



Chemical Inventory Management and Electronic Reporting Application

Questions: Contact OEHS

OEHS@wayne.edu

(313) 577 1200



Introduction:

- WSU is pleased to announce a new university-wide electronic chemical inventory program - Chimera.
- Chimera will simplify compliance with environmental, safety, and emergency response regulations and eliminate the requirement of each lab to submit an annual chemical inventory.
- Each chemical in the database will be linked to the manufacturer's Safety Data Sheet (SDS).
- As we implement CHIMERA, we urge you to purge chemicals no longer in use.



Next Steps: Principal Investigator:

- Register for user access:
 - <http://chimeracloud.org/chimera/register.php?c=wayne>
 - Provide all room numbers where you store chemicals
 - Opt-in or -out of resource sharing (ChemShare)
- Assign lab members tasks related to inventory management
- Approve lab members via e-mail response to OEHS when requested
- Identify what must be inventoried (chemicals)



Request to be a user:

<http://chimeracloud.org/chimera/register.php?c=wayne>

Fill out all required information using the information below.

- Use your Full name
- Email **MUST** be your access ID (e.g., aa1234) email.
- Office Location: Building: Scott Hall Room:
- Type of access:
 - Staff – standard use of Chimera
 - Chemshare – standard use plus participation in Chemshare
- Room access: Building:
 - Contact OEHS If you have inventory in a location not listed
 - Richard Pearson – fz1981@wayne.edu
- Add room number
 - Add each room as a separate line entry
- Select Submit



Register to use CHIMERA

First Name:

Last Name:

Email:

Phone:

Office Location:

Type of Access:

Input Your Desired Room Access:

Select a Building

Added rooms will appear here

Request to be a user:

OEHS will review and add approved users and room access.

- Room access for lab staff will be confirmed with the PI via e-mail

CHIMERAWAYNE will send you an email with your onetime password. Check your junk folder. If you do not receive it, let OEHS know.

- Accounts must be validated within 7 days
- Temporary password must be typed in (copy and paste will not work)



Next Steps: Principal Investigator:

- Generate an accurate inventory
 - Spreadsheet: <https://research.wayne.edu/oehs/chemical/wsu-chem-inventory-template.xlsx>
 - One time opportunity
 - Columns with Bold font are required fields
 - Submit completed spreadsheet to OEHS
 - or, enter each chemical into the system individually
 - More accurate
 - Consider if you have a small inventory, or are just starting up your lab



Login into CHIMERA:

www.chimeracloud.org/chimera



Sign in with your email and password

Email

Password

[Forgot your password?](#)

Sign in



Login to CHIMERA – Welcome Screen:



Admin Tools ▾ Your Modules ▾ Account ▾

CHIMERA: Welcome back, Isabel

Login History Last Active Users Pending Users

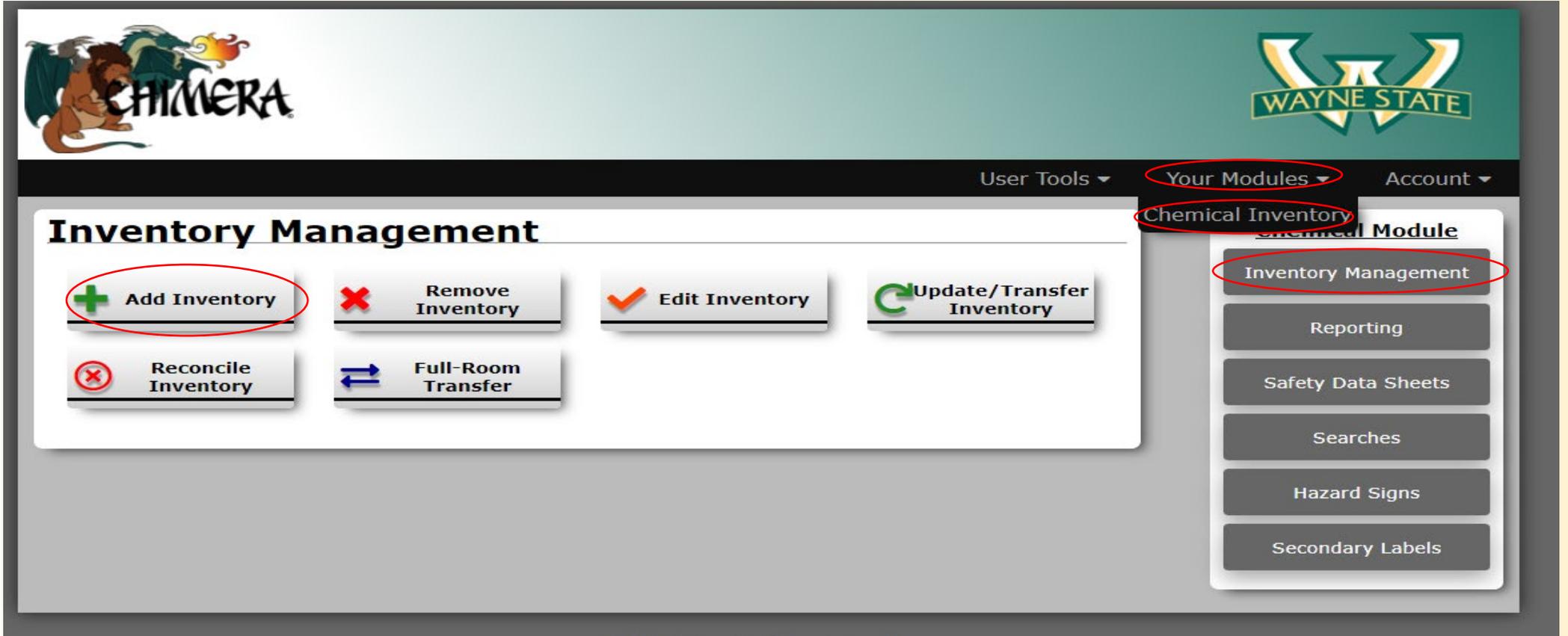
Login Time	IP Address
Nov 1 2021 10:13AM	141.217.26.230
Oct 20 2021 1:12PM	141.217.26.230

Quick Access
You have not selected any quick access links. Go to [Account Settings](#) to add quick access links.

