

# **Introduction to KLARA product database for Chemical inventory takers**

Version 1.1

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**Karolinska  
Institutet**



# **Introduction to KLARA product database for Chemical inventory takers**

Version 1.1

**Note!** To be sure you have the latest version of this document, please check the Staff Portal under Security / Courses by the Safety- and Security unit, where it's downloadable.

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## Learning outcomes

- How to search for chemical data.
- How to perform a chemical inventory.
- Updating the register – adding and discarding chemicals.
- Transfer of chemicals between rooms / cabinets.
- Handling of rooms / cabinets.
- Create reports.

We recommend that you work in parallel with the KLARA system while reading this document. Use your KI ID to log in and investigate the system without saving changes. Contact your chemicals representative if you have any questions.

In addition, there is a KLARA - Manual for inventory staff available in the KLARA system.



This introduction to the KLARA product database does **not** replace the need for attending the course “KLARA inventory” held by EcoOnline (more information under <https://staff.ki.se/courses-by-the-environment-safety-and-security-unit>).

## Background

### *Why do we need the KLARA system?*

All organizations and companies are obliged by law to keep a register of chemical products that may pose a risk to health and / or the environment.

KLARA helps us keep order and find chemicals.  
Therefore, the use of KLARA can also lead to reduced purchases.

The result of all this is a safe working environment.

### ***What can you do in KLARA?***

- Search for safety information of chemical products including Safety Data Sheets.
- Keep a chemical register (to know the amount of chemicals in stock and the storage location).
- Perform chemical inventories.
- Create lists and reports for e.g., high risk chemicals or flammables.
- Conduct risk assessments.

### ***Which chemicals should be registered?***

At the Karolinska Institutet, all chemicals, including those that are not classified as dangerous, should be registered in KLARA.

Kits, cell media, buffers and all gas containers should be registered.

#### ***Exceptions:***

Narcotic drugs and other pharmaceuticals should not be registered in KLARA. Antibodies and proteins do not need to be registered unless they are mixed with chemicals (e.g., sodium azide often used as a preservative).

More information on the **Staff portal** under **Chemical safety** (<https://staff.ki.se/chemical-safety>).

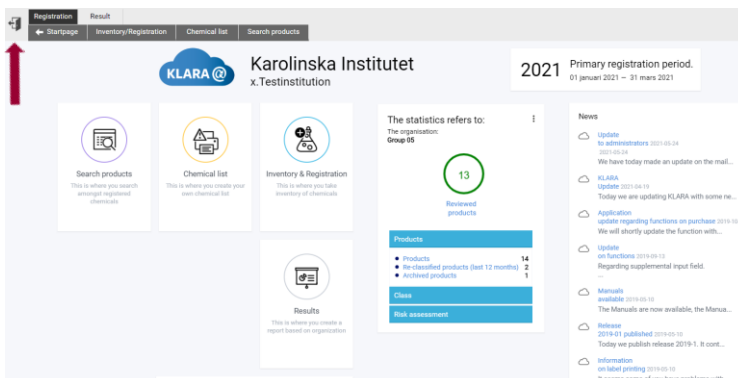
Please check also special rules for handling chemicals under Documents.

## **How to search for chemical data**

Go to KLARA's start page at

[https://secure.port.se/alphaquest/app\\_kikem/pcmain.cfm](https://secure.port.se/alphaquest/app_kikem/pcmain.cfm).

Log into KLARA with your KI ID and click the “” sign.



The screenshot displays the KLARA web application interface. At the top, there are navigation tabs: Registration, Result, Storage, Inventory/Registration, Chemical list, and Search products. The main header includes the KLARA logo, the text 'Karolinska Institutet x.Testinstitution', and the year '2021' with a note about the 'Primary registration period' from 01 januari 2021 to 31 mars 2021. Below the header, there are several functional buttons: 'Search products', 'Chemical list', 'Inventory & Registration', and 'Results'. A central statistics section shows 'The statistics refers to: The registration: Group 05' with a green circle containing the number '13' and the text 'Reviewed products'. Below this, a table lists 'Products' (14), 'Re-classified products (last 12 months)' (2), and 'Archived products' (1). A 'News' section on the right contains several updates and announcements, including 'Update to administrators', 'KLARA Update', 'Application update regarding functions on purchase', 'Update on functions', 'Manuals available', 'Release 2019-01 published', and 'Information on label printing'.

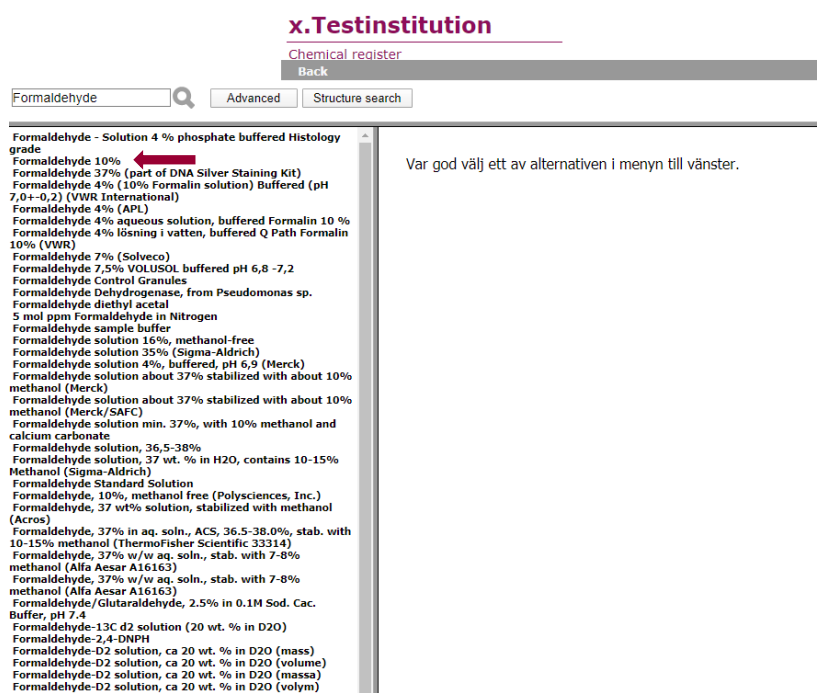
Go to “Chemical register”.



