



ChemAlert Stock Managers Quickguide


1. Log on to ChemAlert

- Access the ChemAlert web page by going to
 - <http://www.uow.edu.au/science/chem/ohs.html> and click on the ChemAlert link or
 - <https://chemicalert.rmt.com.au/uow/>
 - Start from University home page click on staff -> OHS unit -> OHS quick references and select ChemAlert

You will need your University username and password to access these pages. Off campus access to ChemAlert is possible via UoW library databases.

- Select the **Login** tab at the top of ChemAlert screen. Enter your username and password.
- Once logged in click on the **Stock** tab followed by the **Stock Holdings** tab.

2. Find the list of chemicals in a stock holding

- From the **sites** window, **expand** by clicking on  to find the location of your chemical listing e.g. corrosives cabinet in lab 18.109 in building 18.

Site Hierarchy
+ CHEMISTRY B15
+ CHEMISTRY B18
+ 18.109
 AREA
 CORROSIVES CABINET
 FLAMMABLES CABINET

- Click on the **location** e.g. CORROSIVE CABINET and the list of chemicals for that location will appear on the right hand side –HOLDINGS Area

3. Print a chemical listing

Once the correct stock holding is found

- Right Click on the **HOLDING Area window** and from the drop down menu select **View/ Print Stock Reports**. A stock reports window will appear.

- Select Report Type **Stock Holdings** (default)

Select Site *select the chemical holding for which you wish to get a report*

If you have selected this holding on the sites window, it will automatically be selected.

Report Format Select **export (CSV View)** to manipulate in Excel. Standard (PDF view) can be selected if you wish to view and/or print the ChemAlert report

Select **View/Print** A window - *open by stock holding export by site* will appear.

- Select open it with **default application** (Excel) and click **OK**.

An excel spreadsheet will be opened with the following information on each chemical in the holding

SITE, STOCK_NUMBER, PRODUCT_NAME, MANUFACTURER, COLOUR_RATING, HAZARDOUS, UN_NO, DG_CLASS, PKG_GROUP, POISON SCHEDULE (Australia), STATUS, QUANTITY, UNIT, FLAMMABILITY, AUDIT_DATE, ENTRY_DATE, MSDS_DATE



4. Adding more holding locations to your site

Most stock holdings have Area, Flammables Cabinet, Corrosives cabinet as the default locations for chemicals. Stock managers can determine what locations are used for each stock holding site.

a) Click on the **Stock Holdings** tab

b) Right click on your site e.g. 18.109 and select **add site**

c) A site properties window will appear

Type in **Site name** – the name of the location of where chemicals are stored

Select Parent Site - select the site where you are adding the holding location

If you have selected this site on the sites window, it will automatically be selected.

Region – New South Wales

Add a **description** if you wish.

5. Adding a chemical from the ChemAlert database to your stock holding

Check to see if the item is already in the stock register

Click on the **Stock Register Tab** Search for the chemical

If the chemical is in the stock register

Right click on the chemical name and select **add to stock holdings**

A select site window will appear – select the correct **location** for the chemical

Complete the Stock item holding **properties** window by adding the **quantity** of the chemical

else if the chemical is NOT in the stock register

Check to see if it is in the **ChemAlert database** by first clicking on the main **search** tab and then searching for the chemical.

If the Chemical is in the ChemAlert data base

Right click on the chemical and select **Add to stock register**

Else if the Chemical is NOT in the ChemAlert database

Double check by searching on synonyms, part names etc

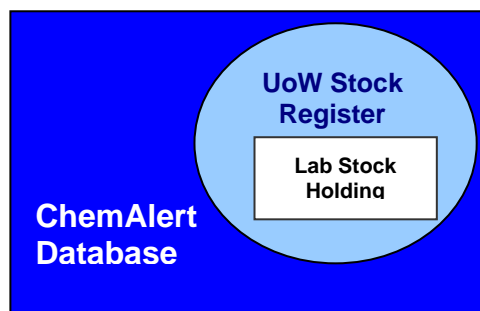
Complete the ChemAlert missing chemical form

6. Deleting a chemical from your laboratory stock holding

a) Select the stock holdings tab.

b) Click on the locations in the sites window, until the lab stock holding is seen. Double click on the lab storage holding to get a list of chemicals in that holding.

c) Right click on the chemical, select Delete Stock holding item from the drop down menu.



