

Chemwatch How To....

Use the Manifest Function of Chemwatch



The Complete (M)SDS and Chemicals Management Solution

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The UQ Chemical Inventory Collection - Chemwatch Manifest Module

- Only certain people will be able to access the UQ Inventories within Chemwatch using the **Chemwatch Manifest Function**.
 - If you require access to inventories to either view or edit your area room inventories, please request access via you **SAFETY MANAGER** or **WHSC**. You will need to provide your UQ username, a unique password (**not UQ password**) and email address.
 - You will be issued a **personalised link** to Chemwatch which must be used to view the UQ inventories. The normal version of Chemwatch will not be able to access UQ inventories.
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How to Login with Username and Password

Bookmark: <https://jr.chemwatch.net/chemwatch.web/account/login>

The screenshot shows the Chemwatch login interface. At the top left is the Chemwatch logo, which is a gold plaque with the word 'CHEMWATCH' in black. To the right of the logo is a banner with chemical structures and a laptop. Below the logo are three input fields: a computer icon followed by 'qlduni', a person icon followed by 'uqilane', and a lock icon followed by 'Password'. Below these fields is a grey 'LOGIN' button. At the bottom left of the login area are a 'Remember me' checkbox and a 'Forgot your password?' link. At the bottom of the page is an 'IMPORTANT NOTICE' about Internet Explorer 8 support. Red arrows point from text boxes to specific elements: one to the 'qlduni' field, one to the 'uqilane' field, one to the 'Password' field, and one to the 'IMPORTANT NOTICE' text.

CHEMWATCH

VISIT THE
CHEMWATCH
WE

qlduni

uqilane

Password

LOGIN

☐ Remember me
[Forgot your password?](#)

IMPORTANT NOTICE: We are going to stop supporting the Internet Explorer 8 (IE8) browser in February 2016. Please contact Chemwatch support for details and recommendations.

Leave the account as qlduni

Enter you UQ username

Email your Safety Manager your selected password – do not make this your UQ password

Do not use Internet Explorer!

Outline:

Part A: Adding an Item to a UQ Inventory

Part B: Adding the Amount of Item held within an Inventory

Part C: Removing an Item from a UQ Inventory

Part D: 'Transient Chemical' Inventory Management

Part A: Adding an Item to a UQ Inventory

- Simple to do, but relies on an understanding of Chemwatch nuances
 - A simplified (drag and drop) method will be explained after initial methods of chemical/substance searches are understood
-

Chemwatch GUI – Windows 7 OS / Mozilla Firefox Browser used for this Presentation

The screenshot displays the Chemwatch GUI interface. The top navigation bar includes the 'GOLD FFX' logo, a 'Windows' tab, and a 'Logout(qiduni/ujilane)' link. The main interface is divided into several sections:

- Search Section:** Features input fields for 'Name/CAS' and 'Vendor', radio buttons for 'Full' and 'Own' search types, and a 'SEARCH' button. A red arrow points to this section with the annotation: "Searches performed here".
- MSDS AND LABELS Section:** Includes a 'Gold (M)SDS' dropdown menu, a 'Vendor (M)SDS' dropdown, and a 'Mini (M)SDS' button. A red arrow points to this section with the annotation: "MSDS type, labels, emergency info accessed here".
- Folder Search Section:** Contains a 'FOLDER SEARCH:' input field, an 'Expand' button, and a list of folders: 'COLLECTION', 'ENTERPRISE', 'FOLDERS', 'MANIFEST', and 'DELETED'. A red arrow points to this section with the annotation: "Inventories accessed here".

The bottom of the interface shows a footer with 'Provided by ChemWatch - All rights reserved 2018' and a 'Live Help Chat and Cobrowse' button.