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Select “Your Modules”, “Chemical Inventory”, “Inventory Management” then “Add Inventory”

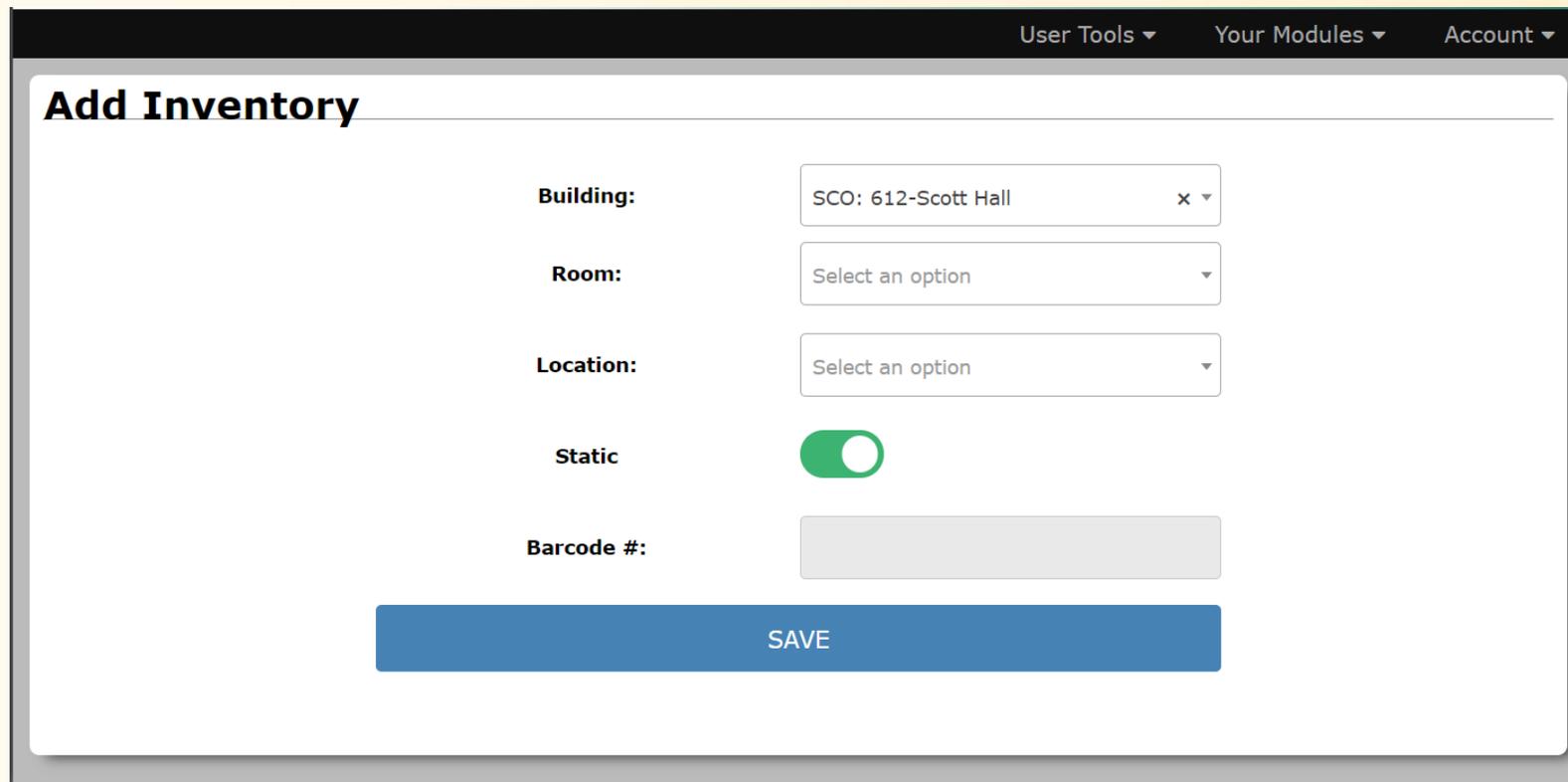


The screenshot displays the CHIMERA software interface. At the top left is the CHIMERA logo featuring a dragon. At the top right is the Wayne State University logo. Below the logos is a navigation bar with 'User Tools', 'Your Modules', and 'Account' dropdown menus. The 'Your Modules' dropdown is open, showing a list of options: 'Chemical Inventory', 'Inventory Management', 'Reporting', 'Safety Data Sheets', 'Searches', 'Hazard Signs', and 'Secondary Labels'. The 'Inventory Management' section is highlighted with a red circle. Below this section are several buttons: 'Add Inventory' (with a green plus icon), 'Remove Inventory' (with a red X icon), 'Edit Inventory' (with an orange checkmark icon), 'Update/Transfer Inventory' (with a green circular arrow icon), 'Reconcile Inventory' (with a red X icon), and 'Full-Room Transfer' (with a blue double arrow icon). The 'Add Inventory' button is circled in red.