And “Search for products” by name, CAS number or article number.



Test the search-tool by searching for "Formaldehyde". The hit list that comes up includes all chemicals with formaldehyde as part of their name. Choose formaldehyde 10%.



You will get the safety information for that product and information about regulations which are relevant for handling that product under the “Classification” tab.

**x.Testinstitution**  
Chemical register

Formaldehyde

Advanced Structure search

### Formaldehyde 10%

CAS number: 50-00-0 EU number: 200-001-8 Kilarid: 152031 Inventory unit: Volym

Dangerous goods (UR-nr): NONE

Classification SDS Local information Labels Structure


**Synonyms**  
Formaldehyd 10%; Formaldehyd 10% i vattenlösning stabiliserad; Formaldehyde 10%

**Article number**  
Substratrad: Min. mikro. Lund **MIX1281**  
VWR International **5167**

**Fire classification**  
No fire classification

**CLP classification**

3.5	3.5 - Germ cell mutagenicity, Hazard Category 2
3.8	3.8 - Specific target organ toxicity - Single exposure, Hazard Category 2
3.6	3.6 - Carcinogenicity, Hazard Category 1A, 1B
3.2	3.2 - Skin irritation, Hazard Category 2
3.3	3.3 - Serious eye damage/eye irritation, Hazard Category 2
3.4	3.4 - Sensitisation - Skin, Hazard Category 1
3.8	3.8 - Specific target organ toxicity - Single exposure, Hazard Category 3, Respiratory tract irritation
3.1	Acute toxicity, oral or inhalation, category 4

  
Danger

**Hazard statements CLP**

H302 + H332	Harmful if swallowed or if inhaled.
H315	Causes skin irritation.
H317	May cause an allergic skin reaction.
H319	Causes serious eye irritation.
H335	May cause respiratory irritation.
H341	Suspected of causing genetic defects
H350	May cause cancer
H371	May cause damage to organs.

**Precautionary statements CLP**

P201	Obtain special instructions before use.
P280	Wear protective gloves/protective clothing/eye protection/face protection/hearing protection/... OBSERVE! This precautionary statement has to be specified by the supplier. See the Material Safety Data Sheet for the exact formulation
P273	IF ON SKIN: Wash with plenty of water/... OBSERVE! This precautionary statement has to be specified by the supplier. See the Material Safety Data Sheet for the exact formulation.
P302 + P352	IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
P305 + P351 + P338	Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P308 + P313	If exposed or concerned: Call a POISON CENTER/doctor/... OBSERVE! This precautionary statement has to be specified by the supplier. See the Material Safety Data Sheet for the exact formulation.

**Composition/information on ingredients**

Product name	cas	Max percentage	Hazard statements	Limits values
Formaldehyde	50-00-0	10.5%	Fara H301,H311,H314,H317,H318,H330,H335,H341,H350	NGVppm=0.3 NGVmg=0.37 KTVppm=0.6 KTVmg=0.74
Methanol	67-56-1	2%	Fara H225,H301,H311,H315,H319,H331,H370	NGVppm=200 NGVmg=250 KTVppm=250 KTVmg=350

**Regulations**

- Restricted Substances Database (Closed June 2019)**  
The Restricted Substances Database has closed.  
By: 20190703
- CMR-substances**  
Substances which, if possible, should be phased out, or otherwise require special investigation (§ 38-44 AFS 2014:43). Those who are exposed to these substances (if it may involve risk of illness) should be registered. (The list includes substances with any of the hazard statements H340, H350, H360, R45, R46, R49, R60, R61).  
By: AFS 2020:6
- Occupational Exposure Limit Values exist on product**  
Listing of chemical substances or mixture that have Occupational Exposure Limit Values. Check-date 2021-05-11.  
By: AFS 2020:6

**Other lists**

- Remark H**  
Skin penetrating substance according to The Swedish Work Environment Authority's provisions and on occupational exposure limit values.
- Chemsec SIN**  
Substances to be substituted at once according to Chemsec SIN Lista Checkad 2021-02-04. Six subst. added.  
By: 20210220
- Volatile organic compounds (VOC)**  
A VOC is any organic compound having an initial boiling point less than or equal to 250 C, measured at a standard atmospheric pressure of 101.3 kPa. This list consists of VOCs that are the most common ones.  
By: 20201117
- KI reducing list**  
Products on the list contain one or more of the eleven chemical substances that KI should reduce the use and amount of.  
By: 20200330
- PRIO - a tool for substitution**  
A web-based tool intended to be used to preventively reduce risks to human health and the environment from chemicals. Check-date 2021-04-20. Three subst. added.  
By: Kemikalieinspektionen
- PRIO - phase-out substances**  
PRIO - Phase-out substancesA web-based tool intended to be used to preventively reduce risks to human health and the environment from chemicals. Check-date 2021-04-20. Three subst. added.  
By: Kemikalieinspektionen

Under the “SDS” tab you can find all registered Safety Data Sheets from different suppliers. To see all, click “Show all”.