Search for the Chemical / Substance You Wish to Add to Your Inventory

The screenshot shows the Chemwatch software interface. On the left, there is a sidebar with navigation icons. The main area is divided into a search panel on the left and a results table on the right. The search panel has a 'Name/CAS' field containing 'sodium hydrogen carbonate', a 'Vendor' field, and a 'SEARCH' button. Below the search panel, there are tabs for '(M)SDS AND LABELS' and 'TOOLS'. The results table on the right lists various sodium hydrogen carbonate products with their CAS numbers and risk codes. Two red arrows point from text boxes at the bottom to the search input field and the results table.

NAME	CAS	RISK CODES
sodium hydrogen carbonate		
Sodium Hydrogen Carbonate		
Sodium hydrogen carbonate	144-55-8	
Sodium Hydrogen Carbonate (Woolworths Select Sodium Bicarbonate Produced By Penrice)		
sodium hydrogen carbonate (sodium bicarbonate-13C)	87081-58-1	
Sodium Hydrogen Carbonate (Fresenius Bibags 650g and 950g)		
Sodium hydrogen carbonate (Premium Quality Alkalinity Inc reaser)		
sodium hydrogen carbonate (sodium bicarbonate-14C)	7279-86-9	R40(3)
SODIUM HYDROGEN CARBONATE-14C		
Sodium hydrogen carbonate AnalaR		
Sodium hydrogen carbonate, saturated solution		
Sodium hydrogen carbonate for analysis EMSURE ACS Reagent Ph Eur		

Type chemical / substance here.
Don't hit 'Enter' after you've typed!
Chemwatch will generate a list.

Left click
most
suitable from
selection
here

Selecting Chemical / Substance

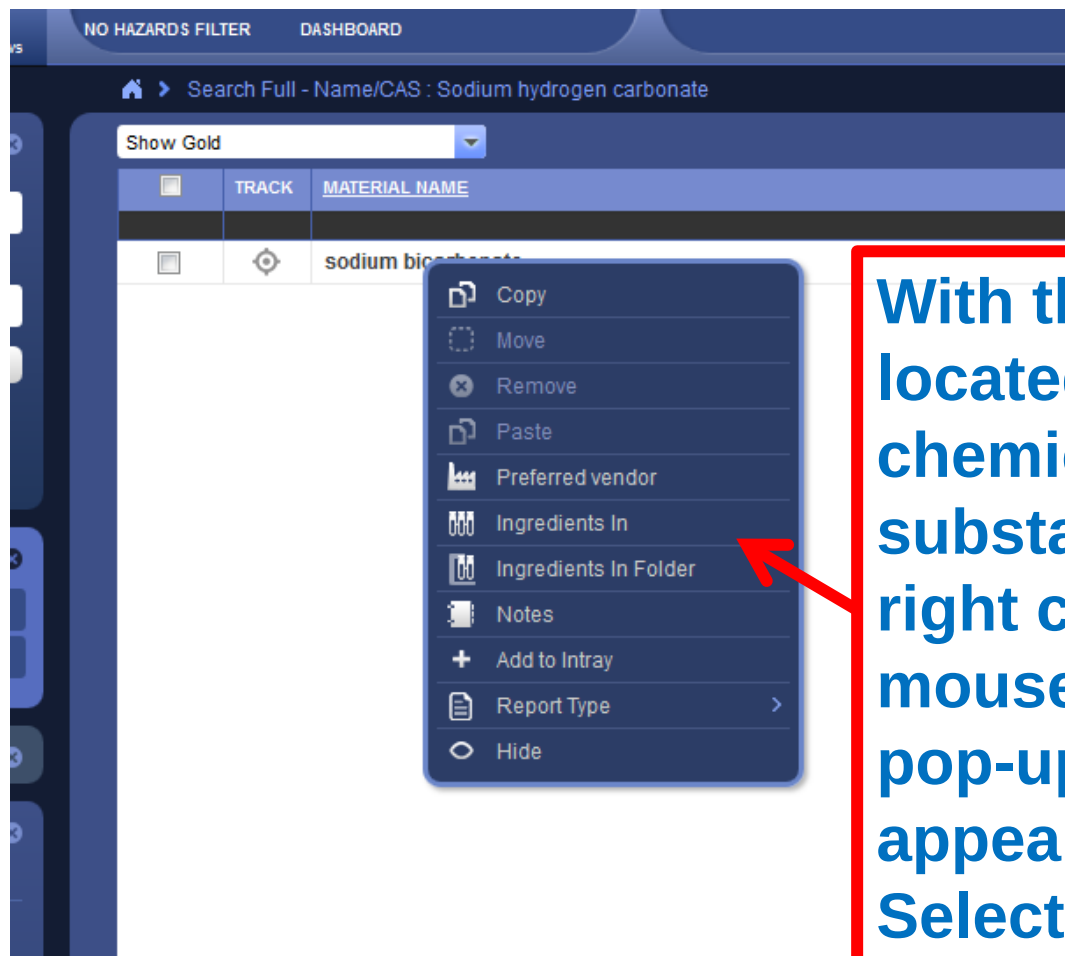
Please Note: If, when you left click the chemical name, the MSDS pops up, hit the **'BACK'** button that appears...

