

Logging into Chemwatch

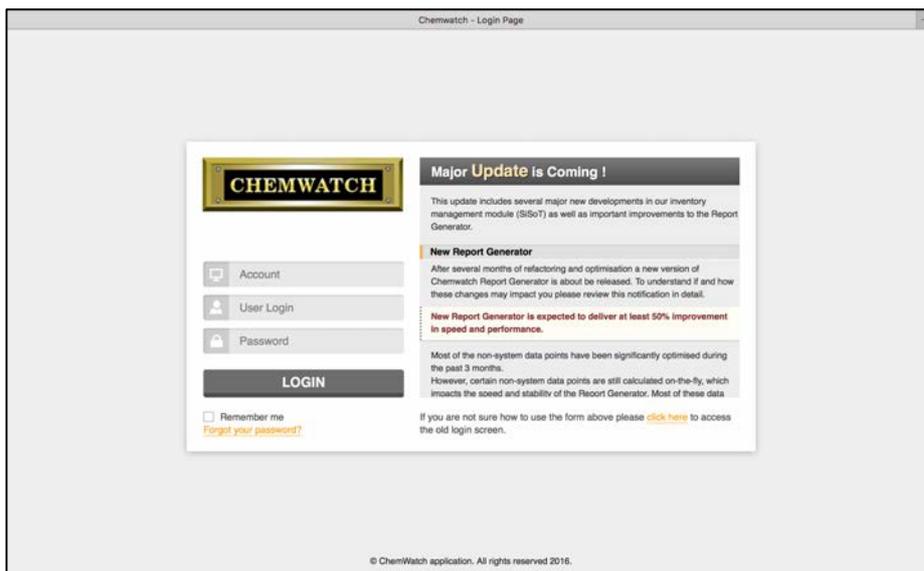
1. Open preferred web browser. (Chemwatch has been optimized for Chrome but will work with others)



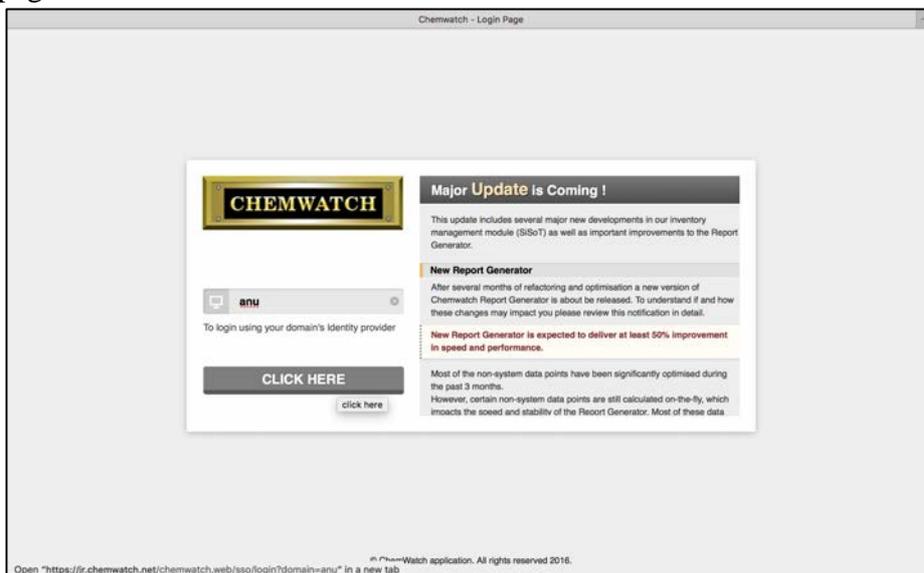
2. Navigate to Chemwatch Website:

<http://jr.chemwatch.net/>

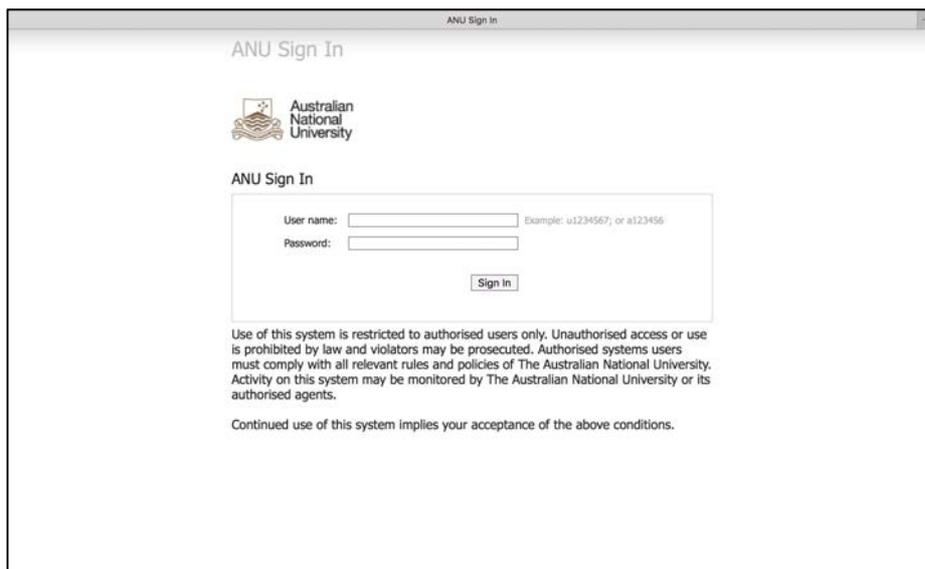
3. Move the cursor to the account input area. Enter “anu” (in lower case) as the account and move the cursor to the Account Name area.



4. The page should reload.

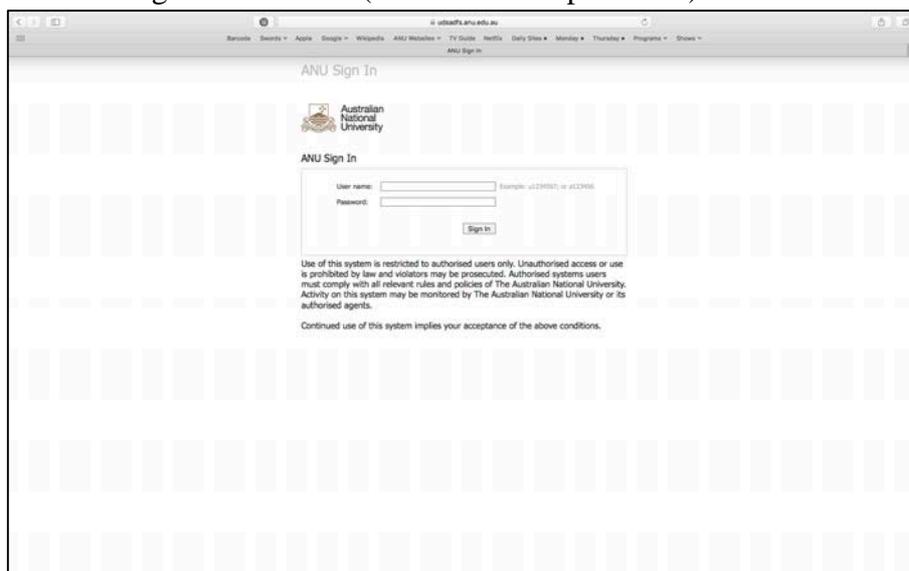


5. Click “Click Here”



The screenshot shows a web browser window titled "ANU Sign In". The page content includes the Australian National University logo, the text "ANU Sign In", and a login form with fields for "User name" and "Password". The "User name" field has a placeholder example: "Example: u1234567; or a123456". Below the form is a "Sign In" button. At the bottom of the page, there is a disclaimer: "Use of this system is restricted to authorised users only. Unauthorised access or use is prohibited by law and violators may be prosecuted. Authorised systems users must comply with all relevant rules and policies of The Australian National University. Activity on this system may be monitored by The Australian National University or its authorised agents. Continued use of this system implies your acceptance of the above conditions."

