

CampusOptics Quick Guide – Chemical Inventory

Chemical Inventory

The screenshot displays the 'Chemical Inventory' application interface. On the left is a dark teal sidebar with navigation links: Dashboard, Campus, Chemical (highlighted), HazWaste, Contacts, and Reports. The main content area is titled 'Chemical Inventory / Chemical Containers' and features tabs for Containers, Types, Safety Data Sheets, Transfers, and Manufacturers. Below the tabs, it shows 'Filtered Chemical Containers' with a count of '1 - 50 of 1,039'. A 'Status' filter is set to 'Currently in Inventory'. A table lists chemical containers with checkboxes for selection. The table columns are Location, Name, and Location. The listed items are:

Location	Name	Location
☐	PERACETIC ACID 47090	CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet
☐	ETHYLENE DICHLORIDE 23548	CHEMISTRY & PHYSICS • Floor 3 • 354
☐	4-methylmorpholine, 99% 23549	CHEMISTRY & PHYSICS • Floor 3 • 347
☐	ACETONE 23560	CHEMISTRY & PHYSICS • Floor 3 • 376A
☐	TRIETHYLAMINE 23570	CHEMISTRY & PHYSICS • Floor 3 • 376A
☐	DICHLOROMETHANE 23574	CHEMISTRY & PHYSICS • Floor 3 • 376A
☐	DICHLOROMETHANE 23573	CHEMISTRY & PHYSICS • Floor 3 • 376A
☐	DICHLOROMETHANE 23572	CHEMISTRY & PHYSICS • Floor 3 • 376A
☐	DICHLOROMETHANE 23571	CHEMISTRY & PHYSICS • Floor 3 • 376A

At the bottom of the sidebar, there is a user profile for 'Mr. Marlon Martinez' with a 'Return to Self' button and the Florida International University logo.

- 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, CAS number, or Barcode.
 - 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

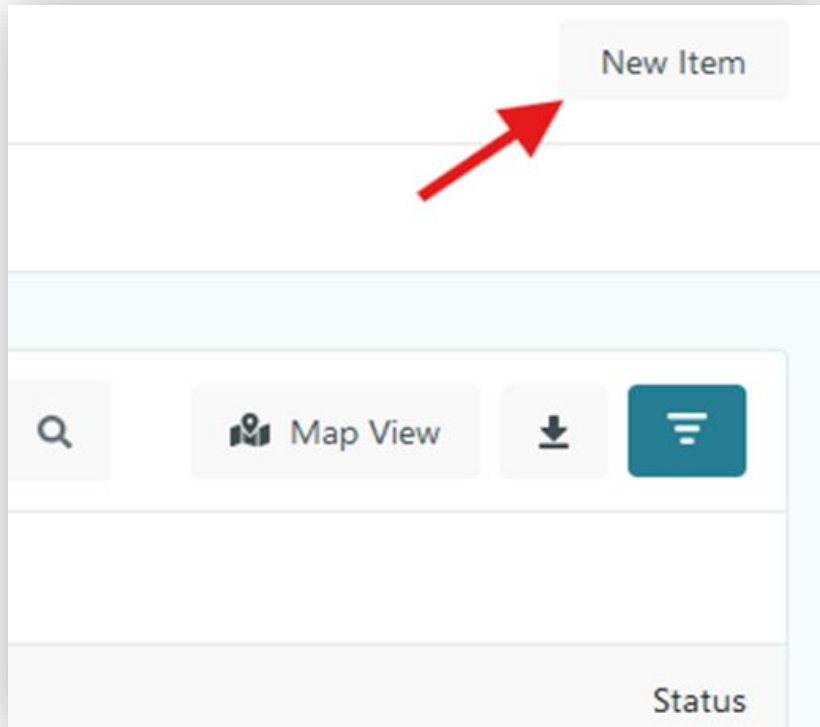
Filtered Inventory Items ▼
1 - 50 of 174

