

Online Chemical Inventory – Frequently Asked Questions

1. Is there a demonstration of the various features of the Online Chemical Inventory system?
 - a. Yes – There is a tutorial available at <http://www.ehs.ucsf.edu/Training/ChemInventory/oehsChemInvTraining.asp>
 - b. This tutorial is for informational purposes only and training results will not be tracked by OEH&S.
2. How do I log on?
 - a. <https://www.researchapps.ucsf.edu/RIO/login.aspx>
 - b. Your login is the same for your other RIO and Research Online account(s).
 - c. If you do not know the password of an existing account, you may contact EH&S at 476-1300 or submit an online request at <https://www.researchonline.ucsf.edu/requestLogin.asp>
3. Can I share my login with other lab members so that they can input chemical inventory?
 - a. No - Do not share your login / password with others, as it is tied to your biological authorizations, radiological authorizations, and your personal safety training records. If you wish to have others input / edit the laboratory's chemical inventory, they should be added as a Coordinator or Alternate Coordinator on the Online Chemical Inventory database.
4. Why can't I see my lab on the list?
 - a. You have not been assigned as a PI or Lab Coordinator. Only the Principle Investigator and assigned Lab Coordinator(s) may access a lab's records. Contact your PI, Lab Manager, or the database Administrator (ORchemicalinventory@ucsf.edu) to have your name added.
 - b. If you are a new PI, your laboratory must be added to the database by the Administrator.
5. My new Lab Coordinator's name is not on the pick list.
 - a. Your lab coordinator does not have a Research Online account. He/she must sign up for a Research Online / RIO account. To apply for an account, access the following link: <https://www.researchonline.ucsf.edu/requestLogin.asp>
6. Can all my lab members view the chemical inventory?
 - a. No - Due to design constraints, only PIs and Lab Coordinators can view the chemical inventory at this time. Viewing rights for all lab members is planned for implementation at a later date.
7. The chemicals on the database are not mine.
 - a. The information on the database is currently outdated. It is each laboratory's responsibility to update their chemical inventory.
8. Can I import my chemical inventory from an excel spreadsheet or other external source?
 - a. No - Any spreadsheet from an external source will require significant reformatting to ensure the data columns match our database's organizational structure. This also increases the potential for introducing errors into the database (incorrect chemical names, inconsistent units of measurement, etc.)
9. Do multiple labs using the same room contribute / affect each other's inventory?
 - a. No - Each PI has a specific Chemical Unit number. Chemicals assigned to that number are independent of other laboratory's chemicals, regardless of location.

10. Can I make a new Inventory Unit or break my lab into several Inventory Units?
- No - The database handles each Inventory Unit as a separate lab. If there a specific need for separation of Inventories, such as clinical / non clinical, contact the database Administrator at ORchemicalinventory@ucsf.edu
11. Why is my chemical (gas) not on the list?
- Compressed gasses volumes are based on cylinder size, pressure, and type of gas. We have provided the most common gas / cylinder arrangements in the initial launch, but are still building the database to include the more unusual combinations. If your gas or cylinder size is not on the pick list, email the Administrator using the link at the bottom of the page (ORchemicalinventory@ucsf.edu). Include the name / chemical make up of the gas, dimensions and pressure of the cylinder.
12. Why is my chemical (solid / liquid) not on the list?
- The database has several variations of the same chemical to cover common names. Try searching by proper name or CAS number. If your chemical cannot be found, contact the database Administrator using the link at the bottom of the page (ORchemicalinventory@ucsf.edu). Include as much information as you can regarding the chemical (name, CAS number, physical state, hazardous properties, etc). Only the database Administrator can add new chemicals to the database. This is to ensure consistency and accuracy of the information.
13. Can I search for a specific chemical within my own inventory?
- Yes - Using the 'Chemical Inventory Search' function located on the Chemical Inventory Unit Detail page.
14. Is there a place to put lab specific details, such as specific location, ordering information, etc?
- Yes - A user defined comment (fill able) field is available for each individual compound in your inventory. This is accessed through the path: Home > Inventory Unit List > Inventory Unit Details > Location Inventory List > Chemical Inventory Details.
 - This information may be viewed through the Chemical Inventory Search (Home > Inventory Unit List > Inventory Unit Details > Chemical Inventory Search), or the Print Inventory function under the Location Inventory List.
15. Why can't I transfer a chemical to my new lab location?
- You must first add the new location to your Inventory Unit **before** you can transfer items to that room.
16. Can I assign a custom lab location other than room number?
- Yes – If you wish to include custom locations within the lab, such as a cabinet or shelf, you may enter this data into the User Information fields provided on the Chemical Inventory Item Details page.
17. Why can't I delete a room from my inventory?
- You must move / delete all the chemicals in a room before you can remove it from your authorization.
18. How do I print my Chemical Inventory?
- There are different methods to print out your chemical inventory. Please refer to the tutorial at <http://www.ehs.ucsf.edu/Training/ChemInventory/oehsChemInvTraining.asp> for details.

19. Does the same chemical in different rooms need to be reported separately?
- Yes - The chemical inventory hierarchy is based on Inventory Unit > Location > Chemical. Each chemical needs to be accounted for in its respective physical location.
20. Do I have to input my radio isotopes / controlled substances?
- No – The RUA and CSA programs are separate and have their own accounting methods.

For additional questions, please refer to the tutorial available at:

<http://www.ehs.ucsf.edu/Training/ChemInventory/oehsChemInvTraining.asp>

or contact the Administrator at:

ORchemicalinventory@ucsf.edu