The screenshot displays the GOLD FFX web application interface. The top navigation bar includes links for 'Live Help', 'Settings', and 'Language' (set to English). The main header features the 'GOLD FFX' logo and navigation icons for 'AUSTRALIA', 'ENGLISH', and 'GHS'. Below the header, a search bar contains the text 'sodium bicarbonate'. To the right of the search bar, a 'SEARCH' button is visible. A red arrow points to a 'BACK' button located in the top right corner of the search results area. The search results area also includes a 'COPY' button and a 'TRACK' button. The main content area displays the 'SODIUM BICARBONATE' MSDS, including the 'ChemWatch Review SDS' and the 'SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE CC'.

SODIUM BICARBONATE
ChemWatch Review SDS
Chemwatch: 10448
Version No: 9.1.1.1
Safety Data Sheet according to WHS and ADG requirements

SECTION 1 IDENTIFICATION OF THE SUBSTANCE / MIXTURE AND OF THE CC

Selecting Chemical / Substance



With the mouse located over the chemical / substance name, right click the mouse and this pop-up menu will appear.
Select **'COPY'**

Open the **Manifest Tree** in a stepwise fashion to be able to see the **Room Inventory** where you wish to add the chemical / substance

1.

FOLDER SEARCH:

- COLLECTION
- ENTERPRISE
- FOLDERS
- MANIFEST
- DELETED

Left click arrow next to Manifest.

2.

FOLDER SEARCH:

- COLLECTION
- ENTERPRISE
- FOLDERS
- MANIFEST
 - 01
 - 03
 - 10
 - 20
 - 25
 - 26
 - 28
 - 29
 - 30
 - 40
 - 45

Left click arrow next to Location 01 (St Lucia).

Locations

3.

FOLDER SEARCH:

- COLLECTION
- ENTERPRISE
- FOLDERS
- MANIFEST
 - 01
 - 0002
 - 0003
 - 0005
 - 0006
 - 0007
 - 0008
 - 0009
 - 0011
 - 0020
 - 0024