**x.Testinstitution**  
Chemical register

Formaldehyde

Advanced Structure search

### Formaldehyde 10%

CAS number: 50-00-0 EU number: 200-001-8 Kilarid: 152031 Inventory unit: Volym

Dangerous goods (UR-nr): NONE

Classification SDS Local information Labels Structure

**Use**  
Research chemical Laboratory chemical

**Suppliers/Manufacturers** Show all

- vwr International website
- 2020-07-29 English SDS
- 2020-07-29 Svenska SDB

Select the Safety Data Sheet you want to read, and the document will open.

**x.Testinstitution**  
Chemical register

Formaldehyde

Formaldehyde - Solution 4 % phosphate buffered Histology grade

- Formaldehyde 10%
- Formaldehyde 37% (part of DNA Silver Staining Kit)
- Formaldehyde 4% (10% Formalin solution) Buffered (pH 7.0-7.2) (VWR International)
- Formaldehyde 4% (APL)
- Formaldehyde 4% aqueous solution, buffered Formalin 10 %
- Formaldehyde 4% lösnings i vatten, buffered Q Path Formalin 10% (VWR)
- Formaldehyde 7% (Solveco)
- Formaldehyde 7.5% VOLUSOL buffered pH 6,8 -7,2
- Formaldehyde Control Gramules
- Formaldehyde Dehydrogenase, From Pseudomonas sp.
- Formaldehyde diethyl acetal
- 5 mol ppm Formaldehyde in Nitrogen
- Formaldehyde sample buffer
- Formaldehyde solution 16%, methanol-free
- Formaldehyde solution 35% (Sigma-Aldrich)
- Formaldehyde solution 4%, buffered, pH 6,9 (Merck)
- Formaldehyde solution about 37% stabilized with about 10% methanol (Merck)
- Formaldehyde solution about 37% stabilized with about 10% methanol (Merck/SAFC)
- Formaldehyde solution min. 37%, with 10% methanol and calcium carbonate
- Formaldehyde solution, 36.5-36.5%
- Formaldehyde solution, 37 wt. % in H2O, contains 10-15% Methanol (Sigma-Aldrich)
- Formaldehyde Standard Solution
- Formaldehyde, 10%, methanol free (Polysciences, Inc.)
- Formaldehyde, 37 wt% solution, stabilized with methanol (Acros)
- Formaldehyde, 37% in aq. soln., ACS, 36.5-38.0%, stab. with 10-15% methanol (ThermoFisher Scientific 33314)
- Formaldehyde, 37% w/w aq. soln., stab. with 7-8% methanol (Aldi Aesar A15163)
- Formaldehyde, 37% w/w aq. soln., stab. with 7-8% methanol (Aldi Aesar A15163)
- Formaldehyde/Glutaraldehyde, 2.5% in 0.1M Sod. Cac. Buffer, pH 7.4
- Formaldehyde-13C d2 solution (20 wt. % in D2O)

**Formaldehyde 10%**

CAS number: 50-00-0 EU number: 200-001-8 Klara-id: 152031

Dangerous goods (UN-nr): NONE

Classification SDS Local Information Labels Structure

Use  
Research chemical Laboratory chemical

Suppliers/Manufacturers [Show all](#)

- VWR International [Website](#)
- 2020-07-29 [English SDS](#)
- 2020-07-29 [Svenskt SDB](#)

152031\_vwr\_international\_E20200729.pdf - Google Chrome

Inte säker | dokument.port.se/SDB/gemkem/2020/vwr\_internation...

**VWR CHEMICALS**

**Safety Data Sheet**

according to Regulation (EC) No. 1907/2006 (REACH)

Revision: 06/24.07.2020 Version: 7.1 Print date: 24.07.2020

**SECTION 1: Identification of the substance/mixture and of the company/undertaking**

**1.1 Product identifier**

Trade name/designation:	Formaldehyde 10%
Product No.:	1567
CAS No.:	50-00-0
Index No.:	not applicable
REACH No.:	This product is a mixture. REACH registration numbers see section 3.
Other means of identification:	none

**1.2 Relevant identified uses of the substance or mixture and uses advised against**

Relevant identified uses: General chemical reagent

Under the “Local Information” tab, you can find information about which department has registered the product together with contact information.

