

# CampusOptics Guide: Chemical Inventory

## How to Navigate the Campus Optics Chemical Inventory

Navigate to: Chemical from the side bar menu.

This section provides a complete overview of the chemical inventory in your lab and assigned spaces in CampusOptics.

In the Chemical Inventory overview you can:

- View all chemicals associated with your spaces.
- Search by chemical name or CAS number.
- Utilize tools like Location to view and assign exact locations to items
- Generate Report, and Filter for easier tracking.
- Monitor chemical locations, quantities, and designated contacts

The screenshot shows the CampusOptics interface for Chemical Inventory. The left sidebar contains a menu with the following items: Dashboard, Campus, Inspections, Assets, Chemical (selected), HazWaste, Issues, Contacts, and Reports. The main content area is titled 'Chemical Inventory / Chemical Containers' and has tabs for Containers, Types, Safety Data Sheets, Transfers, and Manufacturers. Below the tabs, there is a section for 'Filtered Chemical Containers' showing '1 - 32 of 32' items. A filter dropdown is set to 'Currently in Inventory'. The list of containers includes:

<input type="checkbox"/>	Location
<input type="checkbox"/>	Zirconium(IV) Oxide Nanopowder 14589 Materials Science Building • Floor 3 • 308
<input type="checkbox"/>	Isosorbide 3557 ⓘ Materials Science Building • Floor 3 • 308
<input type="checkbox"/>	Dimethyl furan-2,5-dicarboxylate 14591 Materials Science Building • Floor 3 • 308
<input type="checkbox"/>	Citric Acid 14590 Materials Science Building • Floor 3 • 308

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The CampusOptics chemical inventory system has multiple view options.

- Navigate to: Chemical > Containers
- This view shows All Inventory Items in the spaces assigned to the user.

PIs can use this view to:

- Review current chemical items
- Verify storage locations
- Track quantities and cabinet assignments

The screenshot displays the 'Chemical Inventory / Chemical Containers' page. On the left is a dark teal sidebar with a navigation menu including: Dashboard, Campus, Inspections, Assets, Chemical (highlighted), HazWaste, Issues, Contacts, and Reports. The main content area has a breadcrumb 'Chemical Inventory / Chemical Containers' and a tabbed interface with 'Containers' selected. Below the tabs, it shows 'Filtered Chemical Containers' with a dropdown arrow and '1 - 32 of 32' items. A 'Status' filter is set to 'Currently in Inventory'. A table lists chemical items with checkboxes for selection:

<input type="checkbox"/>	Location
<input type="checkbox"/>	Zirconium(IV) Oxide Nanopowder 14589 Materials Science Building • Floor 3 • 308
<input type="checkbox"/>	Isosorbide 3557 ⓘ Materials Science Building • Floor 3 • 308
<input type="checkbox"/>	Dimethyl furan-2,5-dicarboxylate 14591 Materials Science Building • Floor 3 • 308
<input type="checkbox"/>	Citric Acid 14590 Materials Science Building • Floor 3 • 308

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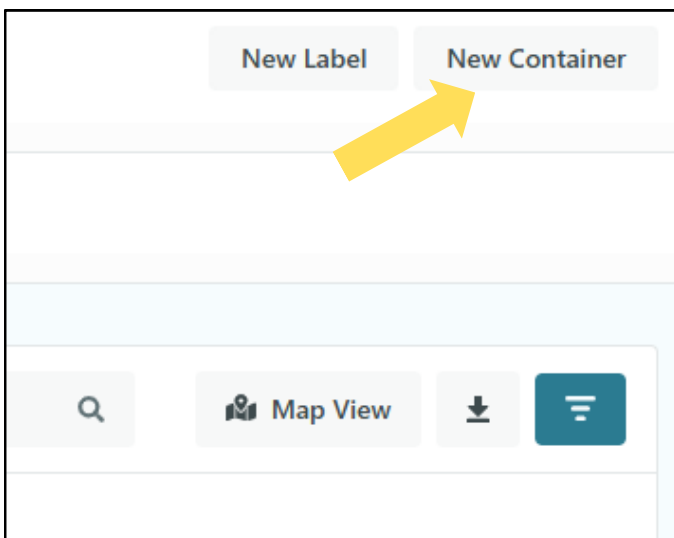
### How to Navigate the Campus Optics Chemical Inventory

As a lab manager or PI, you can add new chemical inventory entries.

