

Chemical Inventory Management System (CIMS) Notes

The CIMS has two modes:

- 1) General User Mode
- 2) Administrator Mode

General User Mode

When the CIMS is in the General User mode two tabs in the spreadsheet are available for view:

- 1) Quick View
- 2) Stock Check View

This mode has limited functionality.

Quick View –

Quick view

Enter barcode:

Alerts:	7664-39-3
Name:	Hydrofluoric Acid
CAS:	7664-39-3
Location:	124
Date In:	5/7/2012
Quantity:	100
Units:	g
MSDS:	AQ00879833.pdf
Owner:	I Newton
Notes:	0

Replace this line with the location of your msds folder:

Quick view allows the user to scan or type in a bar code number and obtain basic information on the chemical.

Information:

- **The Alert Field:** if the Alert Field is red then either the chemical has a certain hazard associated with it and/or it is a chemical of concern. The user should consult with the supervisor before using this chemical
- **Name:** common name of the chemical
- **CAS** – Chemical Abstract Service number. This is a unique number associated with that particular chemical. All compounds registered with CAS have a unique number assigned to them.
- **Location:** Where this chemical with that bar code is located.

- **Date in:** when it was received in the inventory. This information is important if the chemical has a limited shelf life or if it is potentially peroxidizable.
- **MSDS:** Material Safety Data Sheet, which is sometimes referred to as the Safety Data Sheet. The bar code can be linked to the MSDS pdf document.
- **Notes:** The note field can contain particular information about this chemical and is entered by the administrator.

Stock Check View –

This is a view that shows the bar code column and the chemical name. By using the bar code scanner the user can scan the bar codes on the chemical containers and this will generate a list of the chemicals and their bar codes. This method allows the user to perform a chemical inventory check in the laboratory.

Administrator Mode

The administrator Mode contains the all of the information and gives the Administrator control of the inventory (input of information and removal of items within the inventory).

The information on this sheet:

- Barcode,
- Location,
- Owner,
- Date In (when the chemical was entered into the inventory),
- Chemical Name (the common chemical name)
- CAS# - the Chemical Abstract Service Number. This is a unique number and great care should be taken when entering this number.
- Quantity,
- Units,
- Alerts – the alert column highlights chemicals that are on the Chemical Weapons Convention lists, those that are toxic, extremely hazardous, particularly hazardous and those that are sabotage or theft targets,
- Note field – this area is available to add customized notes.

The Administrator Mode has a lot of functionality

Administrator's Roles and Responsibilities

The administrator(s) of the Chemical Inventory Management System should be trusted, responsible and reliable. They should be clearly trained and able to input information and maintain the inventory.

Unlocking and Viewing the Inventory Spreadsheet

The administrator has the ability to unlock and view the Inventory Spreadsheet in CIMS.

To unlock and view the Inventory Spreadsheet –

- Click on the **Review Tab** and select **Protect Workbook**,
- Type in CountryPassword and click OK,
- Right Click on one of the tabs at the bottom of the spreadsheet (i.e. Quick View),
- Select **Unhide**,
- Select **Inventory** and **OK**,

- Now the Inventory sheet should be viewable.

Locking the Inventory Spreadsheet

The Inventory Spreadsheet can be locked as follows:

- Right Click on the Inventory tab,
- Select Hide,
- Then under the **Review Tab** select **Protect Workbook**,
- Make sure the **Structure box** is checked,
- Type in a password, i.e. CountryPassword,
- Retype in password to confirm.