**x.Testinstitution**  
Chemical register

Formaldehyde

Formaldehyde - Solution 4 % phosphate buffered Histology grade

- Formaldehyde 10%
- Formaldehyde 37% (part of DNA Silver Staining Kit)
- Formaldehyde 4% (10% Formalin solution) Buffered (pH 7.0-7.2) (VWR International)
- Formaldehyde 4% (APL)
- Formaldehyde 4% aqueous solution, buffered Formalin 10 %
- Formaldehyde 4% lösnings i vatten, buffered Q Path Formalin 10% (VWR)
- Formaldehyde 7% (Solveco)
- Formaldehyde 7.5% VOLUSOL buffered pH 6,8 -7,2
- Formaldehyde Control Gramules
- Formaldehyde Dehydrogenase, From Pseudomonas sp.
- Formaldehyde diethyl acetal
- 5 mol ppm Formaldehyde in Nitrogen
- Formaldehyde sample buffer
- Formaldehyde solution 16%, methanol-free
- Formaldehyde solution 35% (Sigma-Aldrich)
- Formaldehyde solution 4%, buffered, pH 6,9 (Merck)
- Formaldehyde solution about 37% stabilized with about 10% methanol (Merck)
- Formaldehyde solution about 37% stabilized with about 10% methanol (Merck/SAFC)

**Formaldehyde 10%**

CAS number: 50-00-0 EU number: 200-001-8 Klara-id: 152031 Inventory unit: Volym

Dangerous goods (UN-nr): NONE

Classification SDS Local Information Labels Structure

Use  
Research chemical Laboratory chemical

Suppliers/Manufacturers [Show all](#)

- VWR International [Website](#)
- 2020-07-29 [English SDS](#)
- 2020-07-29 [Svenskt SDB](#)

## How to perform a chemical inventory

Log into KLARA with your personal log in. The following window will come up. Go to “Registration” and “Inventory/Registration”.

Registration Result

Storage Inventory/Registration Chemical list Search products

**KLARA** Karolinska Institutet  
x.Testinstitution

2021 Primary registration period.  
(1 januari 2021 – 31 mars 2021)

The statistics refers to:  
The organisation: Group IS

0 Reviewed products

Products

- Products: 0
- Re-classified products (last 12 months): 0
- Retired products: 0

Class

Risk assessment

News

- KLARA Update 2021-04-19  
Today we are updating KLARA with some ne...
- Application update regarding functions on purchase 2019-10-16  
We will shortly update the function with...
- Update on functions 2019-08-14  
Regarding supplemental input field.
- Manuals available 2019-05-01  
The Manuals are now available, the Manua...
- Release 2019-01 published 2019-01-01  
Today we publish release 2019-1-1. It cont...
- Information on label printing 2019-01-01  
It seems some of you have problems with...

Links

- Linker till registreringsfil KLARA
- Linker till produktregister
- PRIO
- Linker till produktlistor
- Neurologiska
- KLARA Ekonomisk Finansiär

Choose your group, and you will get a chemical list for your group.

If you log into KLARA for the first time in a new year the following window will pop up:

Copy all data from the last registration. Most of the chemicals will be the same as during the previous year. Now you need only to update those chemicals that are consumed or have been purchased.

Choose your group again, and under “Products” you will get a chemical list for your group.

On the left side you find rooms / cabinets / shelves. On the right side you find a list over the chemicals you registered last year in a particular storage. Some of the chemicals are marked with a colour or a sign:



**Products in red** are included in KI's reducing list for chemicals which should be phased out.

**Products in grey** are archived e.g., old chemicals with no valid SDS.

Sign “**Δ**” for substances or mixtures containing substances which are considered especially dangerous.

### How to update and register chemicals

Now you can update chemicals already in stock or register chemicals which are new for your group.

For **already registered chemicals** you click on the name of the chemical in the list.

For **new chemicals** you enter the name or parts of name with \* (English and Swedish name), CAS number, KLARA ID or article number of the chemical in the window on the right side. Choose in the hit list the chemical you want to register.

The screenshot shows the KLARA product database interface. On the left, there is a sidebar with navigation options like 'Kemiadministration', 'Studsa', and 'Training'. The main area displays a list of products under 'Produkt 05'. One product, 'Formic hydrazid', is highlighted in red and has a warning symbol (Δ) next to it. On the right, a search results window is open, showing the search term 'Formic hydrazid' and a list of products, with 'Formic hydrazid' selected. Red arrows point to the search results window and the selected product in the list.

Both options will open a new window.

The screenshot shows the 'Formic hydrazid' product detail window. It displays the chemical name, CAS number (624-84-0), and unit (Mass). Below this, there is a table for 'Purchase' with columns for 'Supplier', 'Quantity', 'Note', and 'Modified'. The current record shows 'Not specified' for the supplier, '1 kg' for quantity, and '20210528/50' for the modified date. There are buttons for 'New record', 'Purchase', 'Supplier', 'Quantity', 'Note', 'Save', 'Close', 'Buyer', 'Use before', and 'Batch'.

If you do an inventory you choose under “New record” Inventory (only available when the inventory is open once a year) or if you want to register a purchased chemical outside of inventory periods, you choose Purchase.

This screenshot is identical to the previous one, but with the 'Purchase' dropdown menu open, showing the 'Purchase' option selected. A red arrow points to the 'Purchase' dropdown menu.

You can now update the amount and the supplier of a chemical. If you use bar code, you need to have one line per bottle / container.

If the supplier is not in the short list over suppliers choose under “Supplier” Other and “Save”.

Formic hydrazide  
624-84-0 Unit: Mass

Historical data

New record: Purchase  
Supplier: Other  
Quantity: 1 kg  
Note:

Save Close Buyer: Use before: Batch:

Then you click “Change”, and you will get up a Supplier register where you can choose additional suppliers and “Save”.

Formic hydrazide  
624-84-0 Unit: Mass

Historical data

Purchase  
Supplier: Not specified Change

Supplier	Quantity	Note	Modified
Not specified	1 kg		20210528/50

Supplier register  
Not selected

Cannot find my supplier - Add a new

Name: Address: Postal address: Phone: Email: Website:

Save Cancel

If you choose the wrong product, you could easily delete your new product.

