SFU SAFETY & RISK SERVICES | ENVIRONMENTAL HEALTH & SAFETY

Laboratory Hazard Inventory System - Guide for Users Revision1.2 – July 22, 2019

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Getting started

The Laboratory Hazard Inventory System is accessible online at labhazindex.its.sfu.ca

You will need to login with your usual SFU username and password. The first time you log in, you will be prompted to complete your user information, which includes your daytime and after hours phone numbers. This information will only be used if you are assigned as an emergency contact for any rooms on campus, in which case your numbers will be included on the door sign and/or on the second page just behind the door sign.

Definitions

Lab group – A 'lab group' is the primary structural component under which all other information is organized in the laboratory hazard inventory system. For example, the lab group for a research lab is named for the PI of that research lab, e.g., the Smith Lab Group. Lab members and rooms are added to the Smith lab group, then inventories can be built in the rooms of that lab group.

Lab member – To access the information of a particular lab group, any individual working or volunteering in the lab, including the PI, must be added as a member. Their role is then assigned as either Supervisor, Manager, User or Viewer. Supervisor, Manager and Users can all modify lab members, room information and chemical inventory. Viewers may only view and cannot edit information.

Supervisor – Only one lab member can be assigned the Supervisor role for a lab group. For a research lab group, it will be the PI, and for a teaching lab group, it will be the Course Instructor. In addition to being able to edit all lab group information, Supervisors receive the email notifications from the inventory system when an individual is requesting to join the lab group.

Manager – This role is intended to act as the Supervisor's designate. More than one member may be assigned this role in a lab group and it is optional. Along with the Supervisor, the manager will receive the email notifications from the system when an individual is requesting to join the lab group, and can approve those new users.

Notifications – Any lab member may be designated to receive automatic email notifications from the inventory system. Email notifications can be sent when chemical inventory items are set to Out of Stock, when items have reached a set Expiry Date and/or when items have reached a set Reminder Date (e.g., for testing peroxide formers).These notifications are optional. If a lab member is not designated, the notification will not be sent out. There is also an email notification for annual door sign renewal, but if no lab member is designated, this is sent to the lab group Supervisor by default.

Lab rooms – Rooms must be added to the lab group before a chemical inventory or laser/X-ray inventory can be created. Each lab group may have multiple rooms and the same room may be added to different lab groups (i.e., if lab space is shared), but lab members belonging to a single lab group will only be able to view and manage information associated with their lab group.

Central chemical library - Catalogue of chemicals that compiles common information such as chemical name, CAS #, molecular weight, molecular formula, NFPA numbers and WHMIS pictograms. The library is used to populate individual laboratory chemical inventories. If you are a member of a lab group (except for Viewer role), you can add chemicals to the library if the item doesn't already exist. Other users of the system can then use the new entry to update the inventory of their lab if they are using the same chemical. You can also edit entries in the library if information is missing or needs to be corrected.

Hazard inventory/Chemicals – Allows you to build and manage a chemical inventory for your own lab group, or search for chemicals in another lab through a Global SFU inventory view. Each inventory item must be assigned to a specific lab group room.

Your Lab Group – for Supervisors

The system was launched with about 200 existing lab groups. If you were a Supervisor in the previous door sign system, you already have a lab group set up in your name. In most cases, you have also been added as a member of the lab group and assigned as Supervisor of the lab group. See *Definitions* for more info.