- Begin by clicking the 'New Container' button on top the right of the Chemical Containers section.
- Search by Type first (Chemical type name)
- Select the correct option. A side window will open.

For the new Container add the following information:

- Contact name (Owner of chemical, PI)
- Count of containers (How many bottles?)
- Max capacity, of the container
- Units
- Manufacturer
- Expiration date (if applicable)
- Location by Space Specific (the system will automatically generate this by using the room information assigned to you.)
- Add any Comments (if needed)



A screenshot of the 'New Container' form. The form has a title bar with 'New Container' and a close button. Below the title bar is a search bar. The form is divided into sections: 'Basic Information', 'Preferred Name', 'Contact', and 'Description'. A yellow arrow points to the 'Basic Information' section. The 'Basic Information' section has a 'Type' field with 'Ethanol' and a 'Count' field with '1'. The 'Preferred Name' section has a dropdown menu with 'Ethanol'. The 'Contact' section has a search bar with the placeholder text 'Begin typing to search contacts...'. The 'Description' section has a text area.

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### How to Navigate the Campus Optics Chemical Inventory

#### Navigate to:

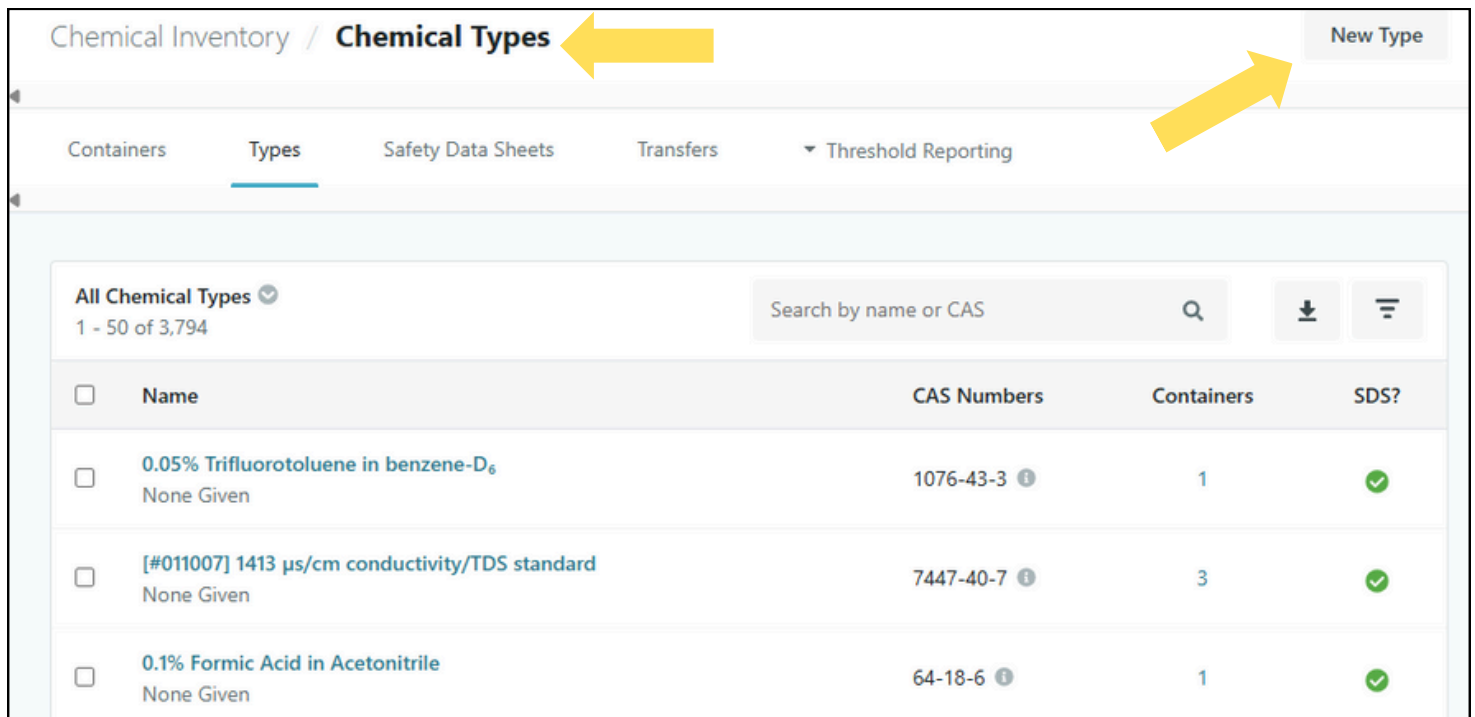
- **Chemical > Types**
- **This view shows all chemical types available in the system.**

