CHChemical Inventory Management and Electronic Reporting Application (CHIMERA)

Idaho State University’s Web-based chemical inventory and SDS program Facilitated by ISU Environmental Health and Safety (EHS)
CHIMERA Advantages

• Ready access to more than 59,000 Safety Data Sheets (SDS).
  – An SDS contains information on the hazards and safe handling of a chemical product.
  – OSHA requires employees to have ready access to an SDS for each chemical they handle.

• Ability for users to view inventories within a laboratory or other chemical storage area.
  – Minimization of duplicate materials and wasteful overstocking.
  – Ability for regulators and emergency responders to view reports.

• Supports ISU student, faculty and staff safety and regulatory compliance.
How To Obtain a CHIMERA Account

• Click on the following link: http://chimeracloud.org/chimera/register.php?c=isu.

• Go to the EHS Website: https://www.isu.edu/ehs/.

• Search CHIMERA from the ISU home page.
Environmental Health & Safety Department (EHS)

Mission: Assist students and employees in achieving their goals by delivering technical expertise in safety and regulatory compliance.

Vision: Foster partnerships that empower ISU to create a culture of safety that protects human health and the environment.

The EHS Department manages the following program areas: Chemical Safety, Operational Safety, Environmental Protection, Biological Safety, and Industrial Hygiene.

The Radiation Safety Department manages the Radiation Safety Program areas.
ISU EHS Chemical Inventory web page

- Idaho State University tracks its chemical inventory with an online database called CHIMERA, which stands for Chemical Inventory Management & Electronic Reporting Application, developed by the University of Nevada, Las Vegas. CHIMERA provides ISU with a number of advantages.
  - Safety Data Sheets (SDS) stored and available online, increasing ease of SDS access for persons who use chemicals.
  - System allows faculty and staff to easily obtain detailed information about their chemical inventory.
  - Prevents wasteful over-stocking of chemicals, by allowing users to search for chemical availability, prior to ordering, through the Chemshare capability.
  - Chemical information accessible to regulators and emergency personnel, improving emergency response effectiveness.

Contact Environmental Health & Safety (EHS) at 282-2310 for questions or for an orientation to CHIMERA.

- ISU CHIMERA login
- ISU CHIMERA Account Request
- CHIMERA Instructions
Fill out the information. See the following slide for types of access.
Types of CHIMERA Access

**Staff** – Access to administratively assigned building-room areas, which includes the ability to view reports and edit inventories in those assigned areas. (Researchers, Graduate students, Shop Supervisors, etc.)

- **Chem-Share** - Same access as a Staff user, with additional ability to search for specific chemicals on campus, outside of laboratory and enable others to search for chemicals in Staff user’s laboratory. (Principal Investigators, Lab Managers)

- **Custodial/Facilities** – Can only view inventory reports for areas they have been administratively assigned by building-rooms. (no editing rights.) Can search SDS too. (students, specific employees)
Leaving ISU or Change in CHIMERA Responsibilities

• If you or your employee resign, leave the university or if chemical inventory responsibilities change, EHS must be notified.

• Send an email to ehs@isu.edu or call 282-2310 notifying EHS of the change.

• EHS will remove the account or assign user to another location for access.
Required Inventory Equipment

- Computer
- CHIMERA Login account (Staff or ChemShare)
- Barcode Scanner
  - EHS will provide barcode scanners as needed.
- Barcode Labels
  - EHS will provide labels. Each barcode is assigned to an individual product for the life of that product. A barcode is only used once, and will never be re-used.
- Static vs barcoded inventories
Static Designation

• **Static Chemical Designation**
  
  – Used for one-time use products such as dissection specimens, refillable gas cylinders, and some non-laboratory chemicals. Examples include household items such as molasses, aspirin, sugar, Alka-Selzer, food coloring, and bleach. **Static chemicals do not get a barcode.** When entering a static chemical into the system, a box must be checked indicating that it is a static chemical. In addition, static chemicals must be inventoried annually.

• **DO NOT barcode**
  
  – Secondary containers (be sure to label with contents and primary hazards.)
  
  – Single-use solutions and aliquots, prepared for a single use in lab activities. These should not be entered into CHIMERA.
Performing Chemical Inventories Safely

• Complete the Chemical Hygiene Hazard Communication training to register click on the following link:

• Wear your Personal Protective Equipment (PPE)
  – Minimum PPE consists of Safety glasses, chemical resistant gloves, (nitrile most common), lab coat.

• Handle each chemical with care; always use TWO hands.
Performing Chemical Inventories Safely (continued)

• Be familiar with and utilize the ISU Chemical Storage Procedures:
  – https://www.isu.edu/ehs/chemical-safety/chemical-safety-resources/
  – Find the chemical storage under the user tools on CHRIMERA.
  – For chemical containers that are leaking, crystalized, corroded, unknown chemical or unstable contact EHS immediately.
Barcode Process For Chemical Inventories

- When reading the chemical information, make sure to take as much time as necessary to read all the information correctly.

- Apply the CHEM ID barcode near the product label taking care not to cover up any hazard or chemical information.
ADD INVENTORY: Fill in the information. Most laboratory inventory chemicals are barcoded. For barcode entry, scan the barcode and the number will appear in the barcode space.

For a designated static entry, move the red static circle to green.
Enter the chemical and manufacturer name or part number to locate chemical product, then submit search.
Click on chemical and see if the part number displayed matches the part number of the chemical you are trying to add. Also you can search with the part number.
If you are unable to find the chemical (no product selected), click on add to inventory then choose to manually add product.
This page should show up with product name and manufacturer filled out. You must complete the left side and the expiration date if available.

Part number is the catalog number, SKU number, etc.
REMOVE INVENTORY: You can type or scan the barcode and click remove. If you mistakenly delete a product, you can click undo to place it back into the inventory.
UPDATE/TRANSFER: You can use this to update the location of previously added chemical.

You can also use it to transfer a chemical to a different location by entering the new building, room number, and typing or scanning the barcode on chemical container.
REPORTS: Staff and ChemShare users can view a variety of reports for their assigned rooms. Designated regulators and EHS CHIMERA administrators can view university wide reports.
Inventory Report: Choose the building and room numbers. Select Send.
Once inventory is displayed, you can download the SDS by clicking on the product name.
Safety Data Sheet

- You are also able to access SDS without obtaining an account, by clicking on the link in our website.
  - An ISU IP address or WIFI connection is required.
• Type the chemical name.
Hazard Sign

CAUTION
Admittance to Authorized Personnel Only

Idaho State University

CAUTION
X-RAY EQUIPMENT AND RADIOACTIVE MATERIALS

BIOHAZARD
CAUTION BIOLOGICAL

Emergency Number:
ISU Public Safety (24 Hrs.): 208-282-2515
Fire/Ambulance: 911
Environmental Health & Safety (EHS): 208-282-2310

Generated by Environmental Health & Safety Department
Thank you for your interest in CHIMERA

For questions and assistance with CHIMERA implementation in your work area, or for university health and safety questions, contact the ISU EHS Department.

Email: ehs@isu.edu

phone: 208-282-2310

https://www.isu.edu/ehs/