

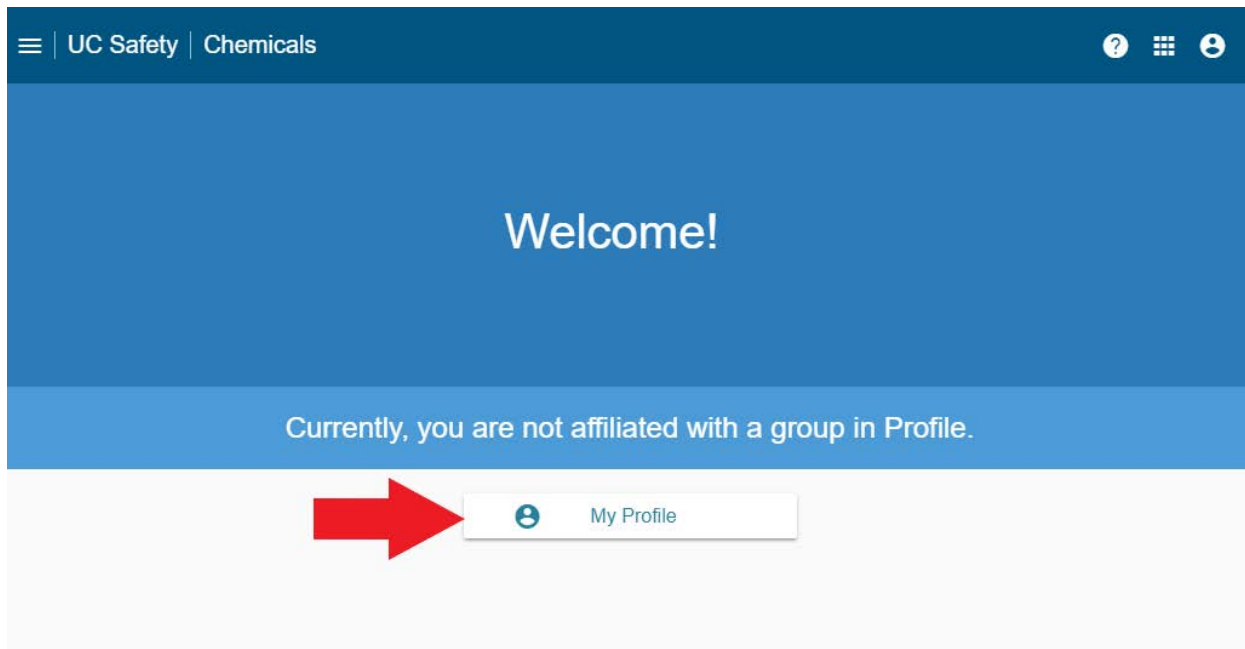
Welcome to UC Chemicals!

The *Chemicals* application is used to easily and accurately maintain your chemical inventory.

Setting up your *Chemicals* account:

Note: if you already have a UC Safety Profile (e.g. LHAT) then skip to step 2

1. Adding your lab group to the UC Safety Profile (*Chemicals*) system:
 - a. From the *Chemicals* homepage (<https://ehs.ucop.edu/chemicals/>), select “**My Profile**”.



- b. Under “**Groups**”, create your lab group. Name your lab group using the field “**Create a Group Here**”. Select “**Submit**” when complete.
 - i. Examples: “Last Name - Lab” or “First Name Last Name - Research Group”)

Summary

Groups



Erin Beach

ejbeach@ucdavis.edu

Roles:

Powered by **RISK & SAFETY**
SOLUTIONS

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[Privacy Policy](#)

Summary

Groups

Groups

Create or manage a group here.

Are you a Principal Investigator or [Responsible Person](#) Interested in creating a group?

Create a Group Here

Submit

OR

Are you looking to be added as a [member](#) of a group?

[Here's how to join a group](#)

[Group tips](#)

UC Safety | Profile

Summary Groups

Groups

Create or manage a group here.

Are you a Principal Investigator or [Responsible Person](#) Interested in creating a group?