Adding a chemical to your Inventory

- Select the building from the drop-down list.
- Enter the room number.
- Select the static button
- Select “save”



The screenshot shows a web application interface for adding inventory. At the top right, there are navigation links: "User Tools", "Your Modules", and "Account". The main heading is "Add Inventory". The form contains the following fields:

- Building:** A dropdown menu with the selected value "SCO: 612-Scott Hall" and a close button (x).
- Room:** A dropdown menu with the placeholder text "Select an option".
- Location:** A dropdown menu with the placeholder text "Select an option".
- Static:** A toggle switch that is currently turned on (green).
- Barcode #:** A text input field that is currently empty and disabled (gray).

At the bottom of the form is a large blue button labeled "SAVE".

Note: If manually adding chemicals and using Chimera for the first time, add a few products and wait to ensure that they are correctly entered and accepted before adding more.



Adding a chemical to your Inventory

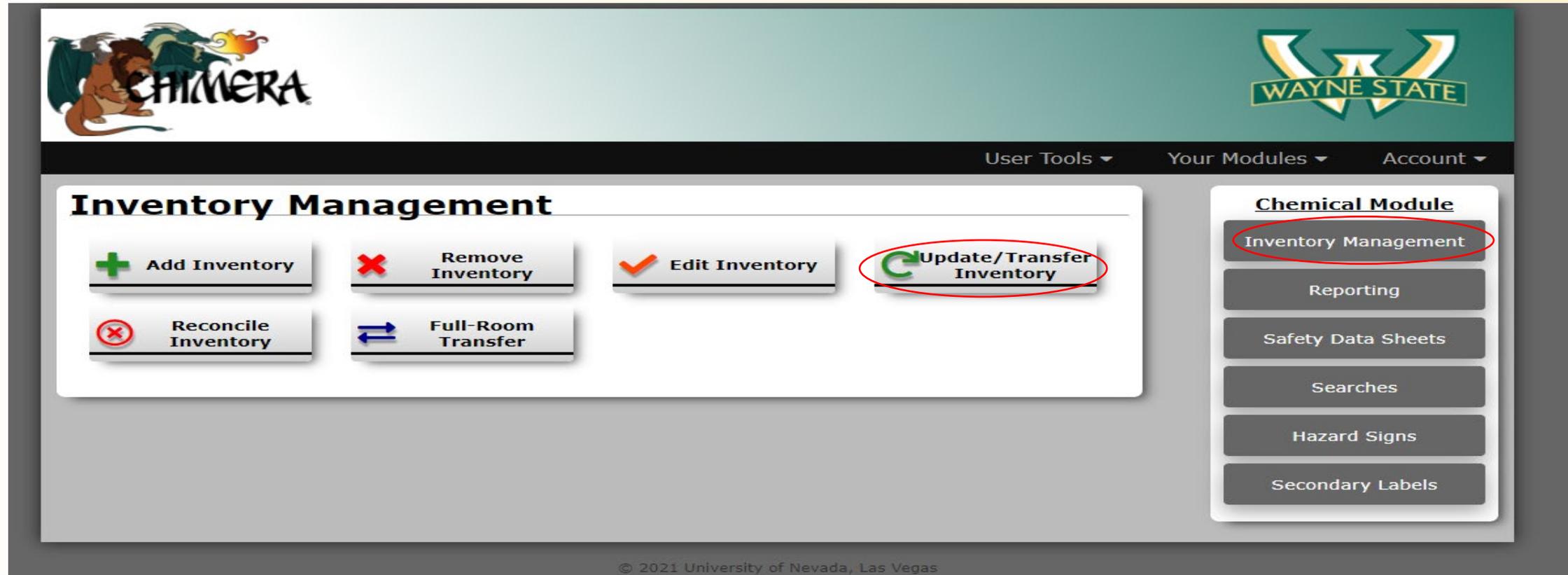
- Search for a key term
 - Product number can be easiest option
- Select the item that matches your product
- Select “Add to Inventory”
- If it is a novel item, select “Add to Inventory” and manually input information

The screenshot shows a web interface for adding inventory. At the top right, there are navigation links: "User Tools", "Your Modules", and "Account". The main heading is "Add Inventory". Below this, there are four fields: "Building" (containing "SCO"), "Room" (containing "3013"), "Barcode" (empty), and "Static" (a green toggle switch). Below these fields is a "Location:" label and a blue link "Edit Information". A search bar with the placeholder text "Enter a search term..." and a "Submit Search" button is highlighted with a red border. Below the search bar are two dropdown menus for "Product Name" and "Manufacturer". A grey bar below the dropdowns contains the text "Use the box above to search for a product". At the bottom, there are two buttons: a blue "See Recent Inventory" button and a green "Add to Inventory" button with a plus icon. On the far right, there are "Previous" and "Next" navigation links.



Transferring a chemical to another room.