Status Currently in Inventory

☐	Location
☐	PERACETIC ACID 47090 • Chemical Container CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet
☐	HYDROFLUORIC ACID LIQUID 23569 • Chemical Container CHEMISTRY & PHYSICS • Floor 3 • 397
☐	PERACETIC ACID 47089 • Chemical Container CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet
☐	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
- Review current chemical items
- Verify storage locations
- Track quantities and cabinet assignments

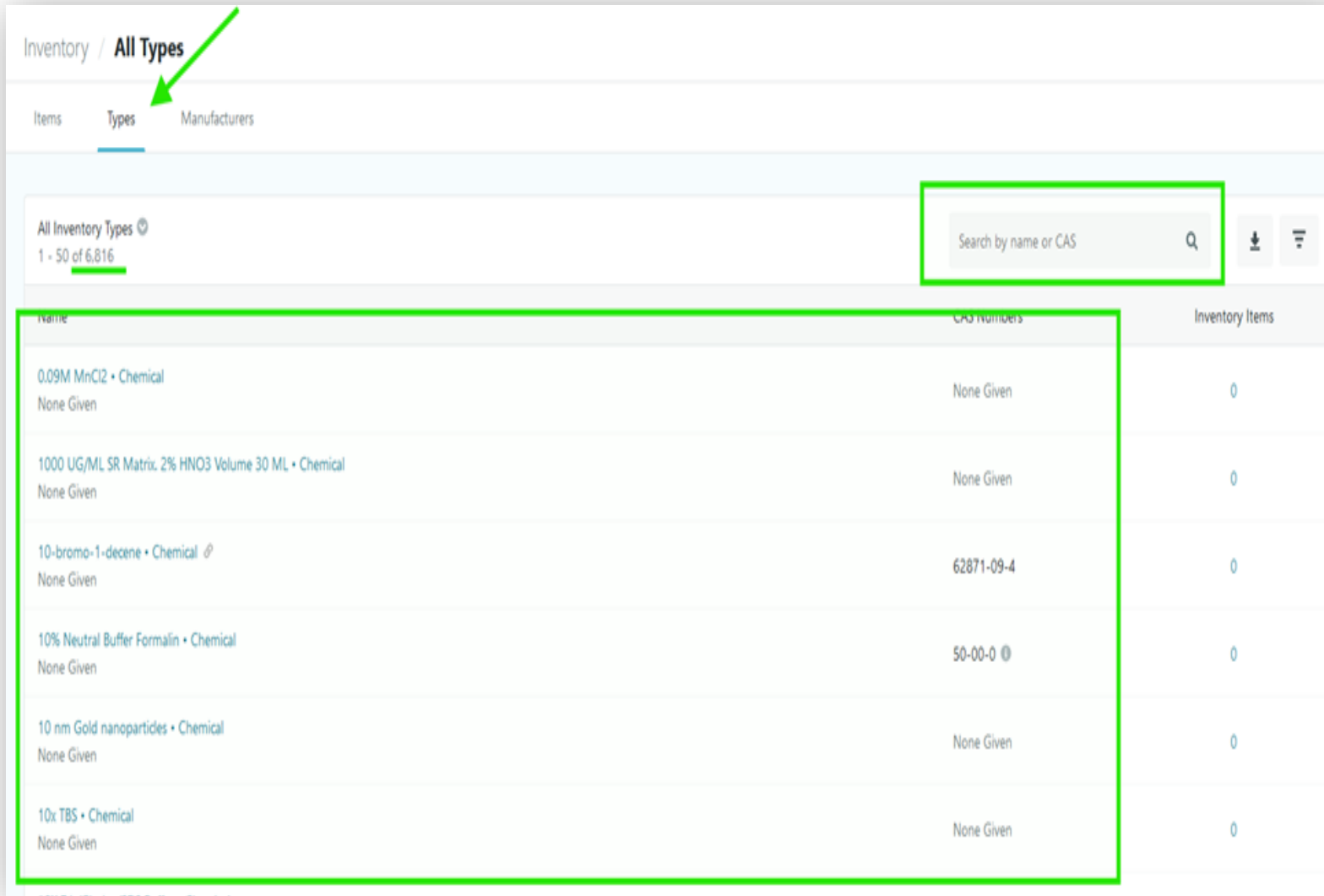
Chemical Inventory



NOTE: If your container 'Count' is more than one, in the field/box for Barcode add each Barcode number on a separate line.