1. To find your lab group, from the home page, select "Join a lab group"
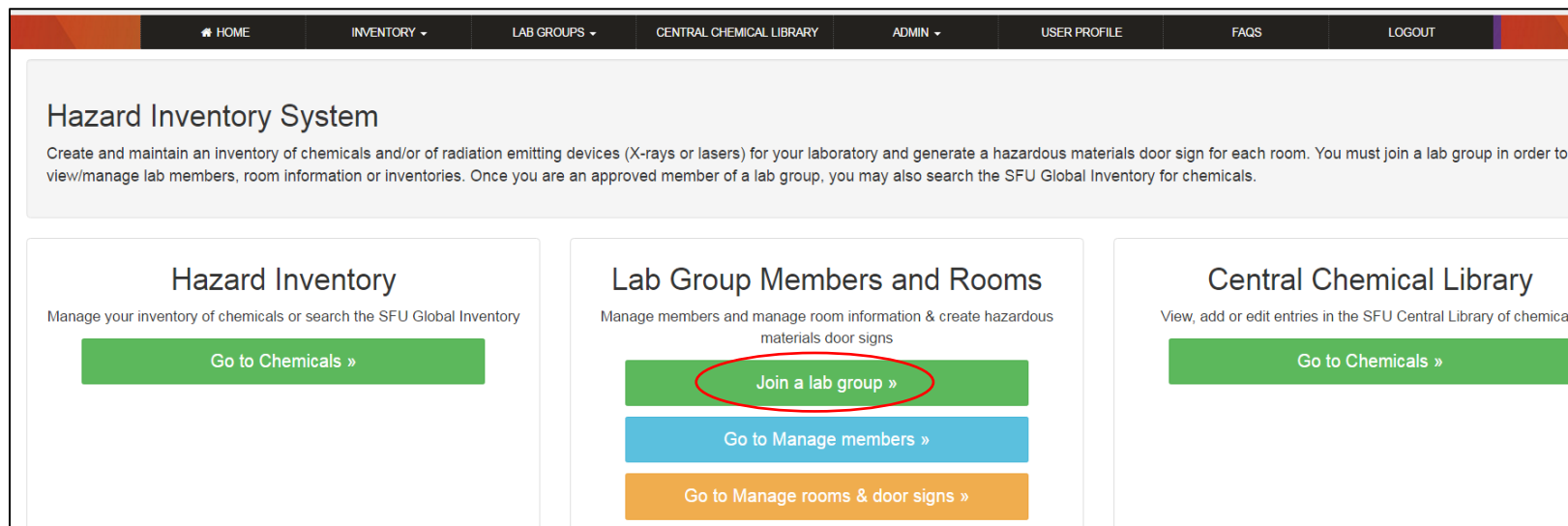
2. From the Join a lab group page, ensure the Filter shows "My lab groups." You should be able to see your lab group in the grid. Select "Edit" for your lab group. Don't see your lab group? See below.

3. On the Edit Lab Group page, you may modify the name of the lab group, but please ensure the name of the PI (if a research lab) is still used in the name. If the lab group is a teaching lab, it may be named after, for example, the course number or a broader (e.g., Department) term. Specify a contact number for the lab group (e.g., primary lab phone).

4. If you don't yet have a lab group, it will need to be created by the department administrator. At the top of the Join a lab group page, use the link for the "Department Administrator" to find their name and contact this person by email to request that your lab group be created.

Creating a lab group – for Department Administrators

1. From the home page, select "Join a lab group."

2. On the Join a lab group page, you may first check the existing lab groups in your department by entering your department name in the global search. To add a new one, select "+Add New."

3. On the Create a lab group page, specify the lab group name (Research lab groups should contain the PI's last name; Teaching labs may be named by course number or broader term to group teaching labs, such as "Chemistry Teaching labs"), and the primary lab phone. The department is autopopulated to match the Department Administrator's department. Next, designate the lab group Supervisor. Search for the individual as an existing user and if no match is found, select "New User" and enter the person's computing ID. This needs to be the short version without the underscore. Select "Find User Details" and once a match is found, press "Save."

Optional: you may specify custom questions which appear in your chemical inventory as extra fields.

Create a Lab Group

For Research labs: these have been named, by default, **Supervisor last name** + "Lab Group" (e.g., Smith Lab Group). The name of the lab group may be modified, but please ensure it still contains the surname of the Supervisor/PI.

For Teaching labs: these may be named after a single course number (e.g. CHEM 281 Teaching lab) or they may be named using a broader term to group together multiple courses, for example, **Chemistry Teaching Labs**.

