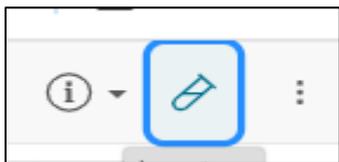


## How to Establish the Chemical Inventory in LabArchives?

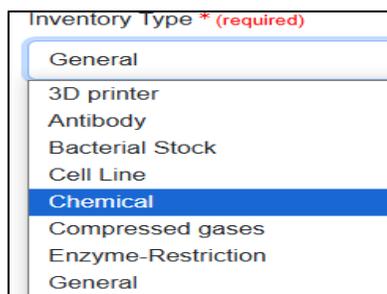
1. Log into LabArchives and click on the inventory icon on the upper right-hand corner



2. Click at “Add item to the inventory” at the top left-hand corner



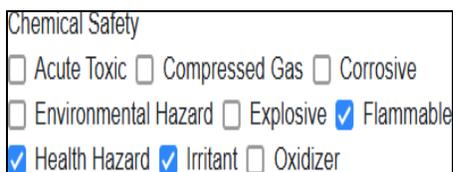
3. Chose “chemical Inventory” from the dropdown



4. **CAS#**- enter the CAS# from the container label and click **“Lookup”** to autofill name of the chemical, safety information (toxic, corrosive etc.), molecular weight, formula etc. and Pictograms.



Details  
CAS #  
  
Alternate Name



Chemical Safety

<input type="checkbox"/> Acute Toxic	<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Corrosive
<input type="checkbox"/> Environmental Hazard	<input type="checkbox"/> Explosive	<input checked="" type="checkbox"/> Flammable
<input checked="" type="checkbox"/> Health Hazard	<input checked="" type="checkbox"/> Irritant	<input type="checkbox"/> Oxidizer

Alternatively, you can start with the entering the **“Name”**- enter exactly as on the bottle (no abbreviations, formula etc.)

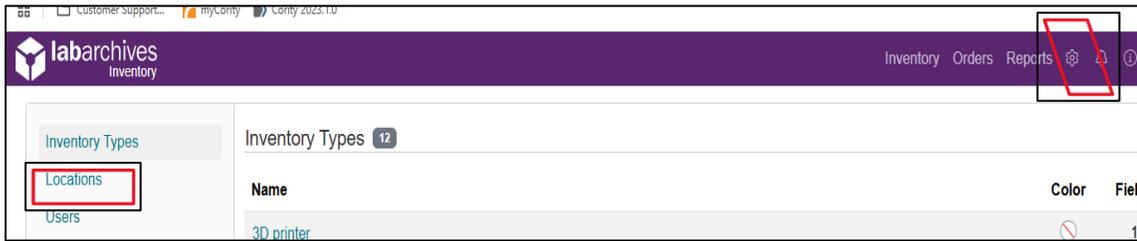
5. **Quantity and Unit**- preferred method is enter each container as individual entry (as quantity “1”)
- For e.g., for a single bottle of 1L methanol, the quantity is “1”. If you have five 1L methanol bottles and you enter them as one entry, **the quantity will be “5”**.
  - For a 500 g sodium hydroxide bottle, **the quantity is 500**. If you enter five bottles of 500g sodium hydroxide as a single entry, **the quantity is 2500**

**Unit**- choose from the dropdown. **For chemicals chose only L, ml, mg, g, and kg.**

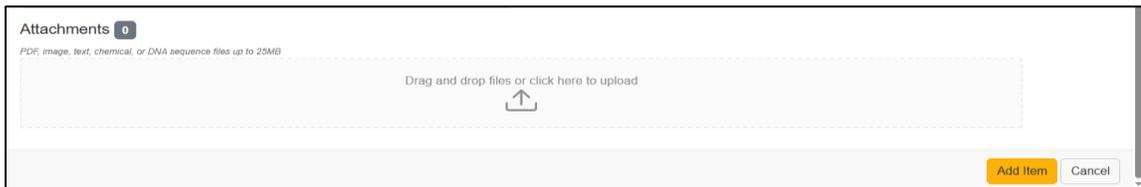
- For e.g., 1L methanol bottle, the quantity is “1” and unit is “L”
- For a 500 g sodium hydroxide bottle, the quantity is 500 and unit is “g”

You can also create 5 separate entries using the “Duplicate option” by using “inventory” at the top right-hand corner, then selecting bottle and “Duplicate”.

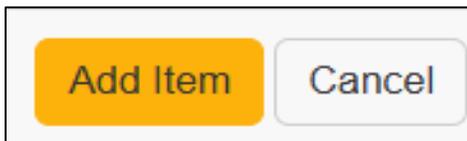
6. **Location:** you can set up multiple rooms as “locations” as part of the initial set up process (even to granular level as Cabinet A rack 1 etc.) and select one while adding each chemical. For the initial set up, click the “Lab Management icon” at the top right-hand corner and then select “location”.



7. **All other fields** are optional, Division of Safety (DS) recommends completing the fields like “Date received”, “Expiration” etc. for safety purposes.
8. **Upload Safety Data Sheet:** at the bottom of the page, drag and drop your SDS file.



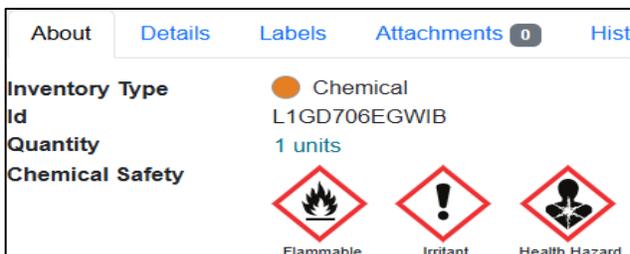
9. **To complete adding the item** to the inventory, click “add item” button at the bottom of the page.



10. **Labels and other safety Information-** go to the inventory and click the “chemical name”, “about” for safety information like pictograms and “attachment” for SDS if you have uploaded one.



- “about” for safety/pictograms



- “label” for barcode/OR code



- “attachment” for the SDS or any other document that you have uploaded



**11. Documenting chemical use:** go to inventory, identify the chemical bottle that you want to use and click “use now”

Name	Location	Inventory Type	Price	Quantity	Date Received	
phenol	(No Location Set)	Chemical		0.75 L		Use Now
methanol	13	Chemical		3 L	8/8/2022	Use Now
methanol	(No Location Set)	Chemical		1 units		Use Now
methanol	(No Location Set) fridge	Chemical		1 units		Use Now

12. **Report** – right top of the page “reports” and select form the “available reports”

13. **Export and import of Excel inventory:** how to import existing Excel



inventory? Using “Lab manager” icon at the top right-hand corner and selecting the appropriate sections form the left sidebar, you can manage the inventory including importing (“import items”) the existing Excel inventory to LabArchives.