Protein A Agarose  
Unit: Volume

Historical data

New record: Purchase  
Supplier: Other  
Quantity: Note:

Save Close Delete Buyer: Use before: Batch:

If you want to **register a new chemical which is not yet in the data base**, the following window will come up:

HH

I can not find the product and would therefore add a new one.

Send an e-mail to [newproducts.klara@ecoonline.com](mailto:newproducts.klara@ecoonline.com)  
Include the following information:

1. Product name
2. Supplier
3. Product number (if possible)
4. Hazards identification
5. Access to Safety data sheet (SDS):
  - 5.1 None
  - 5.2 On paper
  - 5.3 Downloaded file
  - 5.4 Link to SDS on suppliers homepage. Pls. include link in mail.
6. CAS-number (on chemical substances only, not for mixtures)

Please send an email to [newproducts.klara@ecoonline.com](mailto:newproducts.klara@ecoonline.com) together with the requested information. For the registration of this product, you have to wait until EcoOnline has updated the data base accordingly.

## How to discard chemicals

Go to “Discard products”.

The screenshot shows the KLARA interface with the 'Discard products' button highlighted by a red arrow. The interface includes a navigation menu on the left for 'Group 05' and a main content area with tabs for 'Products', 'Transfer products', 'Discard products', and 'Manage cabinets'. A list of chemical products is visible, with 'Formaldehyde 7% (Solvoex)' highlighted in red.

You can mark all chemicals in that storage or a specific chemical to discard. Then click “Next”.

The screenshot shows the 'Discard from' dialog box in the KLARA interface. The dialog box contains the following information:

**Discard from:**  
 Department: Group 05  
 Room: Administrationshuset (95:08), Training, Stud05a  
 Storage:

Below the dialog box, a list of chemical products is shown with checkboxes for selection. A red arrow points to the 'Check.. All none' button. Another red arrow points to the 'Inventory' checkbox for 'Butanethiol (mass)'.

Product	CAS	Comments
Butanethiol (mass)	513-53-1	
Chromium trioxide	1333-82-0	
DAX Ytidesinfektion Plus		
EDTA disodium salt dihydrate	6381-92-6	

A new window will open, and you have to confirm your choice by clicking “Discard”.

The screenshot shows the 'Discard from' dialog box in the KLARA interface. The dialog box contains the following information:

**Discard from:**  
 Department: Group 05  
 Room: Administrationshuset (95:08), Training, Stud05a  
 Storage:

Below the dialog box, a list of chemical products to be discarded is shown:

Type	Quantity	Unit	Storage	Barcode
Methyl-1-butanol	10	ml		
Nitrophenyl selenocyanate	1	ug		

At the bottom of the dialog box, there are two buttons: 'Previous' and 'Discard'. A red arrow points to the 'Discard' button.

## How to finish the inventory

If the inventory is done, click “Finished”.

The screenshot shows the 'Inventory/Registration' screen for Group 04. The 'Status organisation' section displays the registration end date as 2020-03-31. Below this, a message states: 'I have completed all registration for this period. This registration refers to: Inventory'. A red arrow points to the 'Finished' button.

Then you have to clarify if you are done for now and you will continue later or if your annual inventory is completed.

The dialog box contains the following text and options:

- If you are done taking inventory for **ALL** rooms in department **Group 04** Click "Registration completed".
- If you plan on **continuing** taking inventory later, click "Done for now".
- To continue with what you were doing, press "Cancel".

The options are: "Registration completed" (with a green dot and a red arrow), "Done for now" (with a yellow dot and a red arrow), and "Cancel".

If you by mistake choose the wrong option, please contact your departmental chemicals representative.

## How to transfer chemicals

Go to “Transfer products”.

The screenshot shows the 'Transfer products' screen for Group 05. A red arrow points to the 'Transfer products' button in the top navigation bar. Below, a table lists chemical products with columns for 'Structure', 'Product', 'Comments', and 'Modified By'. The 'Formaldehyde 7% (Solreco)' row is highlighted in red.

You can mark all chemicals in that storage or a specific chemical to transfer. Then click “Next”.

Registration Result

Startpage Inventory/Registration Chemical list Search products

Group 05

Additional functions

- KI ADMINISTRATION
- Training
- Stud05a

Products Transfer products Discard products Manage cabinets

You have selected **one** storage in one room.  
In the room there are **no** specific storage areas.

**Transfer FROM:**  
Department: Group 05  
Room: Administrationshuset (95:08), Training, Stud05a  
Storage:

Check... **All** none

Product	CAS	Comments
Butanethiol (mass)	513-53-1	
<b>Check Type</b>	<b>Quantity</b>	<b>Storage</b>
<input type="checkbox"/> Inventory	70 mg	
Chromium trioxide	1333-82-0	
<b>Check Type</b>	<b>Quantity</b>	<b>Storage</b>
<input type="checkbox"/> Inventory	25 g	
DAX Ytidesinfektion Plus		
<b>Check Type</b>	<b>Quantity</b>	<b>Storage</b>
<input type="checkbox"/> Inventory	70 litre	

A new window will open, you have to choose the new storage place and click “Next”.

Registration Result

Startpage Inventory/Registration Chemical list Search products

Group 05

Additional functions

- KI ADMINISTRATION
- Training
- Stud05a

Products Transfer products Discard products Manage cabinets

In total there are 14 chemicals on the selected location.  
Out of these you will transfer 1 chemicals.