#### Any user can:

- **Search for chemical types using the name or CAS number.**
- **View associated data like chemical name, CAS, and number of inventory items.**

#### Useful for:

- **Reviewing registered chemicals in the system.**
- **Verifying completeness and consistency of entries of the database.**



Chemical Inventory / **Chemical Types** New Type

Containers Types Safety Data Sheets Transfers Threshold Reporting

All Chemical Types 1 - 50 of 3,794 Search by name or CAS Q Download Filter

<input type="checkbox"/>	Name	CAS Numbers	Containers	SDS?
<input type="checkbox"/>	0.05% Trifluorotoluene in benzene-D <sub>6</sub> None Given	1076-43-3 ⓘ	1	✓
<input type="checkbox"/>	[#011007] 1413 µs/cm conductivity/TDS standard None Given	7447-40-7 ⓘ	3	✓
<input type="checkbox"/>	0.1% Formic Acid in Acetonitrile None Given	64-18-6 ⓘ	1	✓

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### How to Add New Chemical Containers in CampusOptics

Methods you can add a new chemical container to your chemical inventory:

Method 1 - Navigate to Chemical > Containers > new container button

Method 2 - Navigate to Inventory > Chemical > types > new type button

This ability is available only to PIs and Lab Manager user types but can be adjusted by OEHS upon request to add additional abilities for students working in a specific lab.

Chemical Inventory / **Chemical Containers** New Label New Container

Containers Types Safety Data Sheets Transfers Threshold Reporting

Filtered Chemical Containers 1 - 23 of 23 Search by name or CAS Map View Download Menu

Status Currently in Inventory Space MSB 308

<input type="checkbox"/>	Location	Amount	Contact	Status
<input type="checkbox"/>	polycaprolactone 4667 Materials Science Building • Floor 3 • 308	500 g ⓘ 500 g		✓
<input type="checkbox"/>	Erythritol 2837 Materials Science Building • Floor 3 • 308	25 g ⓘ 25 g		✓
<input type="checkbox"/>	Potassium Chloride 672 ⓘ Materials Science Building • Floor 3 • 308	250 g ⓘ 250 g		✓

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### How to Add New Chemical Containers in CampusOptics

#### Method 1 – Add a Container Manually

- Navigate to Chemical > Containers
- Click the New Container button in the top-right corner.
- After clicking New Container, a form opens.
- Begin typing in the Type field to search and select the correct chemical
- This step links the container to its corresponding chemical type already registered in the system.
- Make sure to select the exact match to avoid duplicates or errors in inventory tracking.

After selecting the chemical type, complete the form with the following chemical information:

- Count – Number of containers (e.g., 1, 2, etc.)
- Contact – Select the name of the PI or responsible person
- Max Capacity – Enter capacity of the chemical container (e.g., 500)
- Unit – Choose units (Liters, g, Kg, gallon, etc.)
- Manufacturer – Begin typing to search or add
- Expiration Date – Optional (format: YYYY- MM-DD)
- Concentration information if applicable

Location Information – Include building, room, and storage location:

- In the Space field: Begin typing to search and select your lab space (e.g., SST 353) if it does not automatically input the information.
- A valid Space location assignment is required to save the container entry.

After filling in all required and optional fields:

- Review the information entered for accuracy
- Click Create Container to add it to the inventory
- Or click Cancel to exit without saving

The screenshot shows the 'New Container' form in CampusOptics. The form is organized into three main sections: 'Basic Information', 'Container Details', and 'Location'.  
- **Basic Information:** Includes a 'Type' field with 'Methanol' selected, a 'Count' field with '1', a 'Preferred Name' dropdown with 'Methanol', a 'Contact' search field, and a 'Description' text area.  
- **Container Details:** Includes 'Max Capacity' and 'Unit' (set to 'Liters'), a 'Manufacturer' search field, an 'Expiration Date' field (format YYYY-MM-DD), a 'Concentration' field (example: e.g. 90), and a 'Barcode' field.  
- **Location:** Includes a 'Campus, Building, or Outdoor Area' search field, with a yellow arrow pointing to it. There are also icons for location selection (building, globe, star).  
At the bottom of the form, there are 'Cancel' and 'Create Container' buttons.