6. The page will load again to the ANU login screen. Log into Chemwatch using your standard ANU login information (U-number and password)



This screenshot is identical to the previous one, showing the ANU Sign In page. However, the entire page is overlaid with a large, semi-transparent watermark that reads "Chemwatch". The watermark is oriented vertically and spans most of the page's width and height.

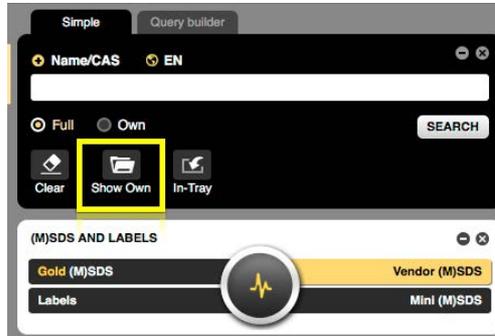
7. If you want to bookmark a page for easy login next time this is the best one

Searching the Manifest

Two forms of searching will be shown here. The first is a search of the manifest for a particular chemical. The second is to perform a search for a particular container.

Chemical Search

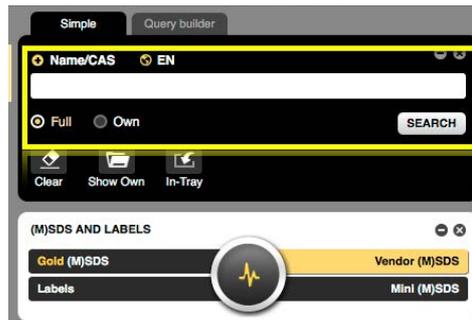
1. After logging into Chemwatch click on the **Show Own** button in the search panel



2. Move Chemwatch into SiSoT mode by clicking on the **SiSoT** button located at the top of the home screen.



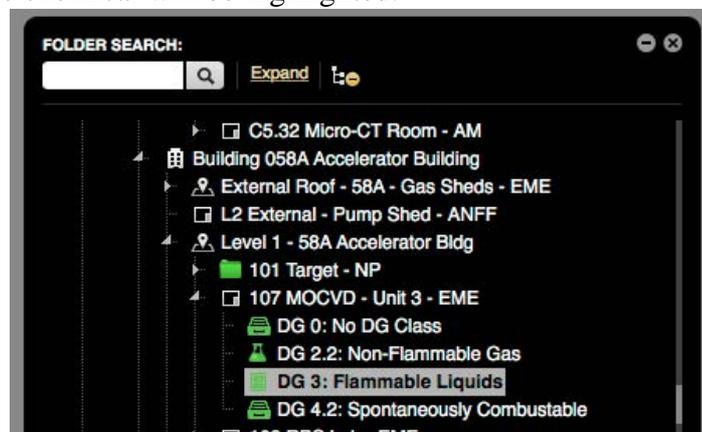
3. Type the name or CAS number of the desired chemical into the search bar located at the upper left of the home screen and click **Search**



4. When the result appears click on the **Track Icon** located at the left of the chemical entry

TRACK	PART NO.	MATERIAL NAME	VENDOR	VOL / WT	METRIC	CURRENT QUANTITY	TAGS
	123	ethanol	Multiple	367.5 L			

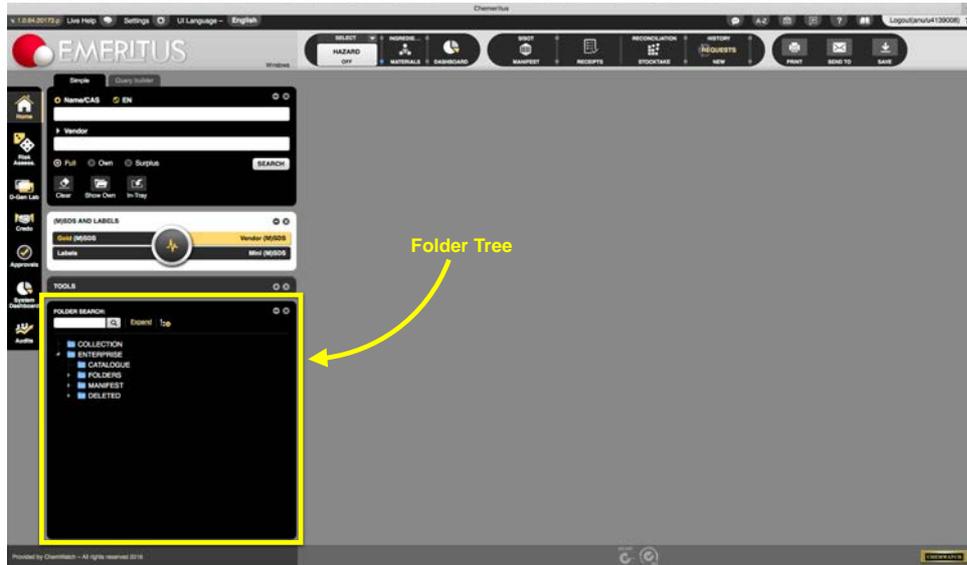
5. The tree structure at the bottom left of the home screen will expand and locations containing the chemical will be highlighted.



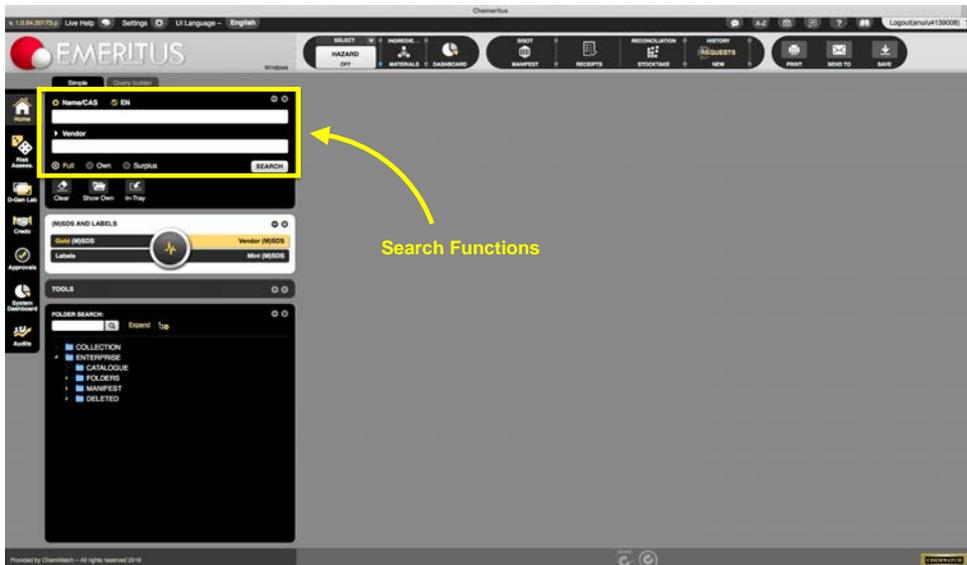
Adding a Chemical to the Manifest

In order to add a container to the inventory first the SDS must be located and placed in the appropriate folder. The procedure described here is not the only way to perform this action but it is the one least likely to allow errors to occur