- ⑩ 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
 - Location by Space Specific
 - Lot Number
 - Catalog
 - Comments (if needed)

Chemical Database



The screenshot shows the 'Inventory / All Types' page. A green arrow points to the 'Types' tab. A green box highlights the search bar labeled 'Search by name or CAS'. Another green box highlights the table of chemical types. The table has three columns: Name, CAS Numbers, and Inventory Items. The first column contains chemical names and their status (e.g., 'None Given'). The second column contains CAS numbers (e.g., '62871-09-4', '50-00-0'). The third column shows the count of inventory items (e.g., '0').

Name	CAS Numbers	Inventory Items
0.09M MnCl ₂ • Chemical None Given	None Given	0
1000 UG/ML SR Matrix, 2% HNO ₃ 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 and access Safety Data Sheets.

Ways of Adding New Chemical Container

Chemical Inventory / Chemical Containers

Containers Types Safety Data Sheets Transfers

Filtered Chemical Containers 1 - 50 of 174

Status Currently in Inventory

☐	Location	Amount	Contact	Status
☐	PERACETIC ACID 47090 CHEMISTRY & PHYSICS • Floor 3 • 397 • cabinet	500 mL ⓘ 0.5 L	Yong Cai	✓
☐	HYDROFLUORIC ACID LIQUID 23569 CHEMISTRY & PHYSICS • Floor 3 • 397	500 mL ⓘ 0.5 L	Yong Cai	✓
☐	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

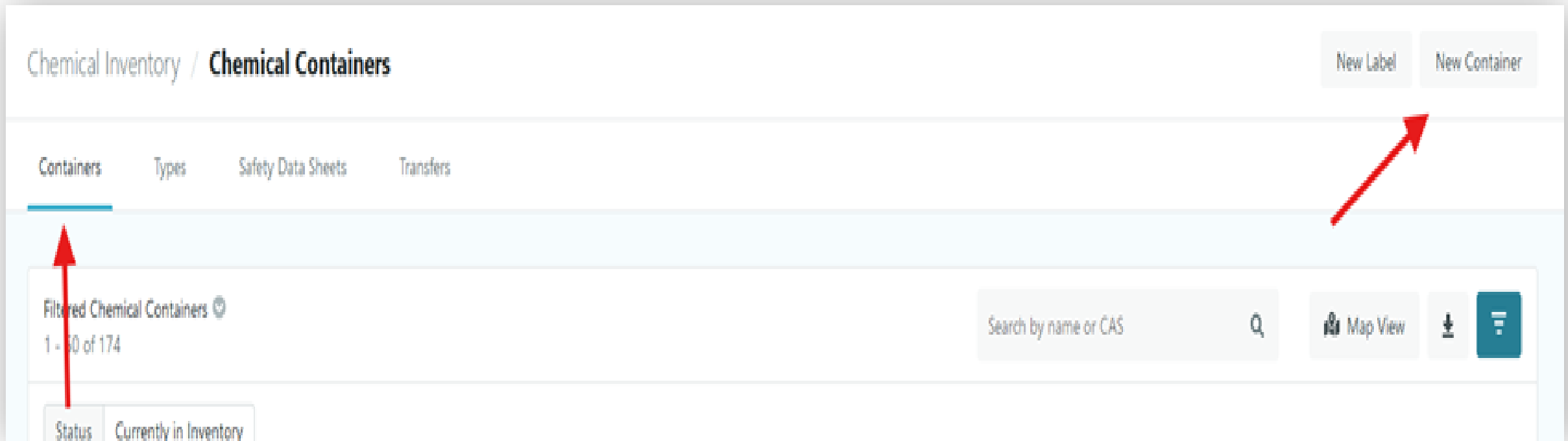
1. Inventory > Chemical > (container view) > New container button