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## Chemical Inventory

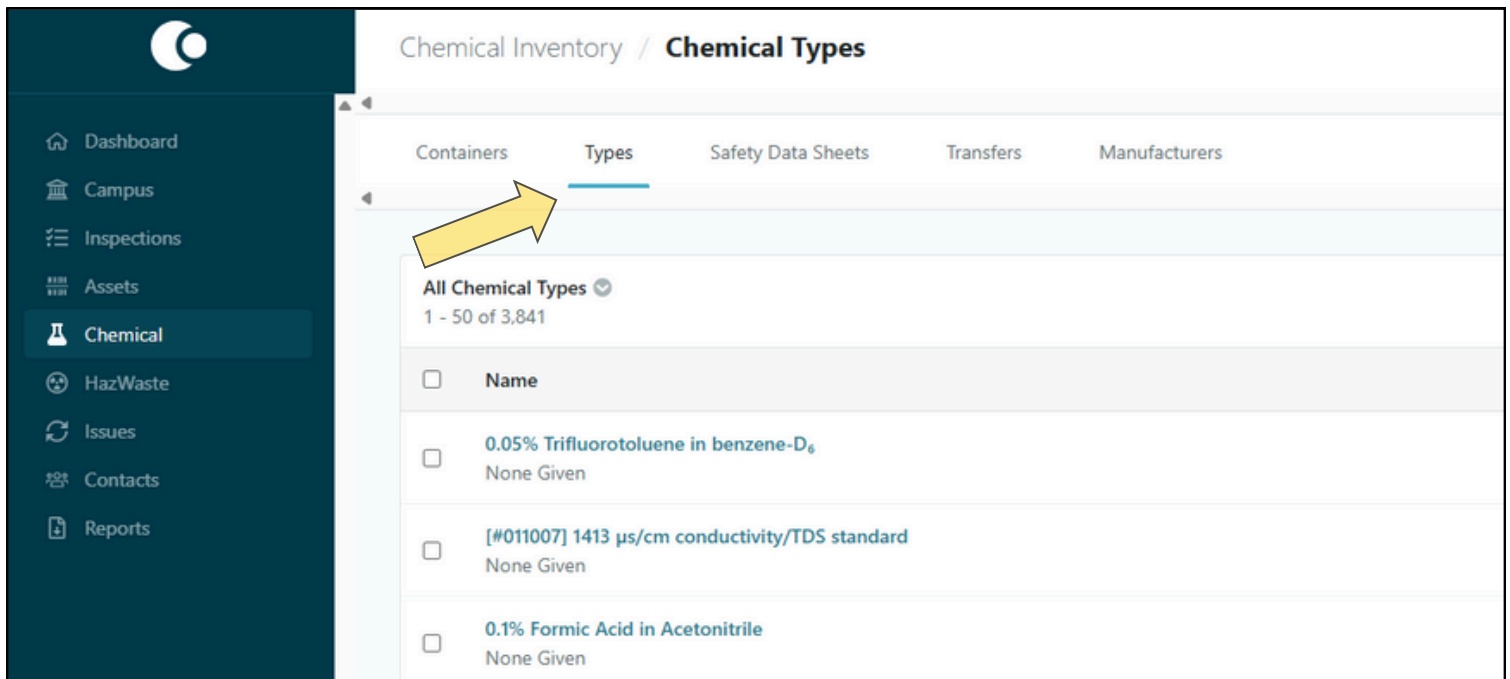
### How to Add New Chemical Containers in CampusOptics

#### Method 2 – Add Container via Chemical Type

- Navigate to: Chemical > Types

#### In this view, you can:

- Search for a chemical by name or CAS number.
- Locate the desired chemical from the Types database list.



The screenshot displays the CampusOptics interface for the Chemical Inventory section, specifically the Chemical Types view. The left sidebar contains a navigation menu with options: Dashboard, Campus, Inspections, Assets, Chemical (highlighted), HazWaste, Issues, Contacts, and Reports. The main content area shows the breadcrumb 'Chemical Inventory / Chemical Types' and a tabbed interface with 'Types' selected. A yellow arrow points to the 'Types' tab. Below the tabs, the view shows a list of chemical types under the heading 'All Chemical Types' with a dropdown arrow and '1 - 50 of 3,841' items. The list includes three entries, each with a checkbox and a 'None Given' status:

<input type="checkbox"/>	Name	Status
<input type="checkbox"/>	0.05% Trifluorotoluene in benzene-D <sub>6</sub>	None Given
<input type="checkbox"/>	[#011007] 1413 µs/cm conductivity/TDS standard	None Given
<input type="checkbox"/>	0.1% Formic Acid in Acetonitrile	None Given

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### How to Add New Chemical Containers in CampusOptics

After searching by name or CAS, click on the matching chemical from the list. This opens the chemical's detailed view panel.