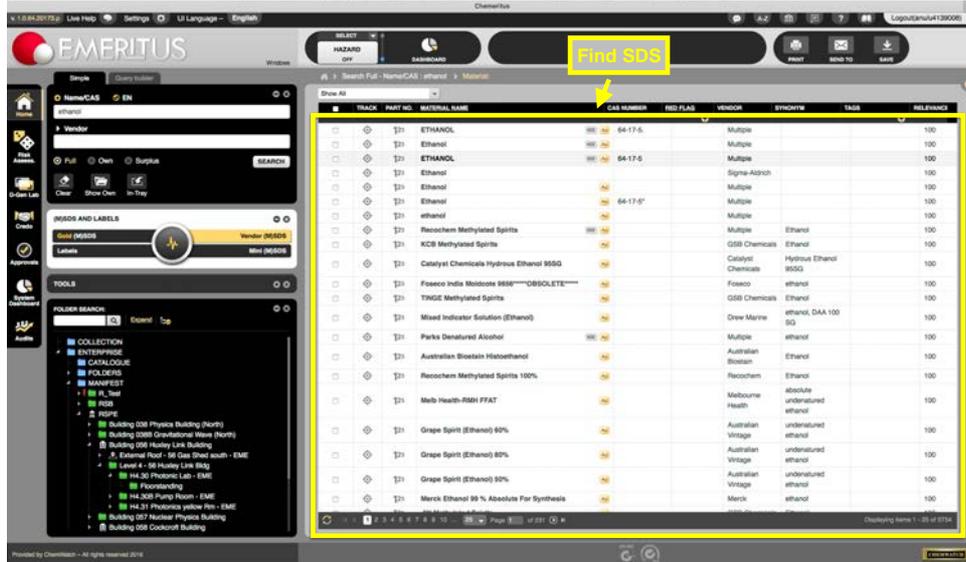
1. Go to the folder tree located at the bottom left of the Chemwatch home page, expand the tree until the desired folder is visible



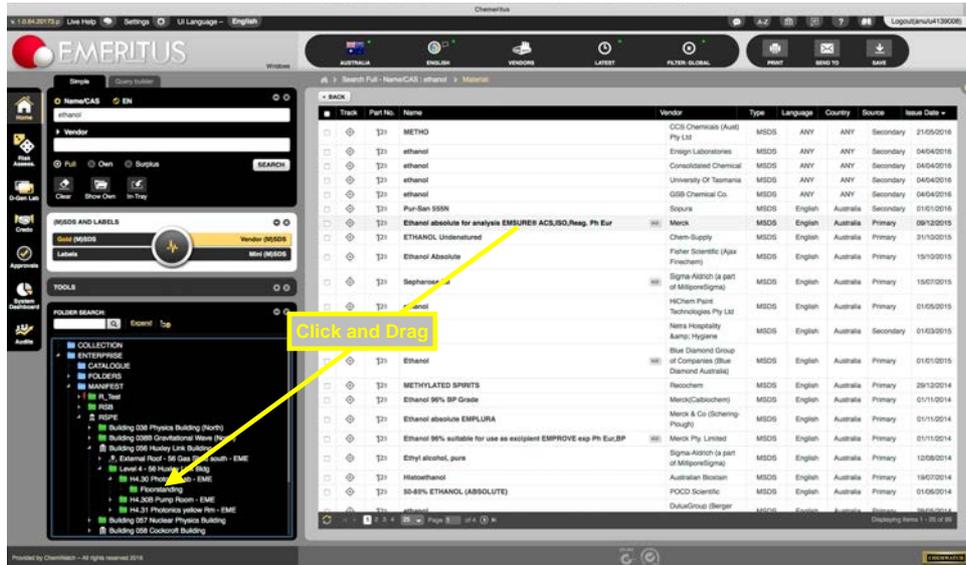
2. Use the search function at the top left of the home page to search for the desired chemical.



3. Sort through the list of available SDS for the chemical.



4. Left click and hold on the entry and drag the SDS into the correct folder in the tree structure.



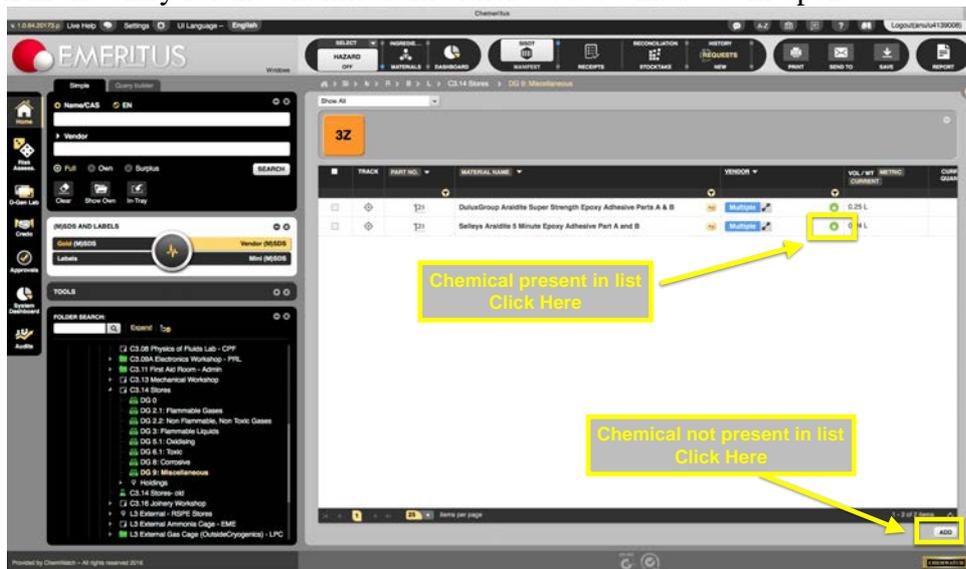
How to add a container to Chemwatch

In order to add a container to the inventory first the SDS must be located in the manifest. If this is not the case, then it needs to be added. See the instructions [“Adding a Chemical to the Manifest”](#) if you need to do this.

1. Navigate to the folder for the storage area using the tree structure in the bottom right of the Chemwatch home page.
2. Move Chemwatch into SiSoT mode using the Icons at the top of the Chemwatch homepage



3. If there is already a container of this chemical in this storage area the it will appear in the list of chemicals that loads. If there is no previous container for the chemical, then it won't be visible.
4. In the case of a chemical that does not have a container click on the **Add button** at the bottom right of the page. If the chemical does have a container click the **Green Plus Icon** in the entry for the chemical. In either case a window will open.