2. Inventory>Chemical>Types

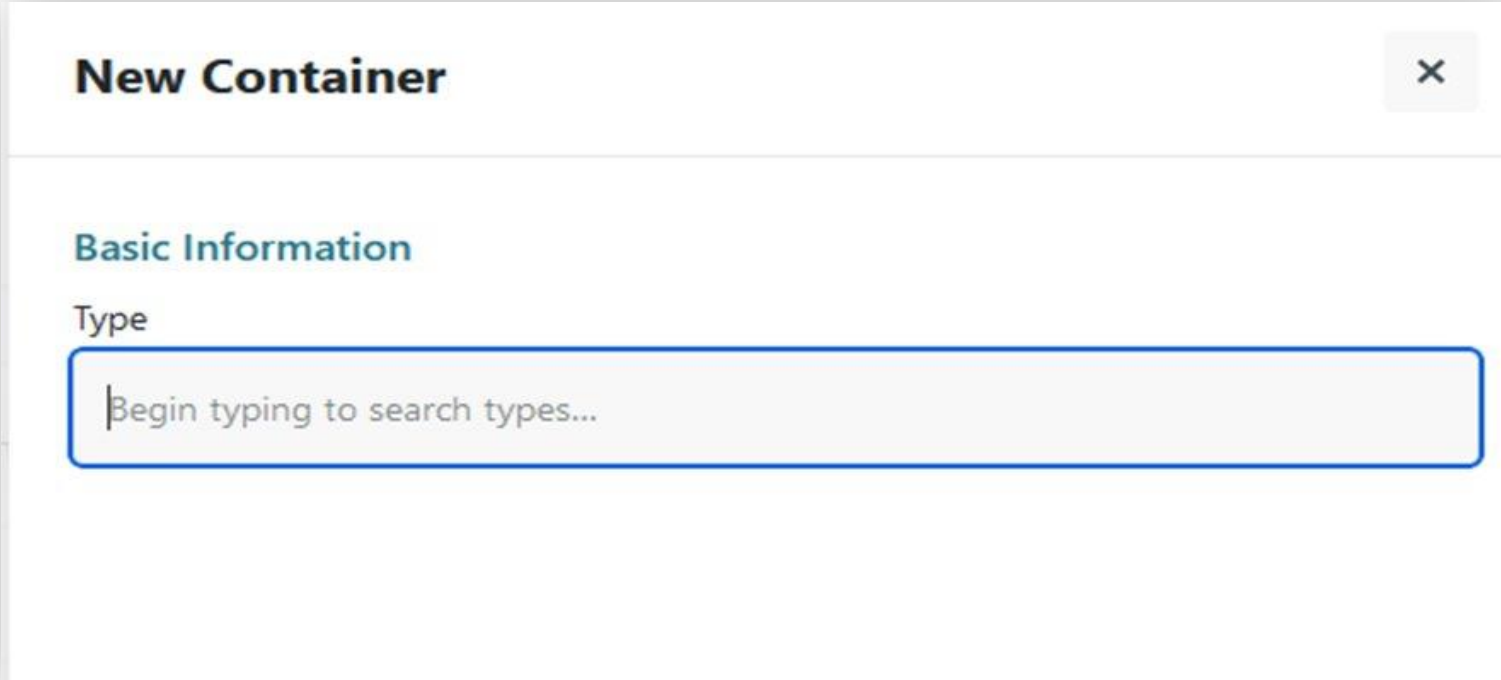
Ways of Adding New Chemical Container

Method 1 – Add a Container Manually

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



Adding New Chemical Container Menu



The screenshot shows a web form titled "New Container" with a close button (X) in the top right corner. Below the title is a section labeled "Basic Information". Under this section is a label "Type" followed by a large text input field. Inside the input field, there is a placeholder text that says "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 from the database.
- This step links the container to its corresponding chemical type already registered in the system.
- If a Type of chemical is not in the database, contact EHS team member to add it.
 - In the email provide:
 - Name of chemical
 - CAS number
 - Vendor and Catalog

