Frequently Asked Questions

What is UC Chemicals?

UC Chemical is a web-based system that facilitates the collection and storage of information related to chemical types and amounts within campus laboratories and facilities. This system meets the CalEPA requirement to begin using the internet to file required Unified Program information and additionally assists UC in compliance with Federal and State regulations.

What materials need to be inventoried in UC Chemicals?

All solid and liquid hazardous chemicals and mixtures in quantities of greater than or equal to 1 gm or 1 ml, and any amount of:

- Compressed gases
- Acutely Toxic Substances
- Carcinogens
- Reproductive Toxins
- Select Toxins
- Perchlorate material
- Chemicals of Interest (COI) as identified in Chemical Facility Anti-Terrorism Standard (CFATS)

How do I access the UC Chemicals application?

Access UC Chemicals here: [https://ehs.ucop.edu/chemicals/](https://ehs.ucop.edu/chemicals/) you will need to use your UC Davis email address to login.

How to...

- Create a sublocation
- Add a chemical to your inventory
- Reassign a container
- How to edit a container
- Add a commercial substance
- Add a novel compound

How do I establish a NEW Chemicals account as a PI?

1. On the UC Chemicals homepage, select My Profile to add your lab group to the UC Safety Profile. If you already have a UC Safety Profile, skip to step 4.
2. Select My Profile on the homepage and create a lab group under “Groups”. Name your group, add members under “People”, and assign delegates - other individuals with permission to make
changes to your group and inventory on your behalf. Add the building and room of the lab space under “Locations”.
3. Once the lab group is created, return to UC Chemicals to create an inventory.
4. Select Inventory Summary, then scroll down to “Inventory Access”. Select the three-dot icon on the right, then select “Add/Remove Groups” from the drop-down menu to add the newly created LHAT group.
5. A full walk through of this process can be found here.

How do I certify my inventory?

After you have ensured that your physical inventory is reflected by the online inventory, select Inventory Summary and select Certify Inventory. Note: Only members with “Delegate” or “Lab Manager” status may certify the inventory as accurate.

How do I see who has access to my inventory?

From the UC Chemicals homepage, select Inventory Summary. Scroll down to Inventory Access; this will display the inventory owner, the groups associated, the members, and the campus-wide chem admins who have access to your inventory.

How do I add/delete members for my lab?

Members of your lab can be managed through the UC Safety Profile page. Select the group you want to add a member to under “Groups”, then under “People” search to add the members by UC email or name. You can delete a member by clicking on the 3 dots to the right of the person’s name. PIs can also designate delegate(s) who can manage users and create groups on behalf of the PI, click on the 3 dots next to a person’s name to designate them as a delegate.

Can I use a non-UC email address to access Chemicals?

No. A UC email is required. If the user does not have campus credentials, a Temporary Affiliate Account (TAF) will need to be created for the user.

How do I switch between chemical inventories?

Desktop: On the UC Chemicals homepage, select “Welcome!” to open a drop-down menu of inventories you are a member of. Select the desired inventory to switch into it.

Mobile: In the “Settings” tab under “General”, select “Switch Inventory” to open a drop-down menu of inventories you are a member of. Select the desired inventory to switch into it.
What information is required in a UC Chemicals container entry?

The following are required fields: container size, amount in container, units, physical state, container type, and location.

What is the difference between container size and amount?

“Container Size” is the size of the container on the manufactures label (e.g. 4 Liters). The “Amount in Container” is the amount left in the container after you have used it (e.g. 1.5 Liters). If you enter the “Container Size” first, the “Amount in Container” will auto-populate as the container size. Note: The amount in container is required for the application but only the container size is reported to the county.

What is the “barcode” field?

The barcode field is used for entering a barcode sequence from a QR-RFID ChemTag associated with each container. Note: This is not the barcode found on the container and needs to be obtained from EH&S.

Why RFID-barcode your inventory?

Barcoding allows you to uniquely identify each container in your laboratory. Once completed, inventory reconciliation can be done with easily, efficiently, and accurately using an RFID scanner.

Are the barcodes chemical resistant?

Yes. The materials have been chosen specifically for use in the chemical lab environment.

Why QR-barcode your sublocation?

Barcoding allows you to uniquely identify each sublocation in your laboratory. Barcoded sublocations and inventories provide faster and accurate inventory reconciliation. On the mobile application, scanning a sublocation QR code allows a user to see what chemicals are present in a specific sublocation in the inventory. This way, lab members can quickly locate the chemicals in the inventory when a sublocation is barcoded.

Who will be responsible for purchasing the barcodes and scanners?