5. If you have used the **Add** button then select the material and vendor from the list. If You have used the **Green Plus** button chose the vendor from the list. Then click on the Add button

Select material and vendor

Material:

Vendor:

Select vendor

Vendor:

6. The following page will load. Fill in the information for the container being added to the inventory and assign a barcode number. Click **Save**.

It is suggested that the following information is added to the container, **Part number** where possible, **Cat Name** (should contain the chemical name written on the bottle including purity information, molecular weight etc) the **State** and an **Owner**. The **Container size** and **Barcode** are required.

Add new container

CONTAINER | SARA ONLY

Part Number: None

Cat Name: _____

State: Gas

Container Size: 0.0 µg Metric

Quantity: 1 Total: 0 µg

Expire: _____

Owner: None

Barcode for small containers:

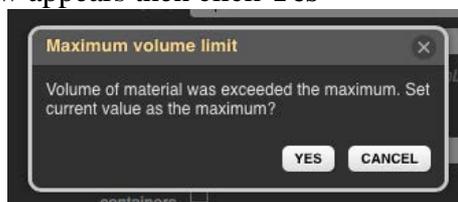
Barcodes: _____ +

Note

Radioisotope:

SAVE CANCEL

7. If the following window appears then click **Yes**



8. Check that the container has in fact been added to the inventory.

Initiate Transfer Between Folders

There are two methods that can be used to transfer chemical containers in the Chemwatch system both will be described here.

Method 1

1. Move to Requests mode, and select new.
2. Select folder containing item/s to be transferred from the folder tree



3. Locate the chemical to be transferred and click on the multiple button to expand the list



TRACK	PART NO.	MATERIAL NAME	VENDOR	VOL / WT	METRIC	CURRENT QUANTITY	TAGS
	123	argon	BOC (a division of Linde)	48.0 L		1	

4. Enter the **Required Quantity** and select the barcodes for transfer. Click **Ok**



TRACK	PART NO.	MATERIAL NAME	VENDOR	VOL / WT	METRIC	CURRENT QUANTITY	ACTION	REQUIRED QUANTITY
	123	argon	BOC (a division of Linde)	48.0 L		1		0
		ARGON COMPRESSED	BOC (a division of Linde)	48.0 L		1		
		Argon, compressed	BOC (a division of Linde)	48.0 L		2		1

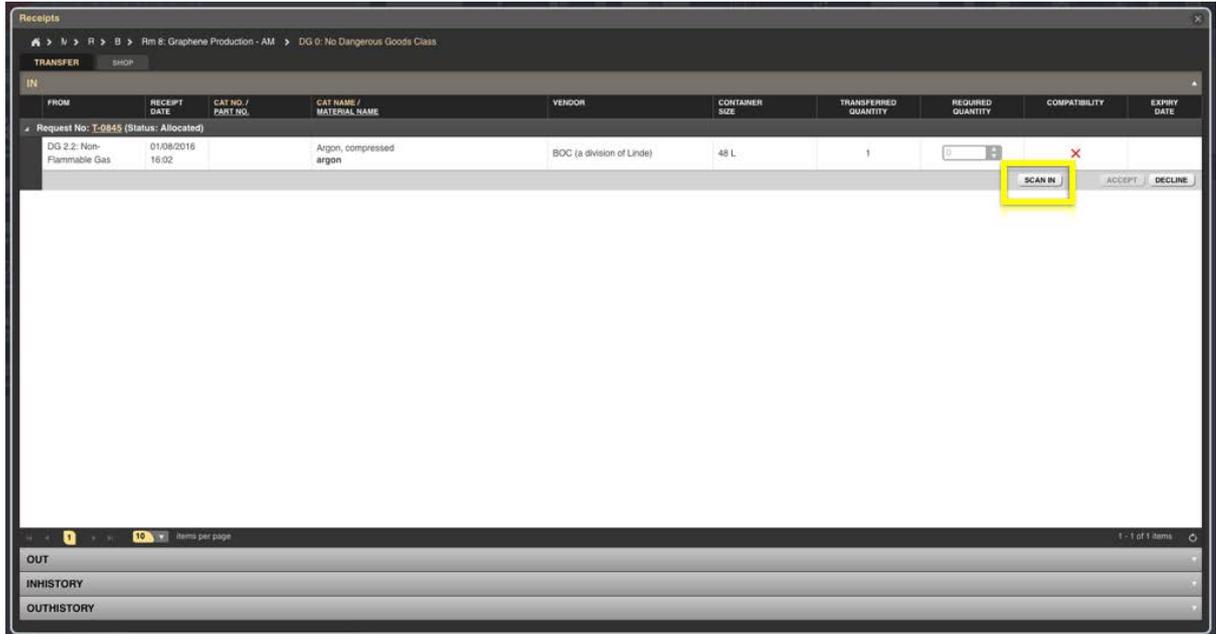
5. Click and drag the container entry to the destination folder.

Receive Transfer Between Folders

1. Move to the destination folder using the folder tree
2. Move Chemwatch to Receipts Mode



3. Click "Scan In" for the transfer.

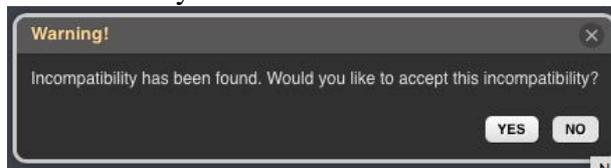


4. Scan the barcodes of the containers being moved

5. Click "Accept"



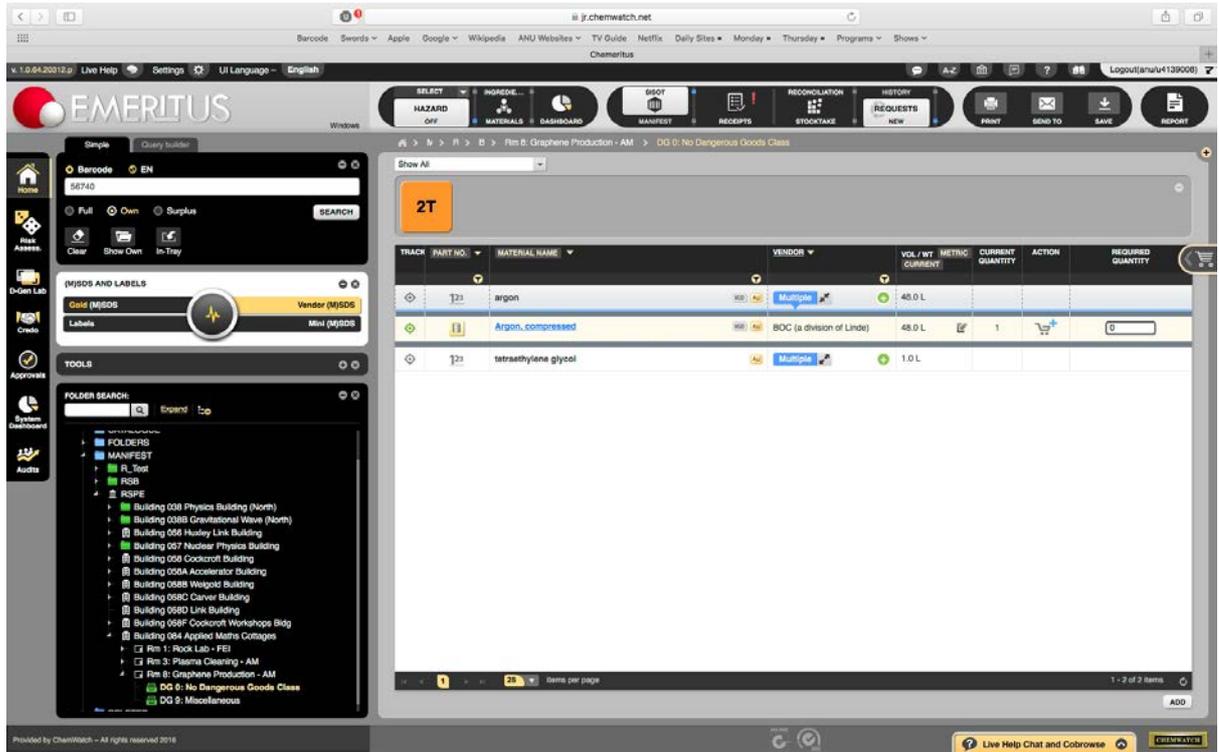
6. Consider Incompatibilities if they occur