[Create a Group Here](#)

ChemTag Demo

OR

Are you looking to be added as a [member](#) of a group?
[Here's how to join a group](#)

[Group tips](#)

- c. Under “**People**”, add lab members to your new lab group using the field “**Search to Add Person**”. You may also assign delegates here (this permission level can be given to the Department Safety Coordinator (DSC) and/or any other individual(s) that you want to make changes on your behalf).
- d. **Hint:** Search for a person using their UC Davis email to quickly find members

UC Safety | Profile

Summary Groups

ChemTag Demo

[People](#) [Locations](#) [Training](#)

Erin Beach ejbeach@ucdavis.edu

UC Safety | Profile

Summary Groups

ChemTag Demo Owner

Add Group

People Locations Training

Search to Add Person

milu

- Michelle Luo (milu@ucdavis.edu)
- Mayra Lucas (milucas@ucdavis.edu)
- Miranda Luong (miluong@ucdavis.edu)
- Mali Ilunga (milunga@ucdavis.edu)

UC Safety | Profile

Summary Groups

ChemTag Demo Owner

Add Group

People Locations Training

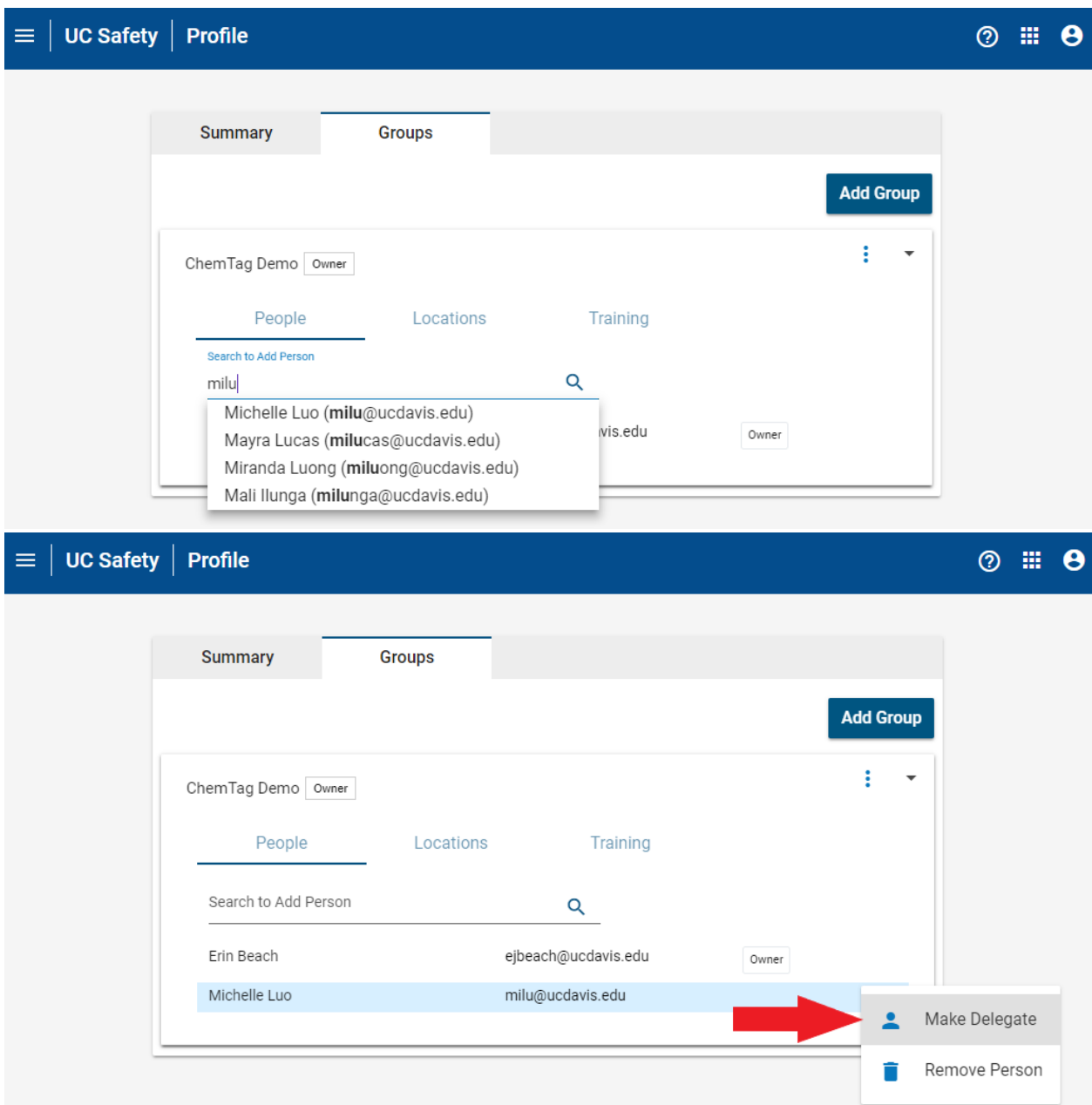
Search to Add Person

Erin Beach ejbeach@ucdavis.edu Owner

Michelle Luo milu@ucdavis.edu

Make Delegate

Remove Person