- Select “Inventory management” and “Update/Transfer Inventory”

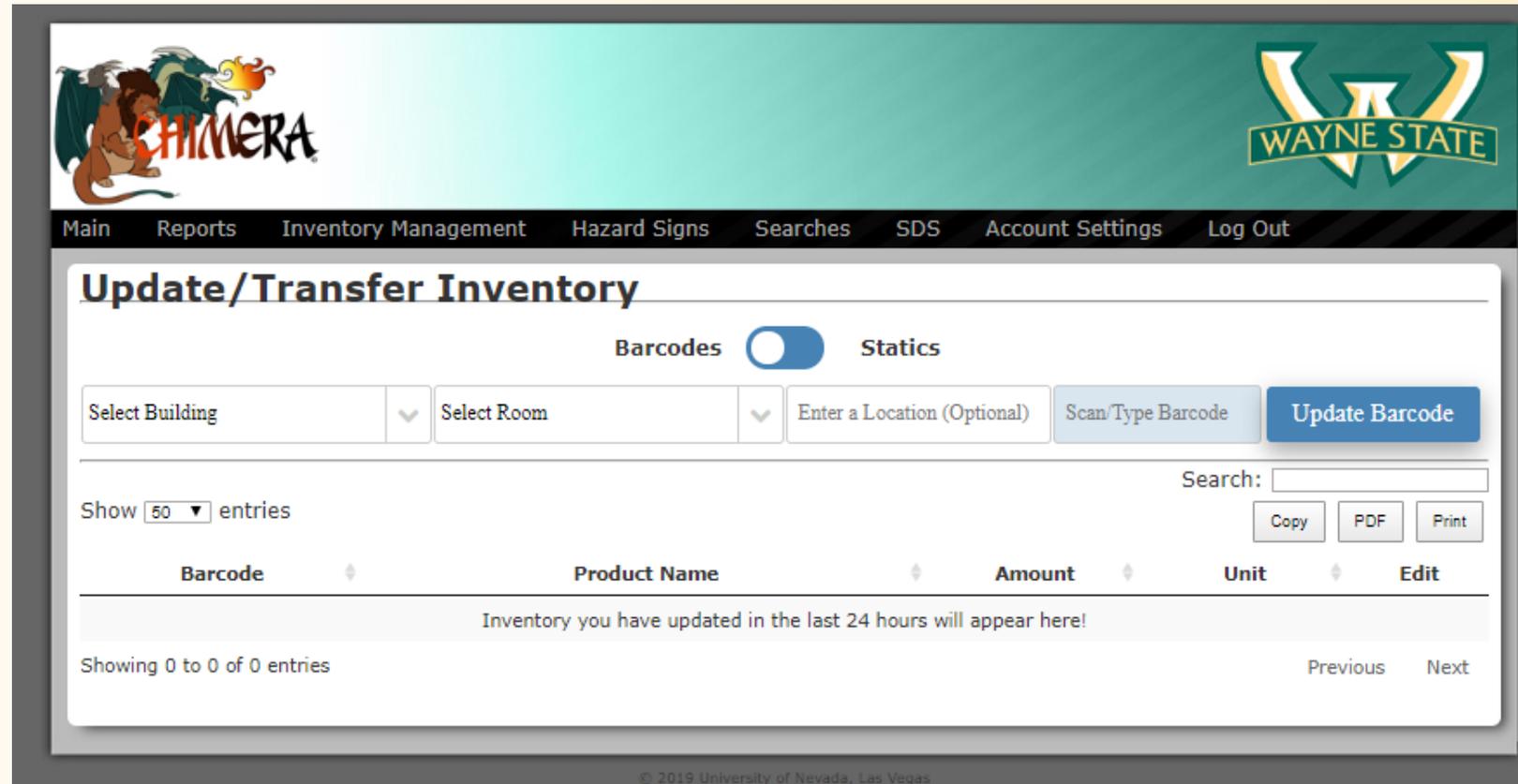


The screenshot displays the CHIMERA software interface. At the top left is the CHIMERA logo featuring a dragon and the word 'CHIMERA'. At the top right is the Wayne State University logo. Below the logos is a navigation bar with 'User Tools', 'Your Modules', and 'Account'. The main content area is divided into two sections: 'Inventory Management' and 'Chemical Module'. The 'Inventory Management' section contains six buttons: 'Add Inventory' (green plus), 'Remove Inventory' (red X), 'Edit Inventory' (orange checkmark), 'Update/Transfer Inventory' (green circular arrow, circled in red), 'Reconcile Inventory' (red X in a circle), and 'Full-Room Transfer' (blue double arrows). The 'Chemical Module' section contains five buttons: 'Inventory Management' (circled in red), 'Reporting', 'Safety Data Sheets', 'Searches', and 'Secondary Labels'. At the bottom of the interface, there is a copyright notice: '© 2021 University of Nevada, Las Vegas'.



Transferring a chemical to another room.

- Select the Building and enter the Room number that the chemical is moving to
- Select Static
- Select chemicals to transfer



The screenshot shows a web application interface for 'Update/Transfer Inventory'. At the top, there is a navigation bar with the 'CHIMERA' logo on the left and the 'WAYNE STATE' logo on the right. The navigation menu includes: Main, Reports, Inventory Management, Hazard Signs, Searches, SDS, Account Settings, and Log Out.

The main content area is titled 'Update/Transfer Inventory'. It features a toggle switch for 'Barcodes' (which is turned on) and 'Statics'. Below this, there are input fields for 'Select Building', 'Select Room', and 'Enter a Location (Optional)'. There is also a 'Scan/Type Barcode' button and an 'Update Barcode' button.

Below the input fields, there is a 'Show 50 entries' dropdown and a 'Search:' input field. There are also 'Copy', 'PDF', and 'Print' buttons.