7. Check that items have been transferred

Delete Containers from Chemwatch

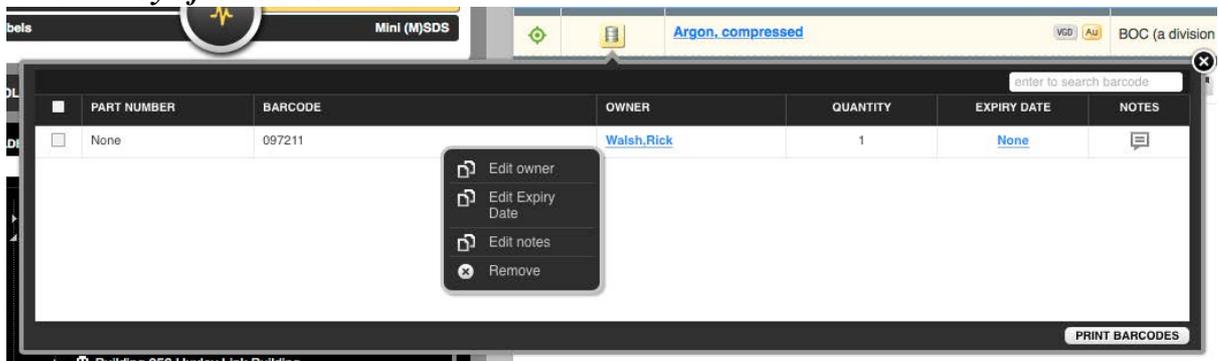
1. Move Chemwatch into SiSoT mode using the icons at the top of the Chemwatch homepage
2. Locate folder containing container to be deleted in the folder tree at the bottom left of the home page.
3. Locate the chemical entry for the container to be removed. And expand to show the current container vendors



4. Select container information icon for the container to be deleted.



5. Right click on container to be deleted and select **Remove** from the menu. *Make sure you select the correct entry as Chemwatch will instantly remove the container from the inventory when remove is selected. There will be no chance for recovery of the record.*

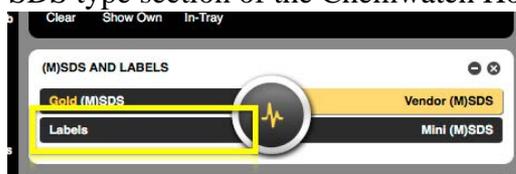


Label Production and Printing

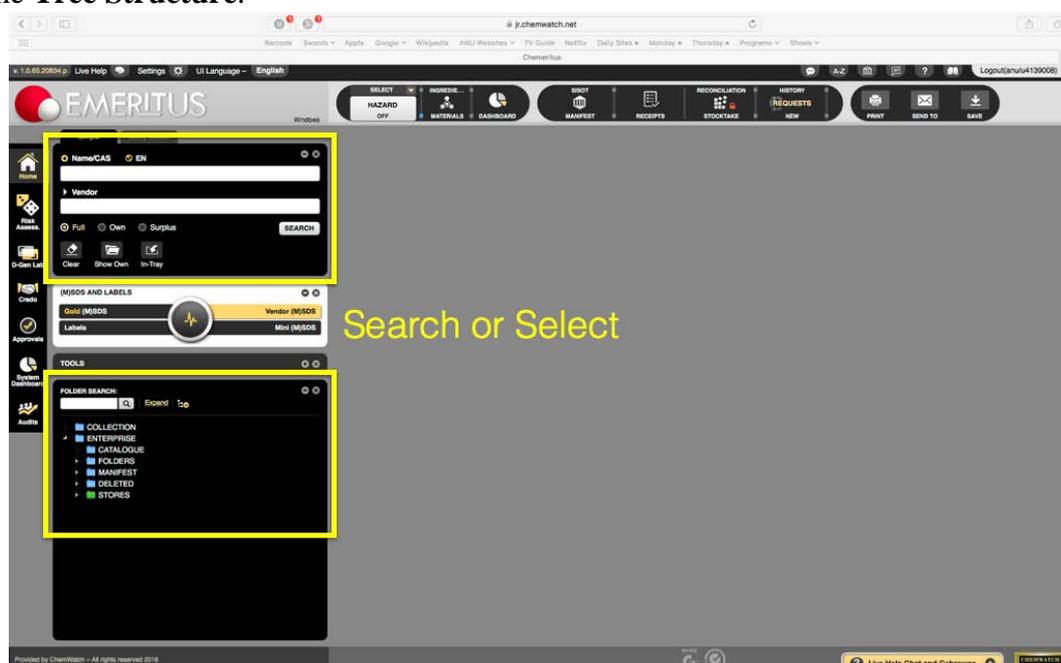
There are two methods that can be used to produce GHS compliant labels in Chemwatch. Both will be described here. Method 1 allows multiple labels to be produced for a single material. Method allow both labels for a single material to be produced and for labels for mutiple materials to be produce simultaneously

Method 1

1. Click on **Labels** in the SDS type section of the Chemwatch Home Page.

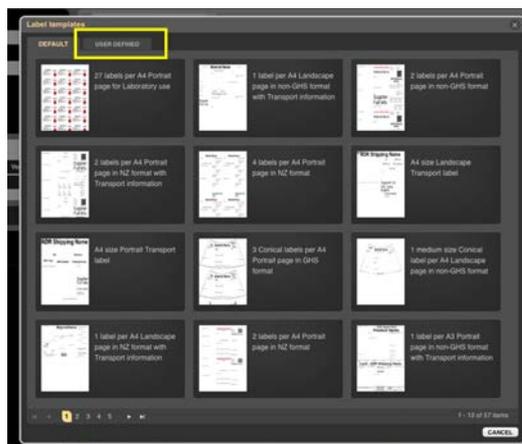


2. Either **search** for a chemical using Chemwatch or find a chemical in the inventory using the **Tree Structure**.

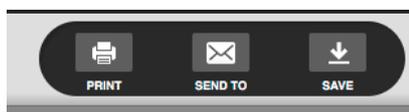


3. Click on the SDS entry from the search or inventory as though you were opening the SDS.

- You will be asked to choose a label size. Select **User defined** tab and choose from the available list. These Label designed are compliant and follow ANU guidelines for labels.