Environmental Health and Safety (EH&S) is currently providing the barcodes during the migration. Users who opt to utilize the barcode system may be responsible for purchasing additional barcodes in the future. RFID scanners will be available to borrow from EH&S.
The chemical information is incorrect. How do I correct this?

If chemical information is incorrect, users can report an issue. For mobile devices, select the **exclamation point** icon located to the right of “Detail” to report an issue. For desktop, select the **three-dot icon** in the upper right-hand corner and select **Report A Problem**.

How do I correct a chemical that was incorrectly added to my inventory? Do I need to delete the chemical and re-add it?

You do not need to delete the container and re-add it. The “**Reassign**” feature allows you to reassign an existing container and its associated information (e.g. container size, open date, etc.) to the correct chemical substance.

I cannot find my chemical in the search results. How do I get the chemical added?

Option 1: The chemical may be associated under a different substance name. Select an entry from the search results and scroll down to check the **Synonyms** and **Substances**. Alternatively, try searching by a different identifier or synonym.

Option 2: If no entry matches your chemical and the substance is commercially available, add the chemical to the **UC Chemicals** library.

1. From the **UC Chemicals** homepage, select **Add to Inventory**.
2. Select the **three-dot icon**, then select **Add Commercial Substance** from the drop-down menu.
3. Fill out as much information as possible for the substance, then select **Save**.
4. Please refer to the **Adding a Commercial Substance** walkthrough for more information.

Option 3: If no entry matches your chemical and the substance is a novel compound that is not provided through a chemical manufacturer, add it to the **UC Chemicals** library.

1. From the **UC Chemicals** homepage, select **Add to Inventory**.
2. Select the **three-dot icon**, then select **Add Novel Compound** from the drop-down menu.
3. Fill out as much information as possible for the substance, then select **Save**.
4. Please refer to the **Adding a Novel Compound** walkthrough for more information.

Is there an easy way to add multiple containers of the same chemical?

Yes. The **Clone** feature allows users to quickly add multiple containers of the same chemical.

1. Add the first container to the inventory. Refer to the **adding a chemical to your inventory** walkthrough for more information on how to do this.
2. Select the **three-dot icon** to the right of the newly added container to open a drop-down menu.
3. Select “**Clone**”. This will clone all required entries from the first container into the form for the new container addition.
4. Enter any optional information (ie. barcode, open date, etc.) or make changes to the cloned required entries (ie. container size, sublocation), then select “Save” when finished.
5. Repeat the process to clone more containers of the same chemical.

Can I move/transfer single or multiple inventories to another building/room(s)?

The individual sublocations can be moved/ transferred to another room by editing the sublocation’s building/room (ie. move the flammable cabinet from room A to room B). Select Inventory Summary, then find the sublocation you wish to move/transfer and select the three-dot icon to the right of the sublocation. From the drop-down menu, select Edit and change the building/room for the sublocation.

I can’t find my building/room(s) from the locations drop-down list. How do I add my building/room(s)?

A PI or Delegate can manage locations for the lab through UC Safety Profile. Under “Groups”, select the group you wish to add the location for, then under “Locations,” search for the building and room to add it. If your building is not found in the locations under the UC Safety Profile, please contact chemicalmigration@ucdavis.edu for assistance.

I have a new building or room for my lab, how do I add this?

A PI or Delegate can manage locations for the lab through UC Safety Profile. Under “Groups”, select the group you wish to add the new location for, then under “Locations,” search for the building and room to add it.

How can I edit or remove a sublocation?

Only lab managers, delegates, and PIs can edit, remove, or combine sublocations.

Edit a sublocation’s information:

1. In “Inventory Summary” under “Sublocations”, select the three-dot icon to the right of the sublocation name.
2. From the drop-down menu, select “Edit”.
3. Make any changes to the building/room, name, QR barcode, temperature, pressure, hazard codes, and public/private status of the sublocation, then select Save.

Remove/Combine a sublocation:

1. In “Inventory Summary” under “Sublocations”, select the three-dot icon to the right of the sublocation name.
2. From the drop-down menu, select “Remove”.
3. If the sublocation has containers in it, first select the new building/room and sublocation for these containers.
4. Select “Remove and move containers” to confirm the deletion of the sublocation.
**Move** containers in one sublocation to a different sublocation:

1. In “**Inventory Summary**” under “**Sublocations**”, select the **three-dot icon** to the right of the sublocation name.
2. From the drop-down menu, select “**Move containers**”.
3. Select the new building/room and sublocation for these containers.
4. Select “**Move containers**” to complete the transfer.

**How do I print the Chemical Door Placards?**

To print the chemical door Placards for your room, select **Inventory Summary**. Scroll down to “**Door Hazard Signs**” and select the room you wish to print a Chemical Door Placard for. Include the emergency contacts’ names, roles, department, and phone number(s).