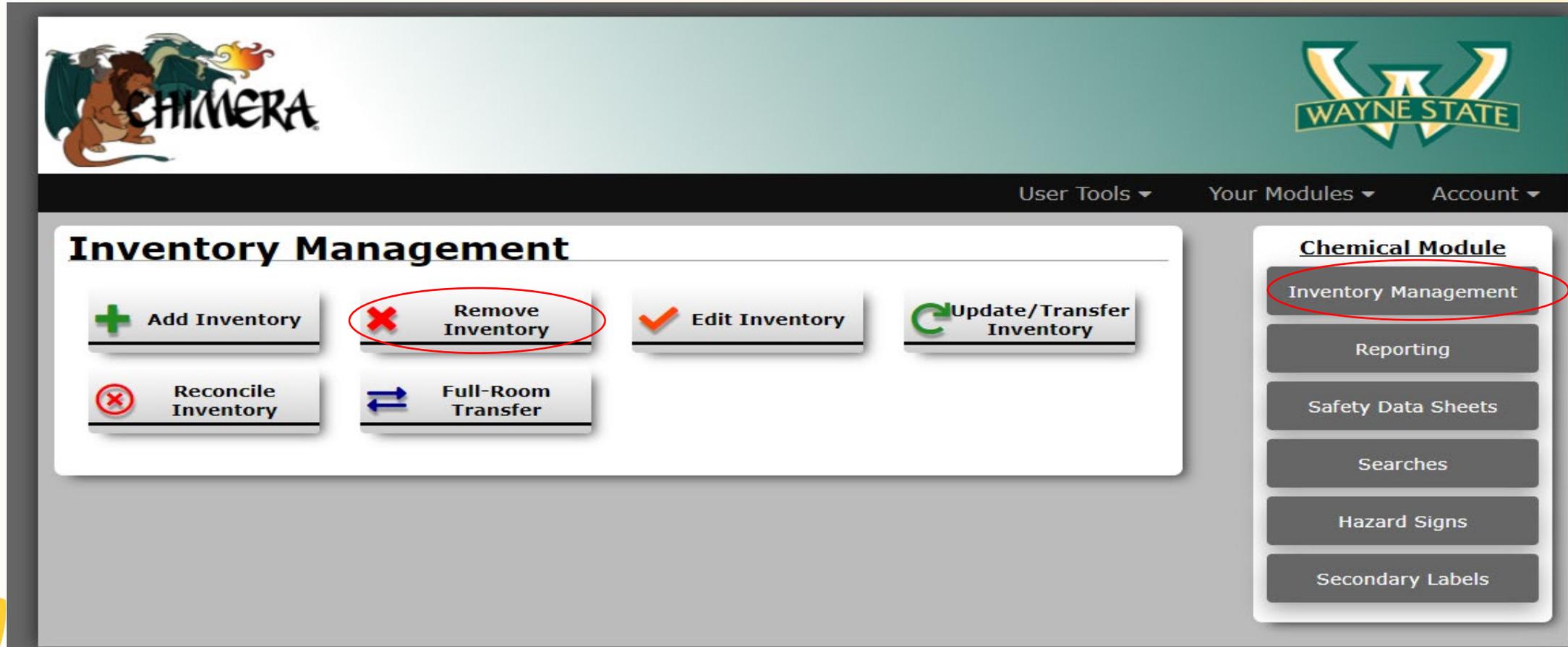
The table below has the following columns: Barcode, Product Name, Amount, Unit, and Edit. The table is currently empty, with the message 'Inventory you have updated in the last 24 hours will appear here!' displayed in the center. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation links.

At the bottom of the page, there is a copyright notice: '© 2019 University of Nevada, Las Vegas'.



Removing a chemical from the database.

- Select “Inventory management” and “Remove Inventory”