You'll find:

- Basic chemical info, synonyms, and manufacturers
- Existing container count and total volume
- SDS status and regulatory thresholds

The screenshot displays the 'Hydrochloric Acid' details page in the CampusOptics system. The interface includes a left-hand navigation menu with options like Dashboard, Campus, Inspections, Assets, Chemical, HazWaste, Issues, Contacts, and Reports. The main content area is titled 'Hydrochloric Acid Details' and is divided into several sections:

- Basic Information:** Includes a type description, CAS numbers (7732-18-5), and a list of manufacturers (Avantor, Biotium, Cambridge Isotope Laboratories, Carolina Biological Supply, Corning Life Sciences).
- Additional Names:** Lists synonyms such as Hydrochloric Acid, Nitric Acid, and Deuterium oxide.
- Pubchem Synonyms:** Lists terms like water, distilled water, and dihydrogen oxide.
- Safety Data Sheets:** A list of SDSs from sources like Biotium, Corning Life Sciences, and Dollar General.
- Amounts:** A summary table showing 0 containers, 0 L total amount, and 0 lb total pounds.

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### How to Add New Chemical Containers in CampusOptics

From the selected chemical's detail page (e.g., Hydrochloric Acid):

- Click on the Actions dropdown in the top right.
- Select Add Container.

This opens the standard container entry form discussed previously.

- Complete the required fields as done in the Method 1 outline.

Chemical Inventory / Chemical Types / Hydrochloric Acid

Overview Containers

### Hydrochloric Acid Details

**Basic Information**

TYPE DESCRIPTION ⓘ  
Water appears as a clear, nontoxic liquid composed of hydrogen and oxygen. essential for life and the most widely used solvent. Include water in a mixture as it could react with other chemicals in the mixture.

CAS NUMBERS  
7732-18-5

MANUFACTURERS

- Avantor
- Biotium
- Cambridge Isotope Laboratories
- Carolina Biological Supply
- Corning Life Sciences

[View All](#)

ADDITIONAL NAMES

- Hydrochloric Acid

PUBCHEM SYNONYMS ⓘ

  - water

Actions

  - Edit Details
  - Edit Safety Information
  - Edit Citations
  - Manage Manufacturers
  - Add Container
  - Request Transfer

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### How to Remove a Chemical Container in CampusOptics

From the Chemical page click on the Containers section

- Click on the specific chemical you would like to view.
- Select the Actions drop down menu
- Select either Covert to HazWaste or Remove Container

This opens the standard container removal message.

- Complete the removal by selecting Submit at the bottom of the page.
- If you need to categorize the chemical in question as HazWaste, follow the instructions in the [Hazardous Waste guide on the OEHS CampusOptics website](#).

The screenshot displays the CampusOptics interface for a chemical container. The breadcrumb trail at the top reads: Chemical Inventory / Chemical Containers / Zirconium(IV) Oxide Nanopowder 14589. The main content area is titled "Zirconium(IV) Oxide Nanopowder 14589 Details". On the left is a navigation sidebar with options: Dashboard, Campus, Inspections, Assets, Chemical (highlighted), HazWaste, Issues, Contacts, and Reports. The details section includes a "Basic Information" table:

Basic Information		
DESCRIPTION	None Given	
TYPE	PREFERRED NAME	MAX CAPACITY
Zirconium(IV) Oxide Nanopowder	Zirconium(IV) Oxide Nanopowder	5 g (5 g)
CONCENTRATION	CONTACT	MANUFACTURER
Not Specified	Natalie Click	Sigma - Aldrich
EXPIRATION DATE	Not Specified	

Below the table is an "Item Location" section. On the right side, there is an "Actions" dropdown menu. A yellow arrow points to the "Actions" button, and another yellow arrow points to the "Remove Container" option within the dropdown menu. The "Remove Container" option is highlighted in red.