**I work in a shared suite. Why does the placard for my area show hazards that correspond to another group’s hazards?**

The inventories are identified by PI/account owner, but the placard is generated by location. Everyone in that room has potential for exposure to those hazards. Anyone entering the room must be notified of the potential hazards which are present in that room.

**Does the system support sharing of chemical containers?**

Yes. Users can search for chemicals within their colleagues’ and campuses chemical inventories and submit requests to borrow.

**Can certain chemicals be marked as not shareable so colleague labs cannot see them when searching?**

Yes. A container can be marked as “private” which prevents view of that chemical by any colleague labs. A sub-location can also be marked as “private”.

1. Search for and select the chemical you wish to make private.
2. Under “**Containers**” select the **three-dot icon** to the right of the container to open a drop-down menu. Select “**Edit**”.
3. Between “**Location**” and “**Tags**”, select the option to make the container a “**Private Container**”, then **Save**.

**Does the app provide substructure searching?**
Substructure searching is available on the desktop version. On UC Chemicals, select Search Chemicals, then select the “Substructure” tab next to “Keyword”.

My PI added me to his/her account, but I still cannot log in.

Please contact the UC Chemicals admin at chemicalmigration@ucdavis.edu if you are unable to login.

How do I add/remove an LHAT group to my inventory?

On UC Chemicals select Inventory Summary, then scroll down to “Inventory Access”. Select the three-dot icon on the right, then select “Add/Remove Groups” from the dropdown menu to add or remove an LHAT group to/from the inventory.

How do I make a Lab Manager in UC Chemicals?

On the UC Chemicals homepage, select Inventory Summary, then scroll down to “Inventory Access”. Select the three-dot icon on the right, then select “Add/Remove Inventory Managers” from the dropdown menu to add or remove lab managers.

Is there any method to directly upload an excel file to UC Chemicals?

Yes. Lab managers, delegates, and PIs can use the template excel file provided on UC Chemicals to directly upload an excel file inventory. Note: Only chemicals that have a CAS and physical state match can be imported. The import workflow is very finicky and may consume more time than manually adding the individual containers.

1. From the UC Chemicals homepage, select Inventory Summary. Scroll down to “Import & Export” and select Import.
2. Download the excel template and enter or transfer the information into the file.
3. Save the file as an .xls or .xlsx file.
5. Under “Multi Matches”, verify or select the correct chemical associated with each container using the drop-down menus under “Suggested match”. Save the chemicals to be imported by selecting boxes under “CAS”. To auto-select all, select the box to the left of “CAS.”
6. Select Save selected inventory.

How do I export my chemical inventory?

Your UC Chemicals inventory can be exported to an excel file with all information pertinent to the containers entered during the addition of the container to the inventory (e.g. physical state, building/room, sublocation, size, units, etc.).
1. Select “Inventory Summary” on the UC Chemicals homepage.
2. Under “Import & Export”, select “Download Inventory Data”.

Can I search by H codes?

Yes - both Search Chemicals and/or Add to Inventory will display any substances with the H code. We recommend using a Chemical Abstracts Services (CAS) number, product number, or product name instead when searching for a specific chemical.

Note: For SOP writing, you can download your inventory into Excel by navigating to the “Inventory Summary”, and the exported file will include a column for H-codes.

How do I add a mixture/gas to my inventory?

For a mixture of chemicals (e.g. a gas mixture), it is important to account for all hazards associated with the mixture.

Two-substance mixtures are accounted for through the most hazardous component in the mixture.

1. Using Add to Inventory, search for and begin adding the container information for the most hazardous chemical component. (e.g. 5% Carbon monoxide in Nitrogen is added as Carbon monoxide).
2. Between “Tags” and “Received Date” enter the numerical concentration, concentration units, and solvent for the mixture. (eg. concentration = 5, units = % wt., solvent = Nitrogen). If the solvent for the mixture is not listed, simply type in the name of the solvent.
3. Save the container information.

Multi-component or mixtures generally require their own entry in the UC Chemicals library and safety data sheet (SDS) since the mixture may pose a new combination of hazards. Please refer to either adding a commercial substance or adding a novel compound walkthroughs for more information.

Who do I contact if UC Chemicals will not load?

Contact the Risk and Safety Solutions (RSS) Service Desk by phone at 530-638-3375 or via email at service@RiskandSafetySolutions.com.

Questions on how to use the UC Chemicals application: chemicalmigration@ucdavis.edu
Provide application feedback, make requests for features, or report a problem:

service@RiskandSafetySolutions.com