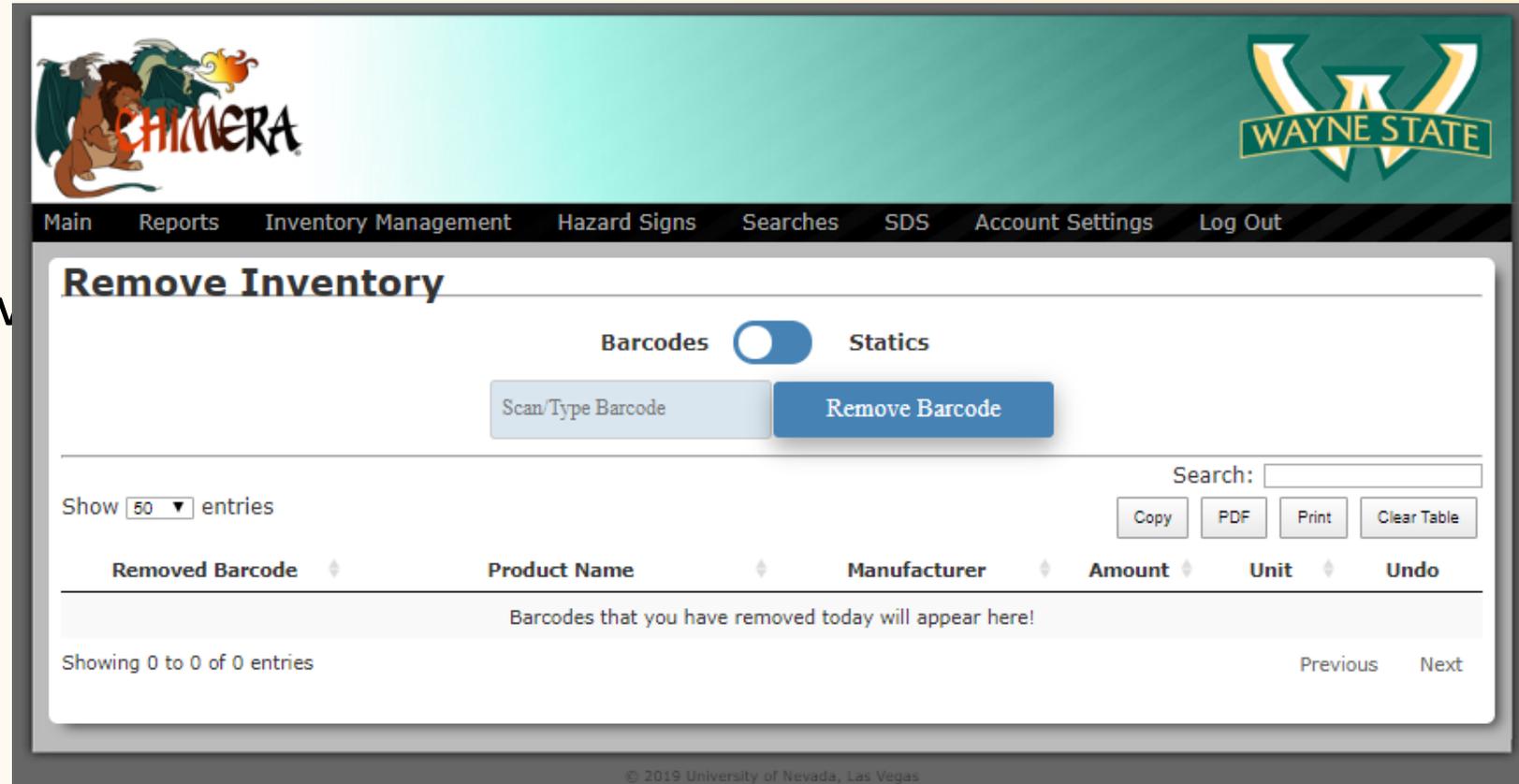


The screenshot displays the CHIMERA software interface. At the top left is the CHIMERA logo featuring a dragon and a lion. At the top right is the Wayne State University logo. Below the logos is a navigation bar with 'User Tools', 'Your Modules', and 'Account' dropdown menus. The main content area is titled 'Inventory Management' and contains several buttons: 'Add Inventory' (green plus), 'Remove Inventory' (red X, circled in red), 'Edit Inventory' (orange checkmark), 'Update/Transfer Inventory' (green refresh), 'Reconcile Inventory' (red X), and 'Full-Room Transfer' (blue double arrows). To the right is a 'Chemical Module' sidebar with buttons for 'Inventory Management' (circled in red), 'Reporting', 'Safety Data Sheets', 'Searches', 'Hazard Signs', and 'Secondary Labels'.



Removing a chemical from the database.

- Select “Statics”
- Select chemical(s) to remove
- Select Remove



The screenshot displays the CHIMERA database interface. At the top left is the CHIMERA logo featuring a dragon and a lion. At the top right is the Wayne State logo. A navigation menu includes: Main, Reports, Inventory Management, Hazard Signs, Searches, SDS, Account Settings, and Log Out.

Remove Inventory

Barcodes Statics

Scan/Type Barcode

Show 50 entries Search:

Removed Barcode	Product Name	Manufacturer	Amount	Unit	Undo
Barcodes that you have removed today will appear here!					

Showing 0 to 0 of 0 entries Previous Next

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Viewing inventory.

Select “Your Modules,” “Chemical Inventory,” “Reporting,” and “Inventory Report”

The screenshot displays the CHIMERA software interface. At the top left is the CHIMERA logo featuring a dragon. At the top right is the WAYNE STATE logo. Below the logos is a navigation bar with three items: "User Tools", "Your Modules", and "Account". The "Your Modules" dropdown menu is open, showing a list of options: "Chemical Inventory", "Inventory Management", "Reporting", "Safety Data Sheets", "Searches", "Hazard Signs", and "Secondary Labels". The "Reporting" option is circled in red. The "Chemical Inventory" option is also circled in red. Below the navigation bar is a "Reports" section with a grid of 24 report buttons arranged in 6 rows and 4 columns. The "Inventory Report" button in the top-left corner of the grid is circled in red.