Name *	Name
Department *	Environmental Health & Research Safety ▼
Lab Phone *	Lab Phone
Custom Question 1	Custom question title 1
Custom Question 2	Custom question title 2

Optionally you can also add a supervisor upon creating the lab group

☐ **Assign supervisor to new lab group**

Cancel   **Save**

Joining a Lab Group – for all other Users

1. If you are not a member of a lab group yet, select "Join a lab group."

2. On the Join a Lab Group page, ensure the Filter is set to "By all", then type the name of lab group you wish to join in the global search bar. Search by using the PI's last name (if research lab) or course number (if teaching lab). If the lab group is not found, it's possible it hasn't yet been created. Check with your Supervisor.

3. Once you have found the desired lab group, select the "+Join" button. An email is sent to the lab group Supervisor and they must approve your request. Note: refer also to the department listed in the grid to ensure you select the correct lab group, in case there is more than one with the same name (e.g., Allen).

4. When the lab group Supervisor has approved or denied your request, you will receive an email notification.

How do I join a lab group?

Join a Lab Group

To join a lab group, search for the lab group, then request to join by selecting **+ Join**. An email is sent to the lab group Supervi... then use the global search bar to search by department and/or by the lab group name (i.e., use the Supervisor's last name). If To edit lab groups you already belong to, select **My lab groups** in the filter.
To leave a lab group, select the **– Leave** button.

Filter: By all

Department	Lab Group	My Role	Membership
global search ...			
Chemistry	Agnes Lab Group	Not a member	+ Join
Mechatronics Systems Engineering	Al-khudairi Lab Group	Not a member	+ Join
Faculty of Health Sciences	Allen Lab Group	Not a member	+ Join
Earth Sciences	Allen Lab Group	Not a member	+ Join
Criminology	Anderson Lab Group	Not a member	+ Join

Manage members

Note!

All individuals who will be assigned as emergency contacts must be added as lab members before proceeding to add rooms.

1. Except for the Viewer role, all lab members can add new members to the lab group. On the home page, select "Go to Manage members."

How do I add members to my lab group?

2. On the Lab Group Members List page, select "+Add New." If you belong to more than one lab group, you may change lab groups by using the "Filter by lab group".

Peltier Lab Group Test Members List
Add new members, change the role of existing members or remove members from the Lab Group.

Filter by Lab Group: | Peltier Lab Group Test ▼ |

Member Name	Member Role	Member Status	Door Sign Renewal Notification ⓘ	Inventory Out of Stock Notification ⓘ	Inventory Reminder Date Notification ⓘ	Inventory Expiry Date Notification ⓘ		
global search ...								
Monica (Monica) Szczepina	User	Approved	No	No	No	No	⚙ Edit	⊗ Delete
Shad Grunert	User	Approved	No	No	No	No	⚙ Edit	⊗ Delete
Catherine Peltier	Supervisor	Approved	No	No	No	No	⚙ Edit	⊗ Delete
Jutta Rickers-Haunerland	User	Approved	No	No	No	No	⚙ Edit	⊗ Delete
Alina Tepes	User	Approved	No	No	No	No	⚙ Edit	⊗ Delete

‹ Back   + Add New

3. On the Add member page, select "Existing user" and begin typing the person's name to see if they are already a user in the system. If a match is found, select the name, assign the appropriate role and select "Status: Approved."

4. See *Definitions* related to Lab member, Supervisor and Manager for more information about lab member roles.

5. If the name does not already exist in the system, select "New User", then enter the person's computing ID and select "Find User details." Once a match is found, assign the appropriate role and select "Status: Approved."

6. If the lab member needs to receive notifications, then check the corresponding boxes for this lab member. See *Notifications* for more information.

7. Press "Save."

Manage rooms

Rooms must be added to the lab group before a chemical inventory can be created.

1. Except for the Viewer role, all lab members can add new rooms to the lab group. From the home page, select "Manage rooms & door signs."

How do I set up a room for my lab group?

2. On the lab group's rooms list page, select "+Add New."

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3. On the Edit room in Lab group page, fill in all required fields (yellow background) and respond to the Equipment details questions, then press "Save." To designate a room as restricted access, please contact EHS.

Note!

4. If you have laser, X-ray or magnet equipment, you must check the box next to the relevant question in the Equipment details section in order to access the Laser, X-ray and Magnet inventory page. When back on the Lab group rooms page, the link to the Laser/X-ray/magnet inventory page will be visible.