ChemAlert Database – is the complete database of chemicals supported by RMT. To get a chemical placed into this database you must fill out the database entry form (Appendix A) and supply the relevant MSDS, preferable an electronic version. RMT guarantee that it will only take 24hrs to upload the chemical details, once the information has been received.

UoW Stock Register – This contains all the chemicals on the UOW site. The stock controller must add the chemical from the ChemAlert database to the stock register.

Lab Stock holding – This is a local holding for each lab. location. The stock controller must add the chemical from the Stock register to the holding.



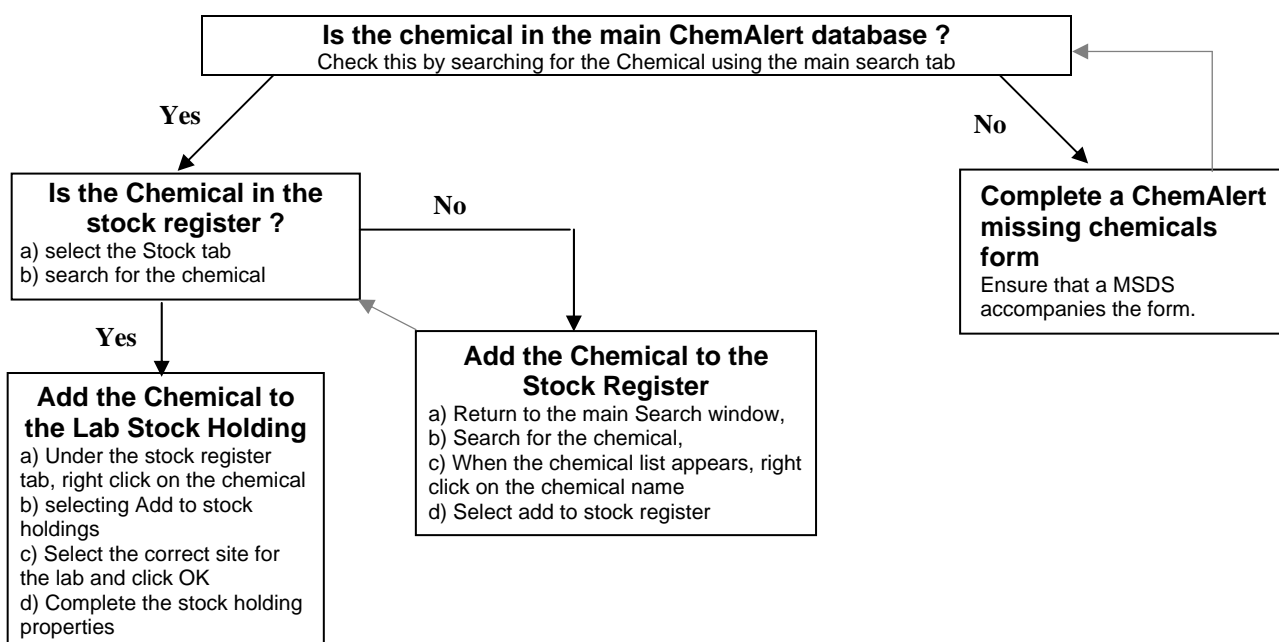
Information for the Chemistry Stock-take

1. Edit the ChemAlert Excel chemical listing

- By CSV exporting (see section 3 ChemAlert Stock Managers Quickguide) the stock holding list from ChemAlert, obtain an excel spreadsheet of the chemicals for the location within the lab.
- Delete all columns EXCEPT Product Name, Manufacturer, Quantity and Unit.
- If you wish, combine each stock holding spreadsheet to produce a listing which contains all the chemicals on ChemAlert stock holdings for a particular lab.

2. Compare ChemAlert listing with the most current lab listing

If a chemical appears on the current lab listing, but is not on the stock holding



3. What if the chemical is not on the ChemAlert database and does not have an MSDS available from a supplier

- If the chemical is a stock solution or mixture prepared in the lab, it may not have a suitable MSDS available from a supplier.
- If the chemical is produced within the lab there may be no MSDS available.
- In these cases flag the chemical on your lab listing and send a list of these chemicals to Sandra
- If the chemical has been commercially manufactured but the supplier is no longer in operation, seek to find a MSDS that may be suitable and submit to RMT, noting that the original supplier is no longer operating.