- e. Under “**Locations**”, add the building and room the new lab space(s) will be in using the “**Search to Add Building**” and “**Search to Add Room**” field. Select from auto-fill options.

Summary

Groups

Add Group

ChemTag Demo Owner



People

Locations

Training

Search to Add Person



Erin Beach

ejbeach@ucdavis.edu

Owner



Summary

Groups

Add Group

ChemTag Demo Owner



People

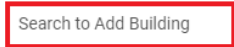
Locations

Training

Search to Add Building



This group does not yet have an associated location.



Summary Groups

ChemTag Demo Owner

People Locations Training

Search to Add Building

chemistry

Chemistry(Chemistry)

Chemistry Annex(Chemistry Annex)

Add Group

Summary Groups

ChemTag Demo Owner

People Locations Training

Search to Add Building

Chemistry Annex

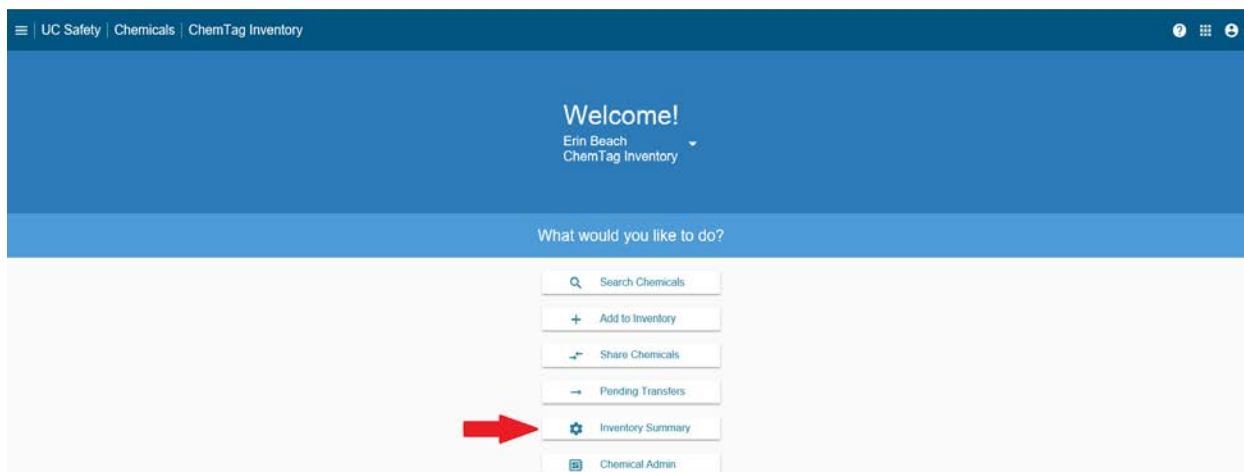
Search to Add Room

0440

0440

Add Group

- f. **Note:** Under “Training”, view your completed (LHAT) trainings and expiration dates.
2. Once your lab group is created, return to the *Chemicals* homepage (<https://ehs.ucop.edu/chemicals/>) to add the group to your profile.
 - a. Select “**Inventory Summary.**”



- b. Under “Inventory Access,” select the **three-dot icon**.



