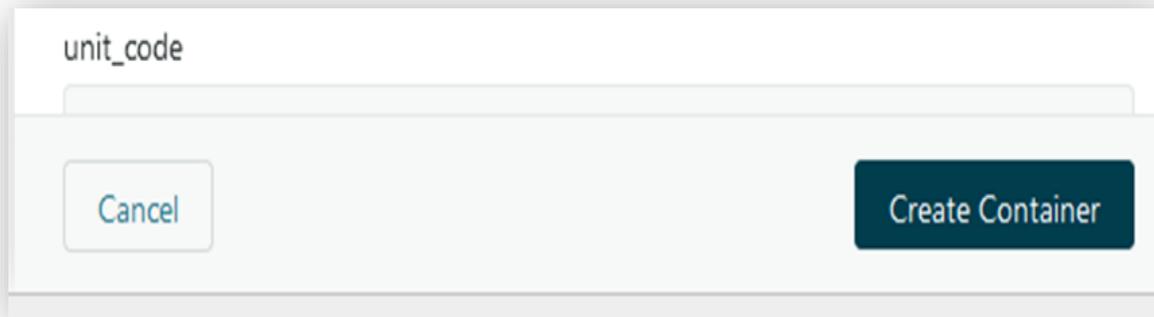
Adding New Chemical Container Menu

10. After filling out the basic container details, scroll to the **Custom Fields** section.

• You may optionally enter:

- **Lot Number**
- **Time In**
- **PO Number**
- **Open Date**
- **Catalog Number**
- **Comments** (for any additional notes)

- After filling in all required and optional fields:
- Review the information entered for accuracy.
- Click **Create Container** to add it to the inventory.
- Or click **Cancel** to exit without saving.



unit_code

Cancel Create Container

Adding New Chemical Container Menu

Method 2 – Add Container via Chemical Type

- Navigate to:
Inventory > Chemical > Types
- In this view, you can:
- **Search for a chemical** by name or CAS number.
- Locate the desired chemical from the Types database list.

Chemical Inventory / Chemical Types

Containers **Types** Safety Data Sheets Transfers

All Chemical Types 1 - 50 of 6,816

Search by name or CAS

Name	CAS Numbers	Containers	SDS?
0.09M MnCl2 None Given	None Given	0	1
1000 UG/ML SR Matrix. 2% HNO3 Volume 30 ML None Given	None Given	0	1
10-bromo-1-decene None Given	62871-09-4	0	1
10% Neutral Buffer Formalin			

Add New Chemical Container-Chemical Type Window

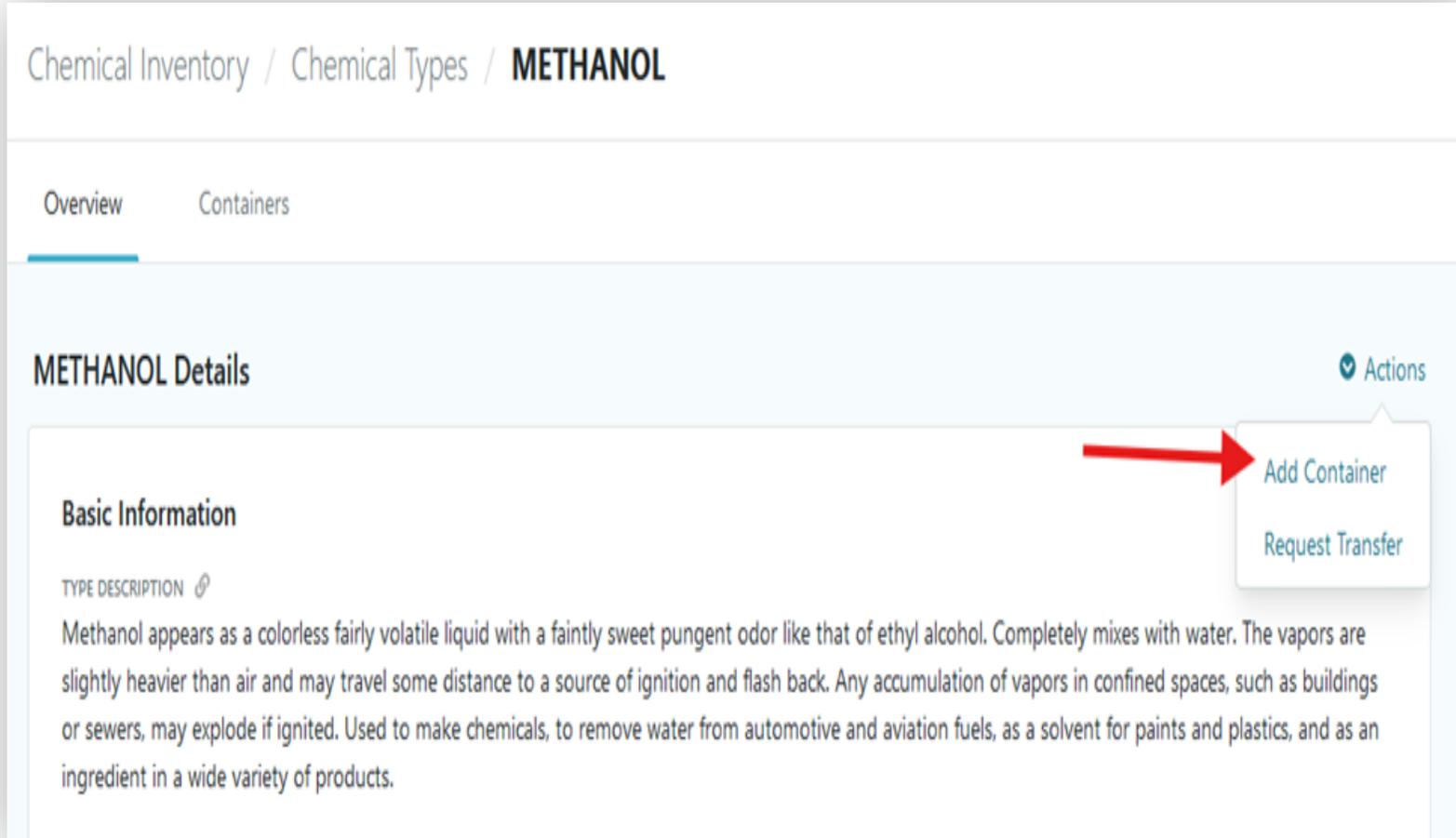
The screenshot displays a web interface for a chemical inventory system. The breadcrumb navigation at the top reads "Chemical Inventory / Chemical Types / METHANOL". Below this, there are tabs for "Overview" and "Containers". The main content area is titled "METHANOL Details" and includes an "Actions" menu. The interface is divided into several sections:

- Basic Information:** Contains a "TYPE DESCRIPTION" for Methanol, "CAS NUMBERS" (67-56-1), "MANUFACTURERS" (Acros Organics N.V., Alfa Aesar/Johnson Matthey, BAXTER SCIENTIFIC, Fisher Chemical, Greenfield Global), and "PUBCHEM SYNONYMS" (methanol, methyl alcohol, 67-56-1, wood alcohol, carbinol).
- Safety Data Sheets:** A section indicating a "Missing Safety Data Sheet" with a note that it will appear once uploaded.
- Amounts:** A summary table showing:
 - Containers: 8
 - Total Amount: 32 L
 - Total Pounds: 55.73 lb
- Threshold Reporting:** Two entries for a "10,000 lb EPCRA Hazardous Chemical Threshold" that were automatically matched via safety information.

Additional sections visible include "ADDITIONAL NAMES" (METHANOL, Methanol LC/MS Optima, Methanol Certified ACS/HPLC, Methanol Optima Grade, Methanol) and "CHEMICAL CONTAINER NAME STRATEGY" (By Barcode). The "Physical Properties" section is partially visible at the bottom.

- After searching by **name** or **CAS**, click on the matching chemical from the list.
- This opens the **chemical's detailed view panel**.
- You'll find:
 - Basic chemical info, synonyms, and manufacturers
 - Existing container count and total volume
 - SDS status and regulatory thresholds

Adding New Chemical Container



The screenshot shows a web interface for 'METHANOL' under 'Chemical Inventory / Chemical Types'. It has tabs for 'Overview' and 'Containers'. The 'METHANOL Details' section includes a 'Basic Information' card with a 'TYPE DESCRIPTION' and a paragraph of text. In the top right corner, there is an 'Actions' dropdown menu with two options: 'Add Container' and 'Request Transfer'. A red arrow points to the 'Add Container' option.

- From the selected chemical's detail page (e.g., METHANOL):
- Click on the **Actions** dropdown in the top right.
- Select **Add Container**.
- This opens the standard container entry form discussed previously.
- Complete the required fields as done in the method 1 outline.

Removing Chemical Container

Chemical Inventory / Chemical Containers / **PERACETIC ACID 47090**

Peracetic A CID 47090 Details

Basic Information

DESCRIPTION	None Given		
TYPE	PREFERRED NAME	MAX CAPACITY	
PERACETIC ACID	PERACETIC ACID	500 mL (0.5 L)	
CONCENTRATION	CONTACT	MANUFACTURER	
Not Specified	Yong Cai	MILLIPORE CO	
EXPIRATION DATE	Not Specified		

Item Location

CAMPUS	BUILDING	FLOOR	AREA
MODESTO A. MAIDIQUE CAMPUS	CHEMISTRY & PHYSICS	3	397
SPACE	COORDINATES		
Lab CP-397	None Given		

ADDITIONAL LOCATION DETAILS

Actions

- Edit Details
- Add a Barcode
- Verify Container
- Duplicate Container
- Create Secondary Container
- Create Secondary Container Label
- Convert to HazWaste
- Remove Container**

- Click on the container record from the list of containers in the inventory.
- On the details page, click the **Actions** dropdown (top-right).
- Select **Remove Container** from the menu.
- **All user roles** are allowed to remove containers.