Buildings

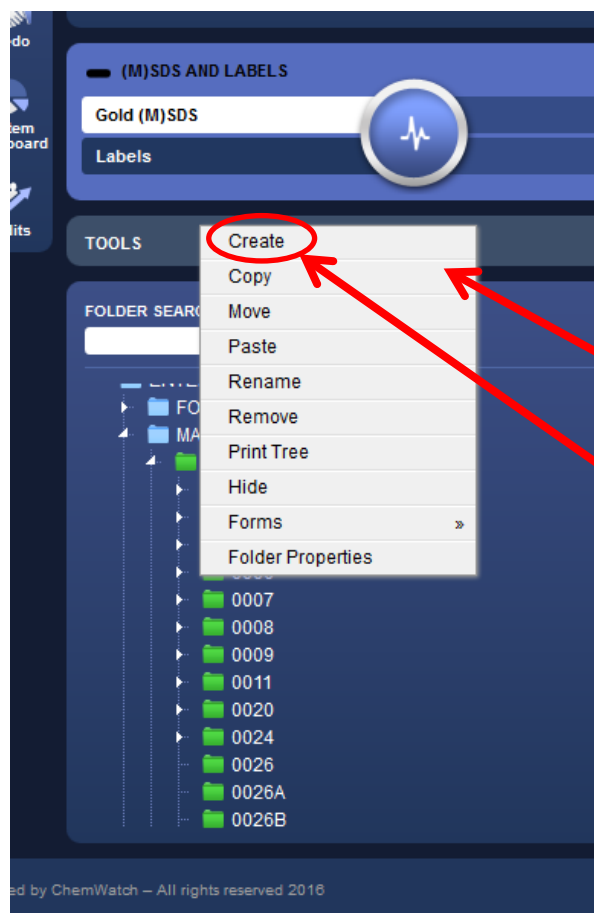
4.

Left click arrow next to (Building) 0068

- 0068
- 1005
- 1006
- 1010
- 1012
- 110
- 1107
- 1117
- 1201
- 1203
- 150A
- 210
- 211
- 220
- 220B

Rooms

What if my **Room Folder** is Missing from the Manifest, or I want a **Room Subfolder**?



TO ADD A ROOM FOLDER...

Hold the cursor over the building folder and **right click**.....

This dialogue box will appear

Select 'create' from the dialogue box and name the folder the room number in the resulting dialogue box, then click 'save'.

Note: The same procedure can be used to make a subfolders under room folders for defining storage areas like freezers, or flammable cabinets within rooms.

This is what a **Room Inventory** looks like...

Show All

4WE 

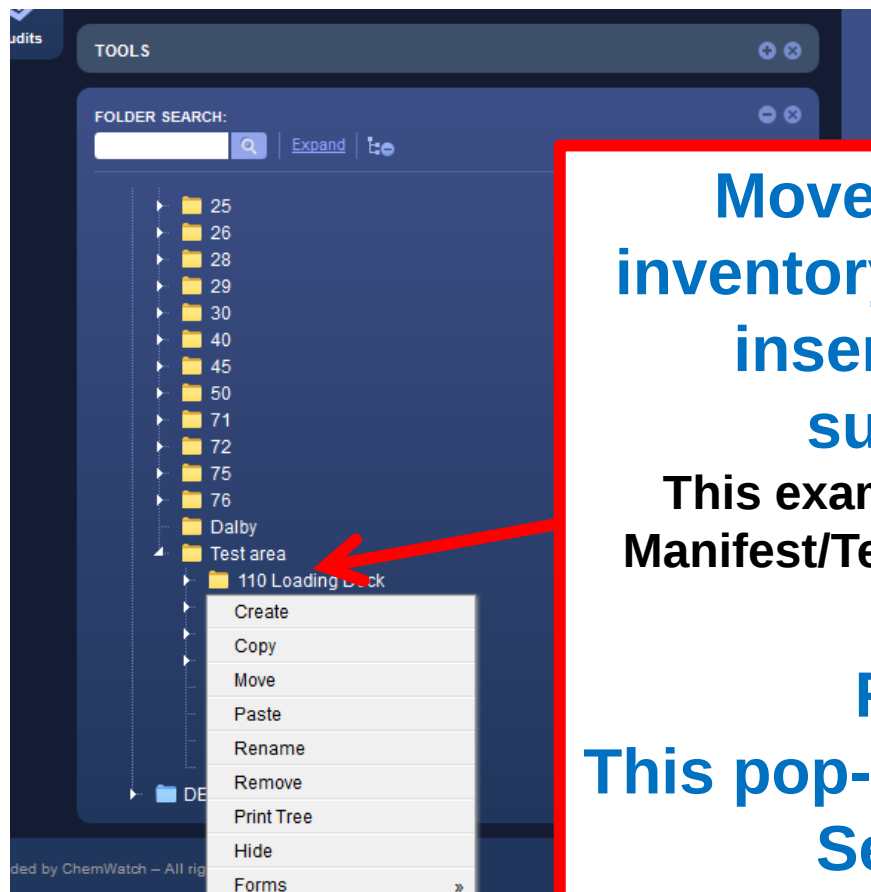
	TRACK	HAZARD	MATERIAL NAME	VENDOR	RISK STATEMENT	VOL / WT METRIC CURRENT	DG S1 S2
☐			(+)-biotin-N-hydroxysuccinimide ester 	Chemwatch	R33?	0.1 kg	None
☐			(+)-p-menth-1-en-9-ol 	Chemwatch	R50	0.01 kg	9
☐			(+/-)-(1,2-dibromoethyl)benzene 	Chemwatch	R33?, R35, R41, R51/53, R61?	0.1 kg	8
☐			(+/-)-3,3-dimethyl-2-butanol 	Chemwatch	R10, R19, R20/22?, R33?, R36/37/38, R66?, R67?, R65?	0.05 kg	
☐			(1,5-cyclooctadiene)silver(I) hexafluoroacetylacetonate 	Chemwatch	R33?	0.005 kg	None
☐			(D-Pen2,5)enkephalin 	Chemwatch		0.0005 kg	None
☐			(ethyl)triphenylphosphonium bromide 	Chemwatch	R20?, R21/22, R33?, R36/37/38, R51/53, R61?	0.1 kg	6.1
☐			(methoxycarbonylsulfamoyl)triethylammonium hydroxide, salt 	Chemwatch	R33?, R36/37/38	0.001 kg	None
☐			(phenylethynyl)tributyltin 	Chemwatch	R20?, R21, R25, R33?, R36/38, R37?, R48/23/25, R50/53	0.01 kg	6.1
☐			(S)-alpha-methoxy-alpha-(trifluoromethyl)phenylacetic acid 	Chemwatch	R33?, R36/37/38	0.001 kg	None