Adding New Chemical Container Menu

The screenshot shows a 'New Container' form with two main sections: 'Basic Information' and 'Container Details'. The 'Basic Information' section includes fields for 'Type' (set to METHANOL), 'Count' (set to 1), 'Preferred Name' (set to METHANOL), 'Contact' (a search bar), and 'Description' (a text area). The 'Container Details' section includes fields for 'Max Capacity' (with a dropdown), 'Unit' (set to Liters), 'Manufacturer' (a search bar), 'Expiration Date' (a date picker), and 'Concentration' (a field with an information icon). At the bottom are 'Cancel' and 'Create Container' buttons.

New Container

Basic Information

Type: METHANOL

Count: 1

Preferred Name: METHANOL

Contact: Begin typing to search contacts...

Description:

Container Details

Max Capacity:

Unit: Liters

Manufacturer: Begin typing to search manufacturers...

Expiration Date: YYYY-MM-DD

Concentration:

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** – small yellow barcode

Adding New Chemical Container Menu

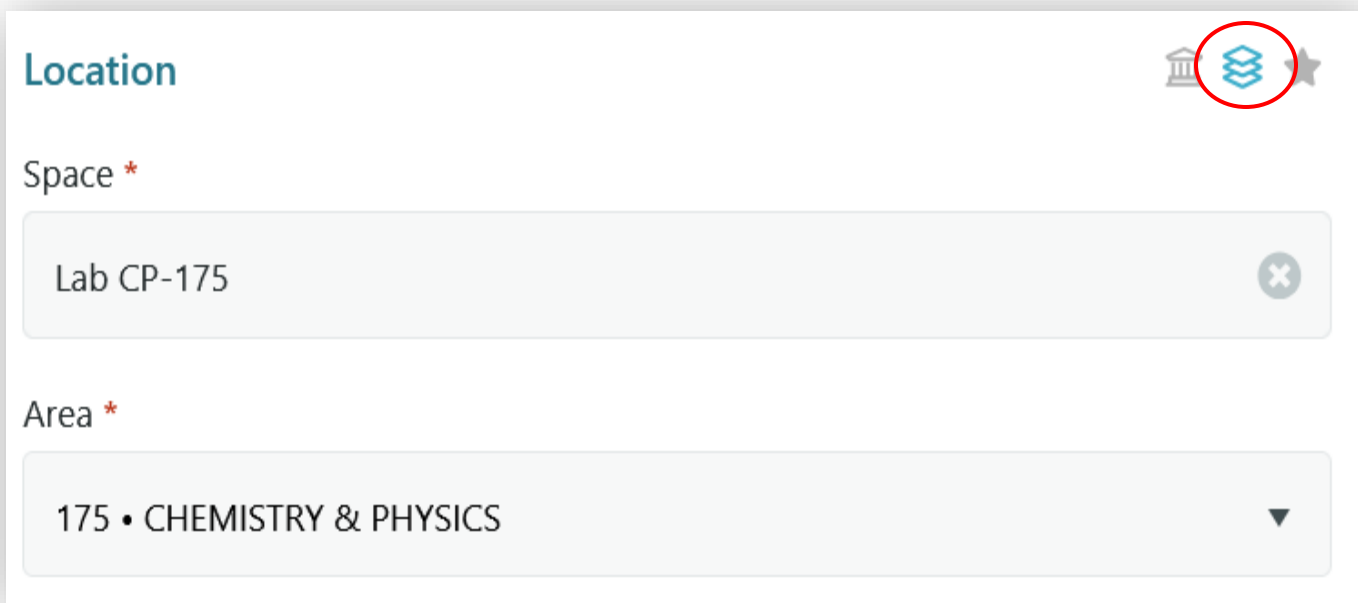
Location

Space *

Lab CP-175

Area *

