1. Log on to ChemAlert  
   a) Access the ChemAlert web page by going to  
      • http://www.uow.edu.au/science/chem/ohs.html and click on the ChemAlert link or  
      • 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.  
   b) Select the Login tab at the top of ChemAlert screen. Enter your username and password.  
   c) Once logged in click on the Stock tab followed by the Stock Holdings tab.

2. Find the list of chemicals in a stock holding  
   a) From the sites window, expand by clicking on + to find the location of you 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  
   b) 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  
   a) Right Click on the HOLDING Area window and from the drop down menu select View/ Print Stock Reports. A stock reports window will appear.  
   b) 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.  
   c) 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
   a) 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.
   b) Delete all columns EXCEPT Product Name, Manufacturer, Quantity and Unit.
   c) 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

   Is the chemical in the main ChemAlert database ?
   Check this by searching for the Chemical using the main search tab

   Yes

   Is the Chemical in the stock register ?
   a) select the Stock tab
   b) search for the chemical

   No

   Add the Chemical to the Lab Stock Holding
   a) Under the stock register tab, right click on the chemical
   b) selecting Add to stock holdings
   c) Select the correct site for the lab and click OK
   d) Complete the stock holding properties

   Yes

   Add the Chemical to the Stock Register
   a) Return to the main Search window,
   b) Search for the chemical,
   c) When the chemical list appears, right click on the chemical name
   d) Select add to stock register

   No

   Complete a ChemAlert missing chemicals form
   Ensure that a MSDS accompanies the form.

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 solutions 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 maybe 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.