CHIMERA

WAYNE STATE

User Tools ▾ **Your Modules** ▾ Account ▾

Reports

Inventory Report

Customized Reports

Customized Group List Reports

Hazard Class Report

All Hazards Report

GHS Classification Report

Specific Hazard Report

NFPA Ratings by Chemical Report

Inventory Expiration Report

Cost Report

Reconciliation Preview Report

DEA Controlled Substances Report

Unprocessed Inventory Report

Inventory Composition Report

Building Hazard Totals Report

High Hazards Report

NFPA Ratings Report

IFC Control Area Report

IFC 3803.2.1 Container Report

Chemical CAS Report

IFC Min. Quantities Report

SARA 302 (EHS) Report

EPA Tier II Report

Inventory Log Report

Chemical Module

Inventory Management

Reporting

Safety Data Sheets

Searches

Hazard Signs

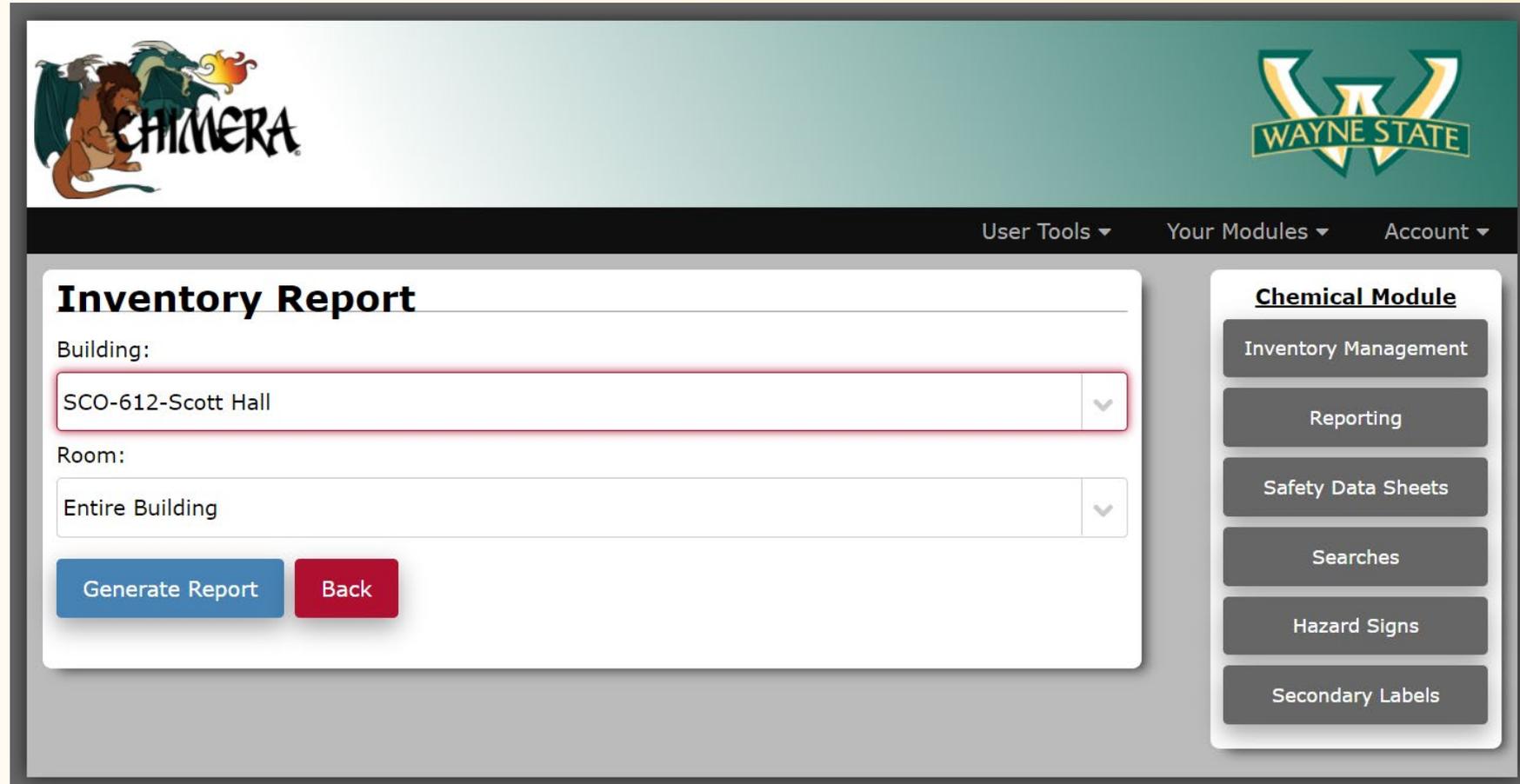
Secondary Labels

Running an Inventory Report:

Building: Select your building

Room Number: chose from your selection. Some labs may have more than one room.

Select “Generate Report”