**Transfer FROM:**  
Department: Group 05  
Room: Administrationshuset (95:08), Training, Stud05a  
Storage:

Select room and storage/transfer products to

KI ADMINISTRATION

Floor Room

Training Stud05a

Previous Next

A new window will open, and you have to confirm your choice by clicking “Transfer”.

Registration Result

Startpage Inventory/Registration Chemical list Search products

Group 05

Additional functions

- KI ADMINISTRATION
- Training
- Stud05a

Products Transfer products Discard products Manage cabinets

In total there are 14 chemicals on the selected location.  
Out of these you will transfer 1 chemicals. You have chosen to transfer chemicals to a room without specified storage. All selected chemicals will be transferred there.

**Transfer FROM:**  
Department: Group 05  
Room: Administrationshuset (95:08), Training, Stud05a  
Storage:

**Move TO:**  
Department: Group 05  
Room: Administrationshuset (95:08), Training, Stud05a  
Storage:

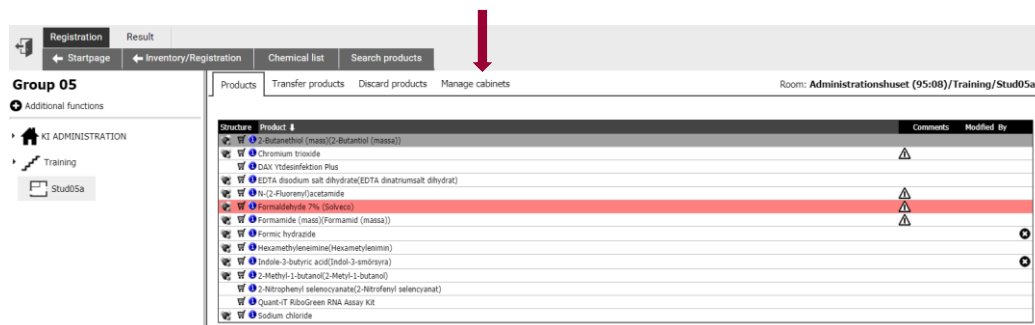
Type	Quantity	Unit	Storage	Barcode
Formic hydrazide				

Previous Transfer

# Handling of cabinets / rooms

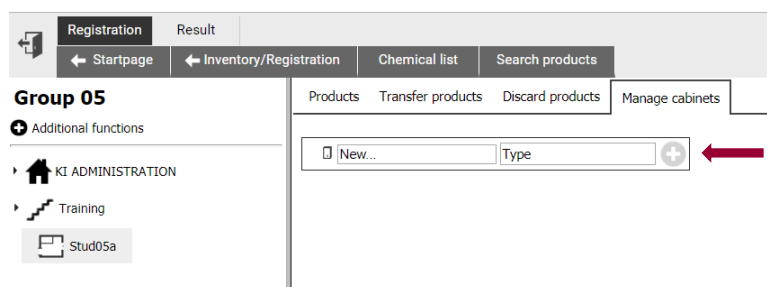
## Handling of cabinets

Add a new cabinet or shelf:  
Go to “Manage cabinets”.



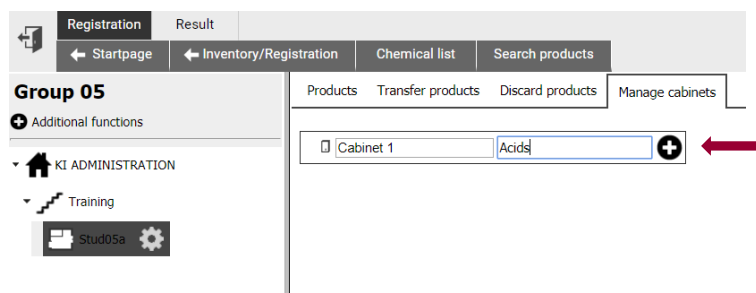
The screenshot shows the KLARA interface with the 'Manage cabinets' tab selected. A red arrow points to the 'Manage cabinets' button in the top navigation bar. The main content area displays a list of products with columns for Structure, Product #, Comments, and Modified By. The product 'Formaldehyde 7% (Solveca)' is highlighted in red.

Insert the name of a new cabinet or shelf. You can even add what type of storage it is (e.g., acids).



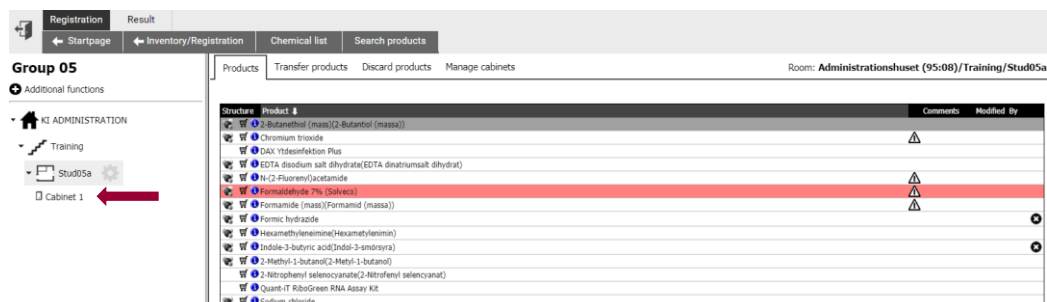
The screenshot shows the KLARA interface with the 'Manage cabinets' tab selected. A red arrow points to the '+' sign next to the 'Type' field in the 'New...' form.