5. Go to the Laser/X-ray/magnet inventory page (if applicable) and document information about this equipment.

Peltier Lab Group Test Rooms List
Add rooms to Lab Group, manage room information, assign room contacts and print door signs. If present, complete the Laser and X-ray inventory with the required information.

Filter by Lab Group: Peltier Lab Group Test

Building-Room Number ▲	Primary Emergency Contact	Secondary Emergency Contact	Third Emergency Contact	Radioisotopes	Door Sign Print Date				
search ...									
DIS1 - 1377	Catherine Peltier	Jutta Rickers-Haunerland	Monica (Monica) Szczepina	Yes	Feb 08,2019	☰ Laser/X-ray/magnet inventory	👁 Door Sign	⚙ Edit	⊗ Delete

‹ Back   + Add New

6. The door sign for this room is printed from this page. Before printing, the chemical inventory for the room must be created.

How do I print my door sign?

7. If your lab group shares a room with other lab groups, all lab groups need to create their chemical inventory before the door sign is printed. The inventories from multiple lab groups in a shared room are automatically combined for the NFPA numbers and WHMIS pictograms. One designated member from any of the lab groups will print the door sign and enter the agreed upon contacts for the door sign (between the sharing lab groups).

8. Note: for optimal door sign layout, please use Google Chrome as your browser to print door signs. To print, press "Door Sign." This takes you to a print preview where you can check that all the contacts' phone numbers are showing up and information looks correct (refer to your previous door sign for comparison). When you press "print" the print dialog box will appear where you will specify the number of copies needed (for all access doors to lab) and for Margins, select "None". Ensure the sign is printed in colour.

Chemical Inventory

1. Except for the Viewer role, all lab members can create or maintain a chemical inventory for a lab group. From the home page, under Hazard Inventory, select "Go to Chemicals."

2. On the Lab Group Chemical Inventory page, use the "Filter by lab group" to select the correct lab group. Then select "+Add Chemical to inventory."

3. On the Add Chemical Inventory Item page, search for the chemical by entering search terms (CAS#, chemical name or synonyms) in the box next to Chemical.

4. Once a match is found, complete the other information under Inventory Details and Additional Details. Fields highlighted in yellow are required. Press "Save."

5. If the chemical is not found, you will need to add a new chemical to the Central Chemical Library. Select "+Add a new chemical to the Central Chemical Library." This opens up a New Chemical window with the fields required for the new chemical library entry (see next section).

6. Once the new chemical has been entered, press Save and complete the other fields in your lab group chemical inventory (step 4 above).

Central Chemical Library

1. Except for the Viewer role, all lab members can add to or edit the Central Chemical Library. There are 2 ways to add a new chemical:

   a. from the lab group chemical inventory page (see above)

   b. from the home page, under Central Chemical Library, by first selecting "Go to Chemicals," then on the Central Chemical Library page, by selecting "+Add New Chemical"

How do I make changes or add items to the central chemical library?

2. On the Add Central Chemical Library Record page, enter a valid CAS#. If the item you are adding does not have a CAS#, you may use 00-00-0.

3. NEW – certain fields (chemical name, synonyms, molecular formula and molecular weight) can be imported from Pubchem. After entering a valid CAS number, select "Auto Fill from PubChem".

4. Fill in all the remaining yellow highlighted fields (required). Have a Safety Data Sheet handy for this information.

5. To edit an existing chemical record in the Central Chemical Library, from the home page, under Central Chemical Library, select "Go to Chemicals."

6. On the Central Chemical Library page, search for the chemical you wish to edit via the global search bar using the CAS#, chemical name or synonyms.

7. Once the chemical record is found, select "Edit" for that chemical. Make your desired changes, and press "Save."

Note! Changes to a record in the central chemical library will be reflected in every lab's inventory that already contains that chemical. Lab specific information will not be affected (e.g., quantities, additional information, etc.). Your lab group supervisor and system administrators will receive notification of any changes/additions you make to the central chemical library.