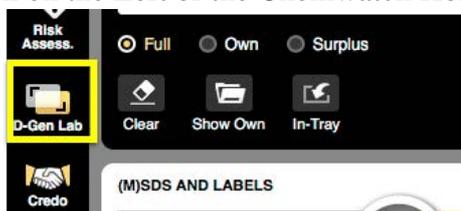
- The Labels will be created and can be saved using the **Print** or **Save** buttons at the top right of the screen



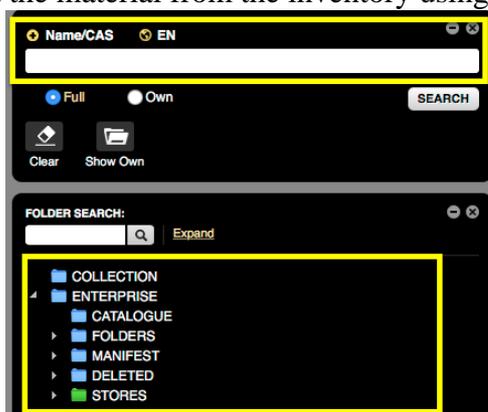
Label Production and Printing (D-Gen Lab)

Method 2

1. Click on **D-Gen Lab** Icon on the Left of the Chemwatch Home Page.



2. After the D-Gen Lab module loads **Search** for the chemical you want to create a Label for. Alternatively select the material from the inventory using the Folder tree.



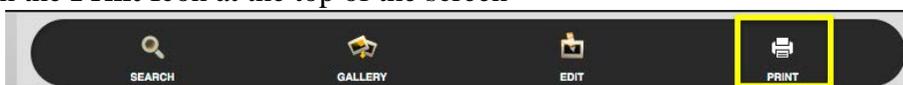
3. Locate the Entry for the chemical required from the list that loads in the section at the bottom of the screen. Click on the **ADD TO LIST** button at the right of the entry. If multiple chemicals are being label repeat the process for each one to create the list of chemicals

Material Name	Vendor	Synonym	Preferred names
aluminium acetate, basic	Multiple		ADD TO LIST
aluminium hydroxide	Multiple		ADD TO LIST
aluminium sulfate, hydrated	Multiple		ADD TO LIST
ammonium acetate	Multiple		ADD TO LIST
ammonium bicarbonate	Multiple		ADD TO LIST
ammonium bromide	Multiple		ADD TO LIST
ammonium carbonate	Multiple		ADD TO LIST
ammonium chloride	Multiple		ADD TO LIST
ammonium ferric sulfate	Multiple		ADD TO LIST
ammonium formate	Multiple		ADD TO LIST
ammonium molybdate	Multiple		ADD TO LIST
ammonium sulfate	Multiple		ADD TO LIST

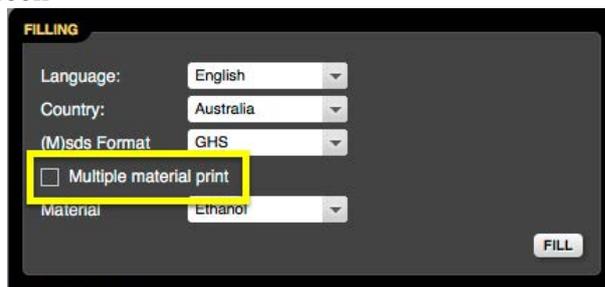
4. Click on the **Gallery** Icon at the top of the screen



5. Select the **User Defined** tab and choose one of the Available templates
6. Click on the **Print** Icon at the top of the screen

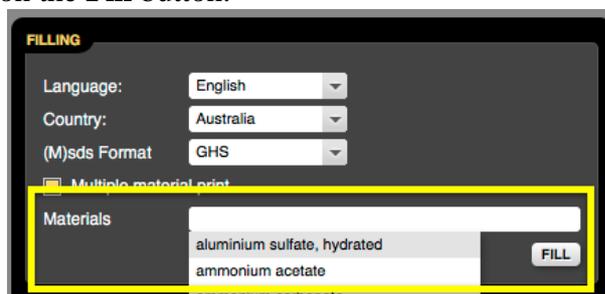


7. If you wish to print labels for multiple chemicals, select the **Multiple Material Print** at the left of the screen



The screenshot shows a 'FILLING' form with the following fields: Language (English), Country (Australia), (M)sds Format (GHS), and Material (Ethanol). A yellow box highlights the 'Multiple material print' checkbox, which is currently unchecked. A 'FILL' button is visible in the bottom right corner.

8. Either way select the materials to be labeled from the drop down list on the left of the screen. Then click on the **Fill** button.



The screenshot shows the 'FILLING' form with the 'Multiple material print' checkbox checked. A dropdown menu is open under the 'Materials' field, showing a list of chemicals: 'aluminium sulfate, hydrated', 'ammonium acetate', and 'ammonium carbonate'. A yellow box highlights the dropdown list and the 'FILL' button to its right.

9. After the Label sheet has been created click either the **Save PDF** Button or the **Print** button at the Bottom Left of the Screen



The screenshot shows the bottom of the screen with two buttons highlighted by a yellow box: 'SAVE PDF' and 'PRINT'. Above them are 'Horizontal Space' and 'Vertical Space' settings, both set to 2.0, and a 'SAVE' button.

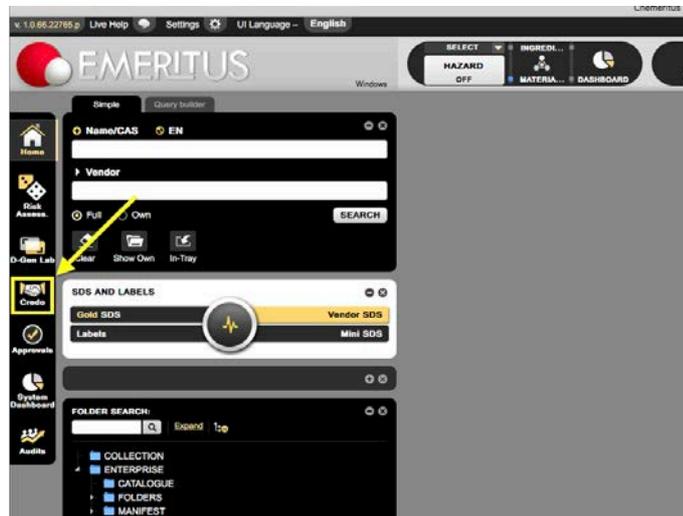
10. To Add or change the Chemicals available in the list for labeling click on the Search Button at the top of the screen



Labels Production and Printing (Credo)

This section describes the process to prepare labels for chemicals prepared in the laboratory or mixtures.