Click here to show more items in a room inventory per page

Number of items in a room inventory are shown here

1 - 10 of 1218 items

Pasting Selected Chemical / Substance into an Inventory



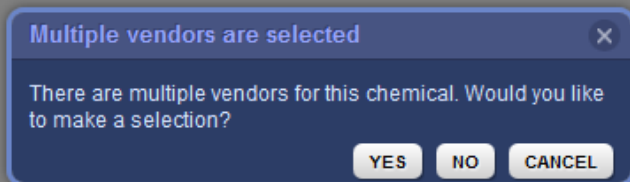
Move mouse over the inventory folder you wish to insert the chemical / substance into.

**This example uses the inventory:
Manifest/Test area/110 Loading Dock**

**Right Click -
This pop-up menu will appear.
Select 'PASTE'**

If More Than One Vendor Manufactures the Chemical...

If this pop-up appears,
select **'Yes'** to select the
specific vendor's chemical
which you have and wish to
place into your inventory.



Drag and Drop



A simplified procedure can be used to achieve the same end.....

Once a chemical / substance has been selected such that the pop-up menu allowing the 'COPY' function appears, the mouse can be moved over the chemical /substance name, the left mouse button depressed and held and the selected item can be dragged into your inventory folder.

Part B: Adding the Amount of Item Held within an Inventory

Left click on a room inventory folder:

Left click on the edit icon of an item to bring up the 'Edit manifest material' menu.

Enter the Current Vol/Wt of item held. Maximum Vol/Wt must also be entered.

The screenshot displays a software interface with a table of inventory items. The table has columns for TRACK, HAZARD, MATERIAL NAME, VEIENDOR, RISK STATEMENT, VOL / WT METRIC, DG, S1, S2, PKG, and APPROV. The first five rows of data are visible, each with a checkbox, a gear icon, a hazard icon, a material name, a vendor code, a 'Multiple' button, a risk statement, a volume/weight value, a metric, a DG value, a package type, and an approval status. A red arrow points from the 'Edit manifest material' dialog box to the edit icon in the second row of the table.