175 • CHEMISTRY & PHYSICS

A screenshot of a web form titled 'Location'. It contains two main sections: 'Space' and 'Area'. The 'Space' section has a text input field containing 'Lab CP-175' and a clear button (X). The 'Area' section has a dropdown menu showing '175 • CHEMISTRY & PHYSICS'. In the top right corner of the form, there are three icons: a building, a stack of containers (highlighted with a red circle), and a star.

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

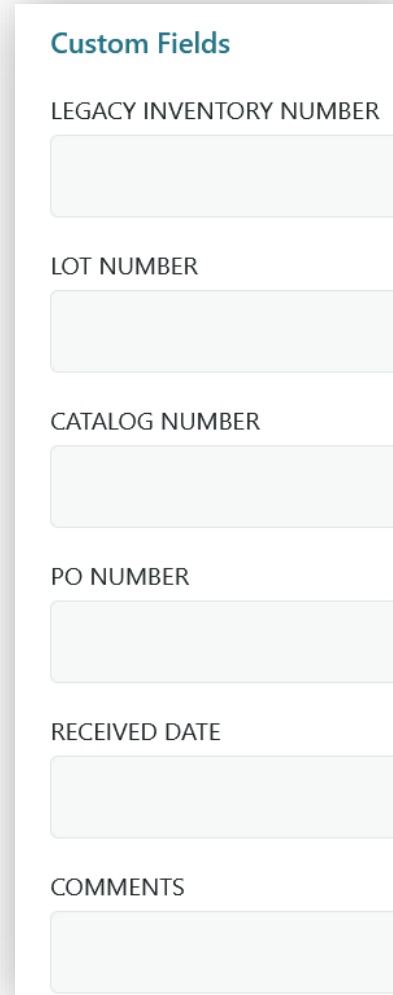
- In the **Space** field:
 - Begin typing to search and select your lab space (e.g., CP-373).
- Use the **icons** to the right to:
 - Browse available buildings and spaces
 - Select from recently used or favorite spaces
- A valid **Space location assignment** is required to save the container entry.
- Don't forget to add the '**Area**' as well

Adding New Chemical Container Menu

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

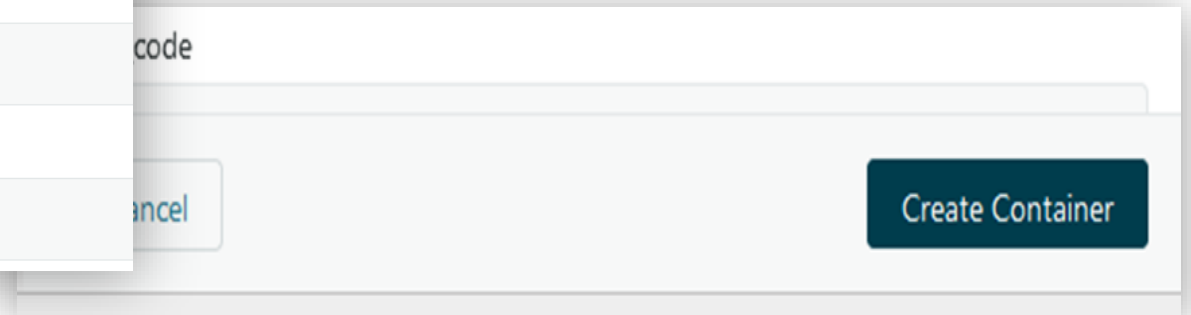
Enter the following:

- **Lot Number**
- **PO Number**
- **Catalog Number**
- **Comments** (for any additional notes)
- Etc.