And click on the “+” sign.



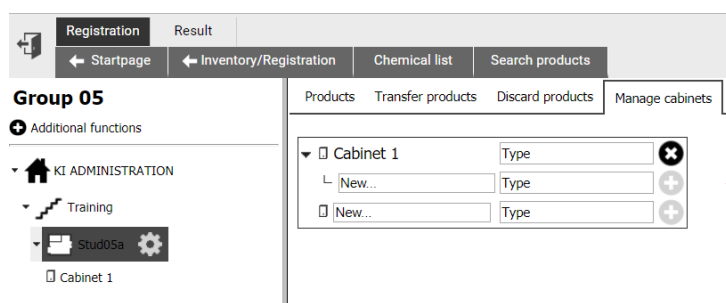
The screenshot shows the KLARA interface with the 'Manage cabinets' tab selected. A red arrow points to the '+' sign next to the 'Acids' field in the 'New...' form.

The new cabinet will show up on the left side.

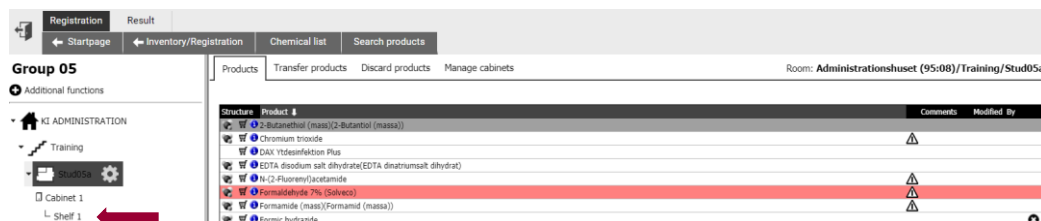


The screenshot shows the KLARA interface with the 'Manage cabinets' tab selected. A red arrow points to the 'Cabinet 1' entry in the left sidebar. The main content area displays a list of products with columns for Structure, Product #, Comments, and Modified By. The product 'Formaldehyde 7% (Solveca)' is highlighted in red.

In the same way you can also add shelves in your cabinet 1.



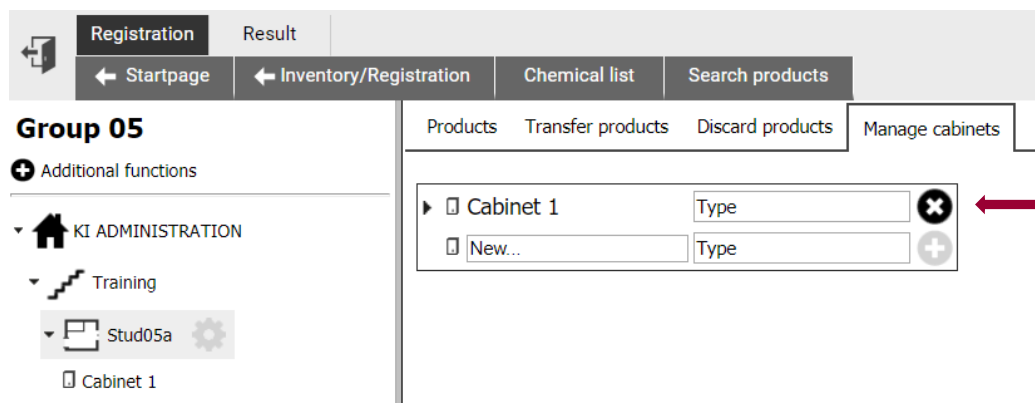
Insert the name of a new shelf and click on the “+” sign.



### Remove cabinets or shelves:

You can take away cabinets or shelves in a similar way as you add them. Note that you can only discard a storage if you have no chemicals registered in the cabinet or shelf anymore.

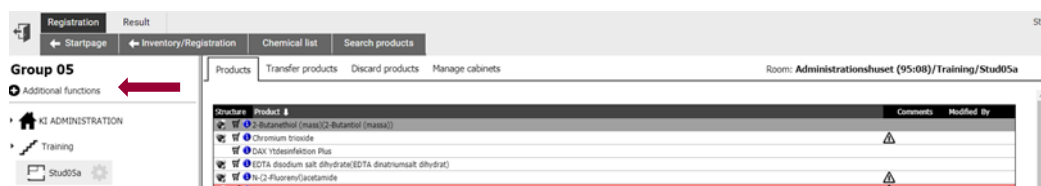
Go to “Manage cabinets” and click on the “x” sign. The “x” sign will only show up if the storage is empty.



### Handling of rooms

#### Connect rooms:

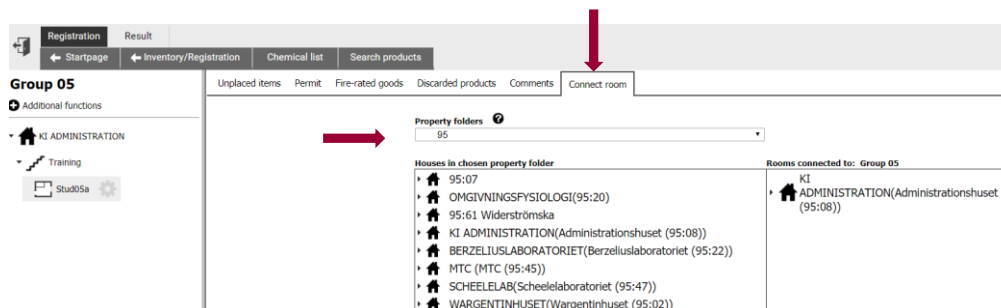
Go to Additional functions.