TRACK	HAZARD	MATERIAL NAME	VEIENDOR	RISK STATEMENT	VOL / WT METRIC	DG	S1	S2	PKG	APPROV.
☐			acetonitrile	VGD Au Multiple	R11, R20/21/22, R32, R33?, R36, R58, R61?	0 L		3	II	
☐			Beryllium acetate	Multiple		0 L				
☐			cadmium nitrate	VGD Au Multiple	R8, R20/21/22, R33?, R36, R37/38?, R45(2), R50/53	2 L		5.1	II	
☐			ethanol	VGD Au Multiple	R11, R20/22?, R33?, R36, R37/38?, R67?	0 L		3	II	
☐			sodium citrate	VGD Au Multiple		1 L		None		

Edit manifest material

Current Volume/Weight 0.0 L

Maximum Volume/Weight 0.0 L

Licensed Volume/Weight 0.0 L

SAVE CANCEL

Adding Licensable Amounts to Inventory Items

Do you have an item where only licensed amounts of that material can be stored?
WH&S Managers or WHSC's may also like to use the **'Edit manifest material'** menu to set Licensed vol/wt for an item.

The screenshot displays a software interface with a table of inventory items and an 'Edit manifest material' dialog box. The table has columns for RISK, STATEMENT, VOL / WT, METRIC, DG, S1, S2, PKG, and APPROV. The dialog box has fields for Current Volume/Weight, Maximum Volume/Weight, and Licensed Volume/Weight, each with a unit dropdown menu. A red arrow points from the text box to the 'Licensed Volume/Weight' field.

RISK	STATEMENT	VOL / WT	METRIC	DG	S1	S2	PKG	APPROV.
	R11, R20/21/22, R32, R33?, R36, R58, R61?	0 L				3	II	
		0 L						
	R8, R20/21/22, R33?, R36, R37/38?, R45(2), R50/53	2 L				5.1	II	
	R11, R20/22?, R33?, R36, R37/38?, R67?	0 L				3	II	
		1 L				None		

Current Volume/Weight 0.0 L

Maximum Volume/Weight 0.0 L

Licensed Volume/Weight 0.0 L

SAVE CANCEL

Removing a Chemical from an Inventory...Example

1. Check tick box.

2. Right click on name.

3. Select 'Remove'

The screenshot shows a table with the following columns: **TRACK**, **HAZARD**, **MATERIAL NAME**, and **VENDOR**. The table contains several rows of chemical data. A red box highlights the first row, and a red arrow points to the first column's tick box. Another red arrow points to the 'cadmium' row, and a third red arrow points to the 'Remove' option in the context menu.

	TRACK	HAZARD	MATERIAL NAME	VENDOR
☐			acetonitrile	VGD Au Multiple
☐			Beryllium acetate	Multiple
☒			cadmium	Multiple
☐			ethanol	Multiple
☐			plutonium	Multiple
☐			...	Multiple

- Send to Approval
- Copy
- Move
- Remove
- Hide
- Preferred vendor
- Ingredients In
- Ingredients In Folder
- Phase out
- Add to Inray
- Attachments
- Notes
- Add part number
- Add preferred name
- Forms
- Report Type

Part D: 'Transient Chemical' Inventory Management

If you have staff or visitors bringing chemicals to your building/facility in a transient capacity, have them provide you a spreadsheet inventory of these chemicals:

- Add a subdirectory under the room where the chemicals are to be stored. Title this new directory the name of the visitor's C.I., or give it a similar **unique designator**.
- Populate this subdirectory with the chemicals the visitor brings in.
- Upon the visitor's departure and removal of the chemicals, remove the sub-directory.

Mission complete.....



**You should now be
able to confidently
navigate the
Chemwatch Manifest
module and populate
your room inventories.**