University's Central Chemical Inventory System Implementation Plan Guide

February 14, 2024



Environmental Health & Safety

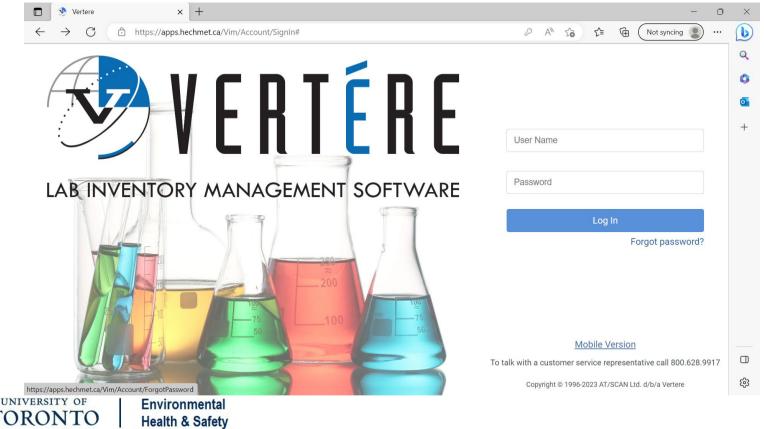
Roadmap

- **Required**: U of T researchers using hazardous chemicals.
- Begin the process no later than May 1, 2024.
- Complete the implementation by March 1, 2025.



- User Name and initial Password will be assigned by EHS: <u>hechmet@utoronto.ca</u> or <u>wen.zhu@utoronto.ca</u>
- Accessible from any computers connecting to UofT network at:

https://apps.hechmet.ca/Vim/Account/SignIn



- In general, three user accounts will be assigned to each PI corresponding three roles
 - PI: add/update and manage inventory
 - Lab manager: add/update and manage inventory
 - Lab user: View inventory only



- EHS
 - User Guide, Training, Group/User/Location setup and update.
 - Pre-printed barcode labels.

Engineering

- Department/PI
 - Add (barcoding) existing chemicals into database.
 - Add newly received chemicals into database.



- Hardware:
 - Barcode scanner (~\$50, PI or Department)
 Recommend links: <u>scanner 1</u>, <u>scanner 2</u>
- To be discussed with EHS:
 - Group/user/location tree set up.
 - A list of room(s) that store hazardous chemicals.
 Whether the room is shared with other PI(s).
 - The sub-locations, e.g., flammable cabinet, acid cabinet, freezer etc., would like to set up in the room.



Contact

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