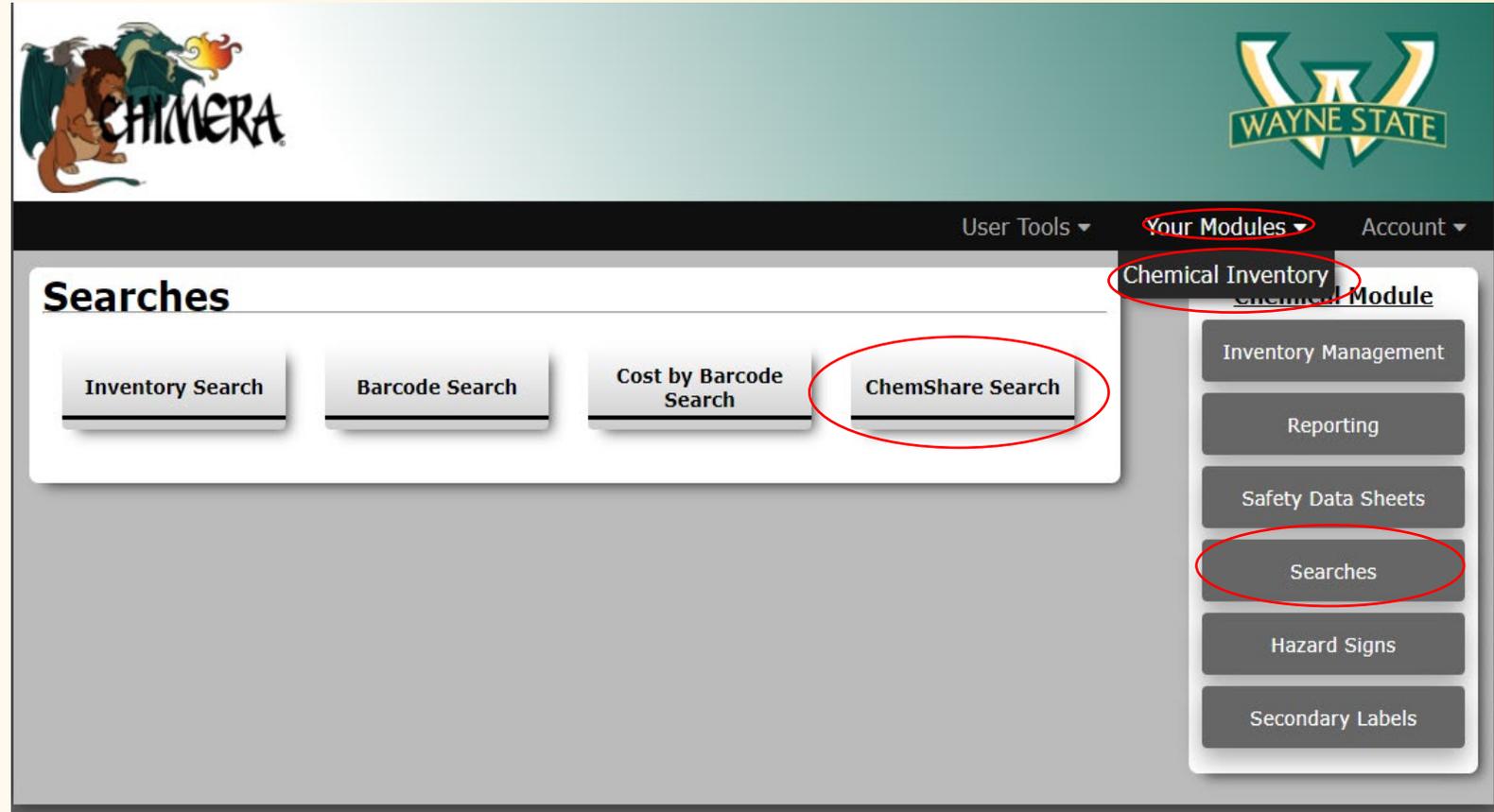


The screenshot shows the CHIMERA software interface. At the top left is the CHIMERA logo featuring a dragon and the word "CHIMERA". At the top right is the Wayne State University logo. Below the logos is a navigation bar with "User Tools", "Your Modules", and "Account" dropdown menus. The main content area is titled "Inventory Report" and contains two dropdown menus: "Building:" with "SCO-612-Scott Hall" selected, and "Room:" with "Entire Building" selected. Below these are two buttons: "Generate Report" (blue) and "Back" (red). On the right side, there is a "Chemical Module" sidebar with buttons for "Inventory Management", "Reporting", "Safety Data Sheets", "Searches", "Hazard Signs", and "Secondary Labels".



Searching for a chemical in ChemShare.

- Select “Your Modules,” “Chemical Inventory,” “Searches,” “ChemShare Search.”
- If your lab opts to participate in ChemShare, you can search for chemicals in other labs who also participate.



The screenshot displays the ChemShare web application interface. At the top left is the CHIMERA logo, and at the top right is the WAYNE STATE logo. The navigation bar includes "User Tools", "Your Modules", and "Account". The "Your Modules" dropdown menu is open, showing "Chemical Inventory" and "ChemShare Module". The "ChemShare Module" is selected, revealing a list of options: "Inventory Management", "Reporting", "Safety Data Sheets", "Searches", "Hazard Signs", and "Secondary Labels". The "Searches" option is circled in red. Below the navigation bar, the "Searches" section contains four buttons: "Inventory Search", "Barcode Search", "Cost by Barcode Search", and "ChemShare Search". The "ChemShare Search" button is also circled in red.



Next Steps: Principal Investigator:

- Develop a system for inventory management
 - On-going maintenance is required
 - Designate a location for chemicals received (or the packing info plus SDS)
 - Designate a location for empty chemical waste containers
 - Identify chemicals that are “static” vs. unique
 - Static – i.e., you always maintain a quantity of a specific chemical in your laboratory. Incoming supplies and use/waste is approximately equal.
- Assign someone these tasks and set clear expectations!



Next Steps: Assigned Lab Members

- Register for user access
 - <http://chimeracloud.org/chimera/register.php?c=wayne>
 - Provide all room numbers where you are authorized by your PI to have access
- Assist in generating an accurate inventory
- Assist in maintaining an accurate inventory
- Adhere to lab system for receipt and disposal of chemicals
- Return chemicals to their correct storage locations



Next Steps: Other considerations

- Chemical Segregation and Storage
 - Correct use of flammable cabinets and acid cabinets
- Segregate chemicals based on hazard category/compatibility
 - OEHS developed flow chart based on GHS system
https://research.wayne.edu/oehs/chemical/19-005f_oehs_chemical_segregation_flow_chart.pdf
- Take this opportunity to remove old or expired chemicals from your lab
 - Tag then and submit waste pick-up requests:
<https://research.wayne.edu/oehs/forms/chem-waste>



Questions:

- Please contact OEHS with any questions related to access or use of the Chimera system.
 - E-mail: OEHS@wayne.edu
 - Telephone: (313) 577-1200