1. Move Chemwatch into the **Credo** module by clicking on the icon on the left of the home page



2. Fill out all available information in the **Product Information** section

A screenshot of the 'NEW PRODUCT IDENTIFICATION' form. The form is titled 'NEW' and 'PRODUCT IDENTIFICATION'. It contains several input fields: 'Material Name' (filled with 'RSPE Chemical One'), 'Catalogue Number' (filled with 'RSPE-02'), 'REACH Reg. No.', 'Issue Date' (filled with '31/01/2017'), 'CAS No.', 'EC No.', 'Uses', 'REACH Uses', and 'Synonyms'. Below the input fields are several expandable sections: 'MANUFACTURERS DETAILS', 'CREDITE POSTER', 'REVIEW INGREDIENTS', 'REVIEW CLASSIFICATION', and 'DANGEROUS GOODS'. At the bottom, there are buttons for 'OFF SUGGEST OFF PUBLISH' and a 'SUBMIT' button.

When naming the chemical, use the following convention; RSPE; then Department abbreviation, then chemical name (e.g. RSPE EME 10% HF solution).
For catalog number use RSPE

3. Move to the **Manufacturers Details** pane and type “Research School of Physics and Engineering, ANU” into the company name slot. RSPE should auto fill in positions of the table. Add whatever information is available

4. Move to the **Credite Posteri** Pane Enter each component into the list and provided the proportion of the chemical they make up. The proportion can be a range (e.g. 1-20%).

NAME/CAS NO.	PROPORTION %
1 ethanol	20
2 methanol	60
3 water	20
4	

Fill in whatever other information you have available to you

5. Move to the **Review Ingredients** pane and allow the information to load then review the information

The screenshot shows the 'Review Ingredients' section of a software interface. At the top, there are tabs for 'NEW', 'PRODUCT IDENTIFICATION', 'MANUFACTURERS DETAILS', 'CREDITE POSTER', and 'REVIEW INGREDIENTS'. The 'REVIEW INGREDIENTS' section is active and contains several toggle switches: 'GHS(CLP)' is ON, 'HAZARD PLUS' is OFF, 'C&L' is OFF, and 'SANITISED VIEW' is OFF. Below these are three rows of ingredients with their names and proportions: ethanol (20%), methanol (60%), and water (20%). Each row has a '+' icon and a document icon. The bottom of the screen shows 'OFF SUGGEST', 'OFF PUBLISH', and a 'SUBMIT' button.

6. Move to the **Review Classification** Pane and allow information to load. Review the information and add any hazard statements that are missing

The screenshot shows the 'Review Classification' section of the software interface. The 'REVIEW CLASSIFICATION' section is active and contains several toggle switches: 'GHS(CLP)' is ON and 'HAZARD PLUS' is OFF. Below these are three columns: 'Generated' (blue), 'Deleted' (red), and 'UserDefined' (green). The 'Generated' column contains a list of hazard statements: H370 (Cat 1), H301 (Cat 3), H311 (Cat 3), and H331 (Cat 3). Below this list are several checkboxes for hazard statements: AUH001, AUH006, AUH014, AUH018, AUH019, AUH029, AUH031, AUH032, AUH044, AUH066, and AUH070. The bottom of the screen shows 'OFF SUGGEST', 'OFF PUBLISH', and a 'SUBMIT' button.

7. Select the **Suggest** button at the bottom of the section and fill in whatever information you have in the **Dangerous Goods** section

DANGEROUS GOODS

UN/ID Number DG Class

Sub Risk 1 Sub Risk 2

Packing Group Poisons Schedule

Shipping Name

N.O.S. Ing lookup

8. If options are available pick an appropriate **UN/ID number** from the suggested list.

DANGEROUS GOODS

UN/ID Number DG Class

Sub Risk 1 Sub Risk 2

Packing Group Poisons Schedule

Shipping Name

N.O.S. Ing lookup

9. Click the submit button and the new entry will appear in the list to the right

NEW

PRODUCT IDENTIFICATION

MANUFACTURERS DETAILS

CREDITE POSTERS

REVIEW INGREDIENTS

REVIEW CLASSIFICATION

DANGEROUS GOODS

UN/ID Number DG Class

Sub Risk 1 Sub Risk 2

Packing Group Poisons Schedule

Shipping Name

N.O.S. Ing lookup

HAZARD	MATERIAL NAME	VERSION	ISSUE DATE	CATALOGUE NUMBER	DGC	DGS1	DGS2	PKG	SDS ETC
	RSPE - Admin - 10% Sodium Potassium Hydroxide	0.1	25/01/2017	RSPE-01	8	None		III	
	RSPE HF Solutions	0.1	19/01/2017	RSPE-01	8	6.1		II	
	MinSep Mix-2	0.7	12/01/2017	RSES MinSep Mix-2	6.1	None		I	
	Acetone	0.1	15/12/2016	ANU Teach314	3	None		II	
	Ferric chloride hexahydrate	0.2	15/12/2016	ANU Teach 313	8	None		III	
	potassium oxalate	0.1	15/12/2016	ANU Teach 311	6.1	None		III	
	Hydrochloric acid in Methanol (1:20 vol%)	0.3	05/12/2016	RSC Coote	3	None		None	
	Acid-Base Titration Waste	0.1	30/11/2016	ANU Teach Bridging Course1	None	None		None	
	RSC-CJ Formaldehyde waste	0.6	07/11/2016	RSC-CJ Formaldehyde waste	8	None	4.3	None	
	RSC Jackson Waste Solvent Paraoxon	1.2	26/10/2016	RSC-CJ-Sol-Paraoxon	6.1	None		None	

10. Hover the mouse over the icon on the right of the list entry for the new chemical. And select the label option from the pop-up list that appears

HAZARD	MATERIAL NAME	VERSION	ISSUE DATE	CATALOGUE NUMBER	DGC	DGS1	DGS2	PKG	SDS ETC
	RSPE Chemical One	0.1	31/01/2017	RSPE-02	3	None		II	
	RSPE - Admin - 10% Sodium Potassium Hydroxide	0.1	25/01/2017	RSPE-01	8	None		III	

BAK

HAZARD	MATERIAL NAME	VERSION	ISSUE DATE	CATALOGUE NUMBER	DGC	DGS1	DGS2	PKG	SDS ETC
	RSPE Chemical One	0.1	31/01/2017	RSPE-02	3	None		II	
	RSPE - Admin - 10% Sodium Potassium Hydroxide	0.1	25/01/2017	RSPE-01	8	None		III	