- c. Select “**Add/Remove Groups**.”



- d. If a checklist is shown, you may add the group by selecting the box to the left of the group name. If the group is not shown, you may search for the group under “Group Search.”

Inventory Access

Inventory Owner:

Erin Beach

Groups: (Add/Remove Groups)

Group Search

- ☐ ChemTag Project (Philip Painter)
- ☐ Environmental Robotics Lab - FORREST (Alexander Forrest)
- ☐ HoaglandHallTest (Philip Painter)
- ☐ Jakober - UC Chemicals Demo Group (Christopher Jakober)
- ☐ Morales Lab (Veronica Morales)
- ☐ Oldroyd Env fluids lab (Holly Oldroyd)
- ☐ Organic sample lab 2109 Ghausi (Peter Green)
- ☐ Younis (Bassam Younis)
- ☐ ChemTag Demo (Erin Beach)

At least one group must be selected

Done

Members:

Ling Wu Ngoc Vo (manager) Jennifer Li Michelle Luo

Campus-wide Chem Admins with access to view/edit your inventory:

Philip Painter Shannon Ceballos Daniel Orovich Alex Ball-Jones Andrew Majewski Christopher Jakober Rebecca Grunewald Gerry Westcott Bernadette Tano Paige McKibbin Marie Karen Gagnon

Inventory Access

Inventory Owner:

Erin Beach

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At least one group must be selected

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- i. Type in the group name and select the group from the drop-down list.
- ii. Search and select more groups to add as desired.

Inventory Access

Inventory Owner:

Erin Beach

Groups: (Add/Remove Groups)

Group Search

Erin Beach

ChemTag Demo (Erin Beach)

- ☐ Environmental Robotics Lab - FORREST (Alexander Forrest)
- ☐ HoaglandHallTest (Philip Painter)
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- ☐ Organic sample lab 2109 Ghausi (Peter Green)
- ☐ Younis (Bassam Younis)
- ☐ ChemTag Demo (Erin Beach)

At least one group must be selected

Done

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- iii. The group(s) will appear as selected in the checklist.

Inventory Access

Inventory Owner: **Erin Beach**

Groups: (Add/Remove Groups)

Group Search: **ChemTag Demo**

- ☐ ChemTag Project (Philip Painter)
- ☐ Environmental Robotics Lab - FORREST (Alexander Forrest)
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- ☐ Morales Lab (Veronica Morales)
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- ☐ Organic sample lab 2109 Ghausi (Peter Green)
- ☐ Younes (Bassam Younes)
- ☒ ChemTag Demo (Erin Beach)

Done

Members:

Ling Wu **Ngoc Vo (manager)** **Jennifer Li** **Michelle Luo**

Campus-wide Chem Admins with access to view/edit your inventory:

Philip Painter **Shannon Ceballos** **Daniel Orovich** **Alex Ball-Jones** **Andrew Majewski** **Christopher Jakober** **Rebecca Grunewald** **Gerry Westcott** **Bernadette Tano** **Paige McKibbin** **Marie Karen Gagnon**

- e. Select “**Done**” when you are finished adding groups.

Inventory Access

Inventory Owner: **Erin Beach**

Groups: (Add/Remove Groups)

Group Search: **ChemTag Demo**

- ☐ ChemTag Project (Philip Painter)
- ☐ Environmental Robotics Lab - FORREST (Alexander Forrest)
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- ☒ ChemTag Demo (Erin Beach)

Done

Members:

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Campus-wide Chem Admins with access to view/edit your inventory:

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- f. Individuals from the group(s) will be added to the “Members” list after you are finished adding groups. Confirm that the group(s) and members added are correct.

Inventory Access

Inventory Owner: **Erin Beach**

Groups: **ChemTag Demo (Erin Beach)**

Members: **Ling Wu** **Ngoc Vo (manager)** **Jennifer Li** **Michelle Luo**

Campus-wide Chem Admins with access to view/edit your inventory:

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