The image shows a 'Custom Fields' section of a web form. It has a title 'Custom Fields' in blue. Below it are six input fields, each with a label above it: 'LEGACY INVENTORY NUMBER', 'LOT NUMBER', 'CATALOG NUMBER', 'PO NUMBER', 'RECEIVED DATE', and 'COMMENTS'. The fields are empty and have a light gray background.

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



The image shows the bottom of the form. On the right side, there is a dark blue button with the text 'Create Container' in white. To its left, there is a light blue button with the text 'Cancel' in white. Above these buttons, there is a text input field with the label 'code'.

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 MnCl ₂ None Given	None Given	0	ⓘ
1000 UG/ML SR Matrix. 2% HNO ₃ Volume 30 ML None Given	None Given	0	ⓘ
10-bromo-1-decene ⓘ None Given	62871-09-4	0	ⓘ
10% Neutral Buffer Formalin			

Add New Chemical Container-Chemical Type Window

The screenshot displays the 'METHANOL Details' window in a chemical inventory management system. The interface is divided into several sections:

- Header:** 'Chemical Inventory / Chemical Types / METHANOL' with navigation tabs for 'Overview' and 'Containers'.
- METHANOL Details:**
 - Basic Information:** Includes a 'TYPE DESCRIPTION' and a paragraph about methanol's properties and uses.
 - CAS NUMBERS:** Lists '67-56-1'.
 - MANUFACTURERS:** Lists 'Acros Organics N.V.', 'Alfa Aesar/Johnson Matthey', 'BAXTER SCIENTIFIC', 'Fisher Chemical', and 'Greenfield Global'.
 - PUBCHEM SYNONYMS:** Lists 'methanol', 'methyl alcohol', '67-56-1', 'wood alcohol', and 'carbinol'.
 - ADDITIONAL NAMES:** Lists 'METHANOL', 'Methanol LC/MS Optima', 'Methanol Certified ACS/HPLC', 'Methanol Optima Grade', and 'Methanol'.
 - CHEMICAL CONTAINER NAME STRATEGY:** Set to 'By Barcode'.
 - Physical Properties:** Partially visible at the bottom.
- Actions:** A small icon for actions.
- Safety Data Sheets:** A section indicating a 'Missing Safety Data Sheet' with a note: 'Once an SDS is uploaded, it will appear here.'
- Amounts:** A summary table showing:
 - Containers: 8
 - Total Amount: 32 L
 - Total Pounds: 55.73 lb
- Threshold Reporting:** A section showing two thresholds:
 - 10,000 lb: EPCRA Hazardous Chemical Threshold, Automatically matched via safety information.
 - 10,000 lb: EPCRA Hazardous Chemical Threshold, Automatically matched via safety information.

- 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

Chemical Inventory / Chemical Types / **METHANOL**

Overview Containers

METHANOL Details

Actions

Basic Information

TYPE DESCRIPTION ⓘ

Methanol appears as a colorless fairly volatile liquid with a faintly sweet pungent odor like that of ethyl alcohol. Completely mixes with water. The vapors are slightly heavier than air and may travel some distance to a source of ignition and flash back. Any accumulation of vapors in confined spaces, such as buildings or sewers, may explode if ignited. Used to make chemicals, to remove water from automotive and aviation fuels, as a solvent for paints and plastics, and as an ingredient in a wide variety of products.

Add Container

Request Transfer

- 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

PERACETIC ACID

CONCENTRATION

Not Specified

EXPIRATION DATE

Not Specified

PREFERRED NAME

PERACETIC ACID

CONTACT

Yong Cai

MAX CAPACITY

500 mL (0.5 L)

MANUFACTURER

MILLIPORE CO

Item Location

CAMPUS

MODESTO A. MAIDIQUE CAMPUS

BUILDING

CHEMISTRY & PHYSICS

FLOOR

3

AREA

397

SPACE

Lab CP-397

COORDINATES

None Given

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.