11. Chose and print the preferred label type using the method detailed in Label Production and Printing.

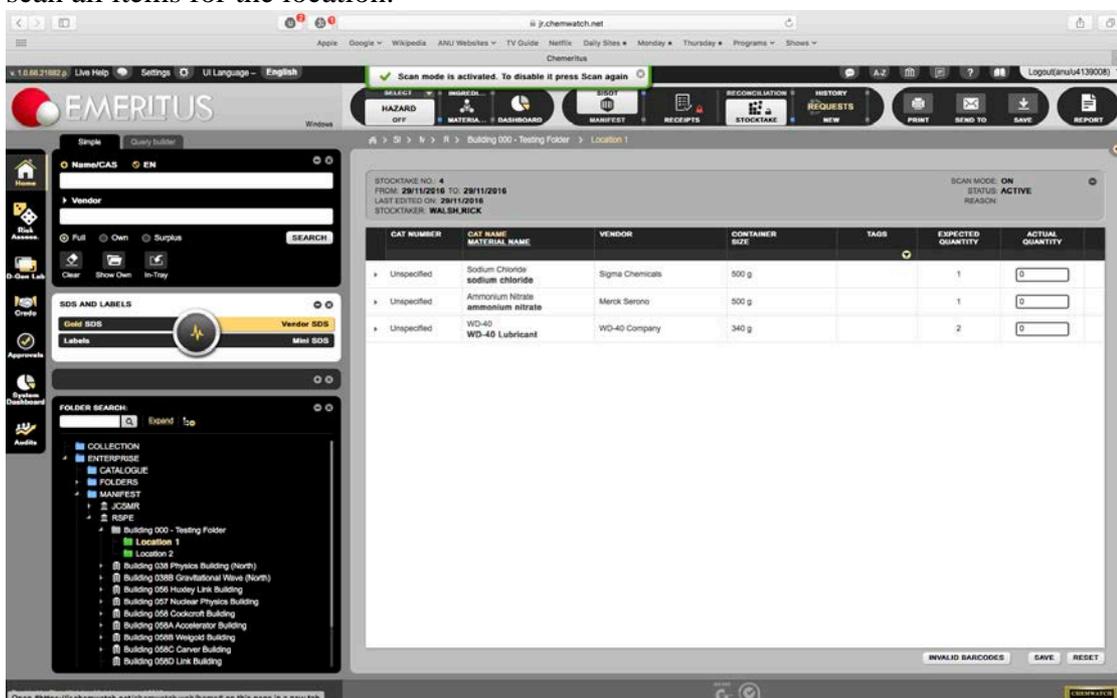
Stock Take Process

This section describes the aspects of the Stocktake Module that the regular user would encounter. The stock take itself will be initiated by the School Administrator of Chemwatch who will then inform the area that a stock take can be completed.

1. Choose the folder to be audited from the **Folder Tree**
2. Move Chemwatch into stock take mode by clicking on the **Stocktake button** located at the top of the home screen. If a stock take has not been scheduled a message will appear preventing access to stock take mode. In this case contact your School Administrator to organise a stock take.



3. A list of containers in the locations will load on the screen. Using a barcode scanner scan all items for the location.



The scanning of an item which is not anywhere in the inventory will present a message at the top of the screen



Items which present this message are not in the inventory and will need to be added (see [“How to add a container to Chemwatch”](#))

4. When All items have been scanned the Stocktake can be saved by pressing the **Save button** at the bottom right of the window
This stock take process does not need to be completed in one session the process can be done in phases. It can also be restart by clicking the Reset button at the bottom right of the screen.
5. After stock take has been completed and has been closed (either by timing out or shut down by the school admin), the inventory can be [reconciled](#)

Stock Take Reconciliation

This section describes the stock take reconciliation process that is used to finalize the chemical inventory after a stock take has been performed. This process involves moving any containers within the folder structure that need to be moved and removing missing containers from the inventory.

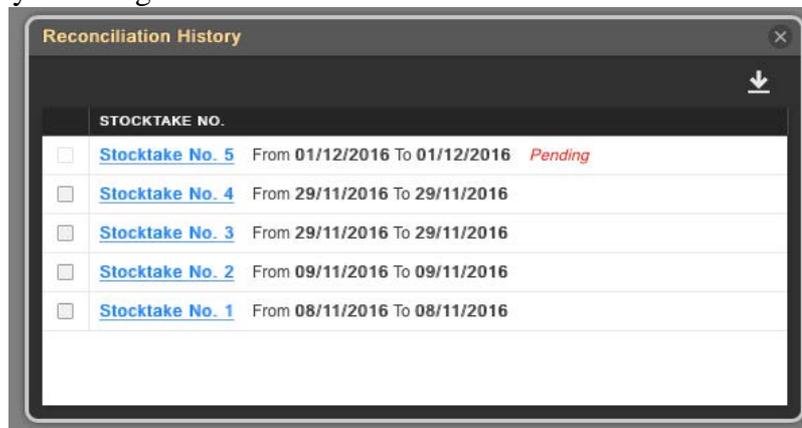
1. Choose the folder to be reconciled from the **Folder Tree**
2. Move Chemwatch into stock take mode by clicking on the **Reconciliation button** located at the top of the home screen. If a stock take has not been scheduled a message will appear preventing access to stock take mode. In this case contact your School Administrator to organise a stock take.



3. To select the most recent stock take reconciliation, click on the **Reconciliation History** button at the bottom right of the screen



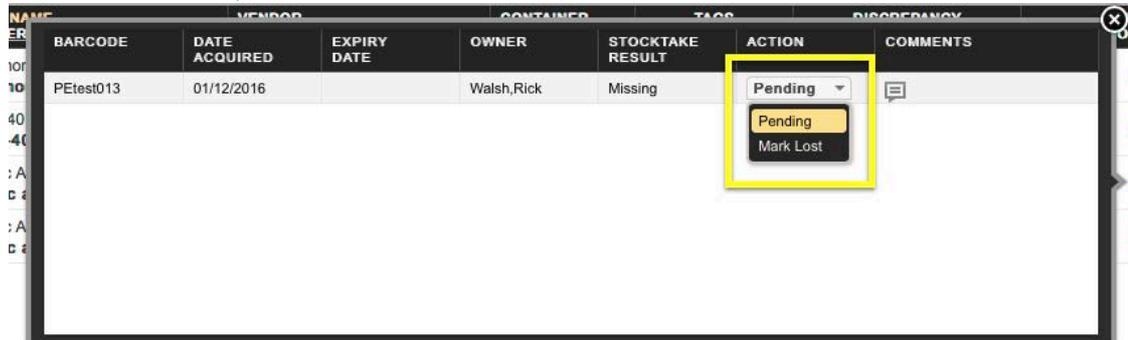
4. Choose the most recent Stock Take from the list that appears. Old stock takes can also be viewed by selecting them from the list.



5. Item which need to be reconciled will be marked by a value other than 0 in the Discrepancy column. To apply an action for these items, click of the value in the Discrepancy column

CAT NUMBER	CAT NAME MATERIAL NAME	VENDOR	CONTAINER SIZE	TAGS	DISCREPANCY	NOT RECONCILED
Unspecified	Ammonium Nitrate ammonium nitrate	Merck Serono	500.0 g		1	0
Unspecified	WD-40 WD-40 Lubricant	WD-40 Company	340.0 g		1	0
Unspecified	Citric Acid citric acid, monohydrate	Sigma-Aldrich (Merck)	100.0 g		-1	1
Unspecified	Citric Acid citric acid, monohydrate	Sigma-Aldrich (Merck)	500.0 g		-1	0

- Choose the action to be applied from the drop-down list in the Action Column. The action **Pending** will mark the item as missing in the inventory which will allow it to be found in future stock takes. The action **Mark Lost** will mark the container a permanently lost and remove it from the inventory completely (it cannot be found in future stock takes)



NAME	VENDOR	CONTAINER	TAG	DISCREPANCY		
BARCODE	DATE ACQUIRED	EXPIRY DATE	OWNER	STOCKTAKE RESULT	ACTION	COMMENTS
PEtest013	01/12/2016		Walsh,Rick	Missing	Pending Pending Mark Lost	

- When all reconciliation actions are completed click **Update Inventory** at the bottom right of the screen to complete the stock take process for that folder.