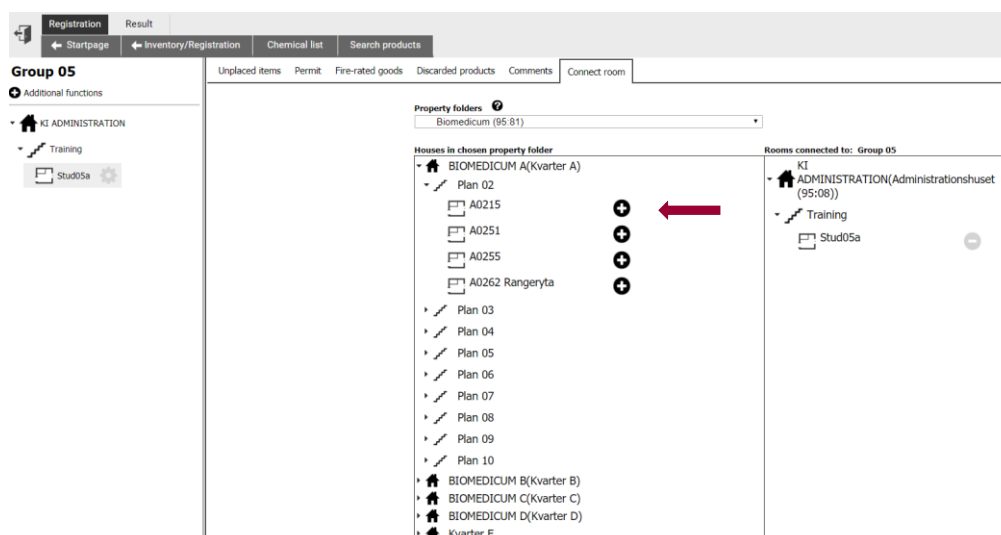
A new window opens with various functions. In this short introduction we will only talk about the "Connect room" function. The other functions

(Unplaced items, Permit, Fire-rated goods or Discarded products) will be discussed in detail in the course held by EcoOnline.

Go to “Connect room”. First, select the “Property folder” that contains the house you are looking for. Once you have selected your property folder, houses included in this folder are presented in the left-hand box.



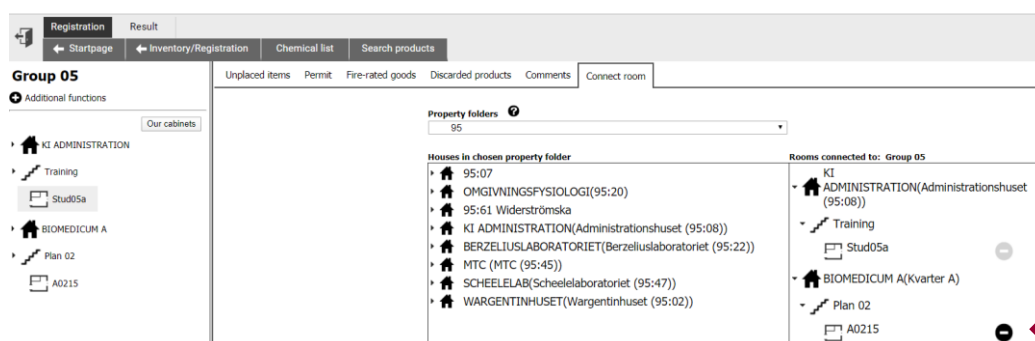
To find the room you want to connect, click on appropriate house name and floor plan. Click the plus button to connect the room. If you cannot find the room in the list, please contact your departmental administrator.



In the right-hand box all the rooms that are connected to your department / group are presented.

### Disconnect rooms:

If you want to disconnect a room, click on the “-” sign. Note that you may only disconnect a room if it is empty.





## Other functions

### Chemical lists

There are two possibilities to create chemical lists.

1. To print out lists with your chemicals in a certain storage, you can use the functions under the “gearwheel” next to the storage.



Click the “gearwheel” and choose “Chemical list”.

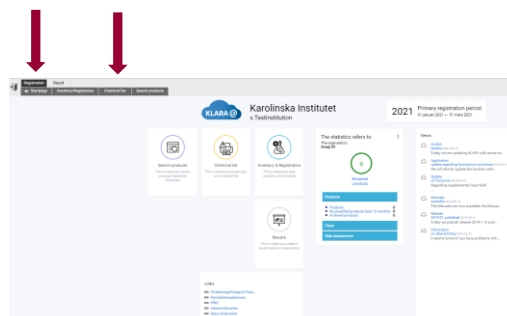


A chemical list will come up for that storage. The information you get in that list is defined by EcoOnline.

Chemical list  
**Group 05 2021**  
 Printed: 2021-06-24 09:53  
 Click on the name for product information

Product	Hazard pictogram	Hazard statements	Precastionary statements	Comments	Inventory	Storage
2-Butanol (massa)		H225,H315,H319,H335	P210,P281,P305 + P351 + P338		70 mg	
2-Metyl-1-butanol		H226,H315,H318,H332,H335	P210,P280,P302 + P352,P304 + P340 + P312,P305 + P351 + P338 + P310		10 ml	
2-Nitrofenyl selencyanat		H301,H331,H373,H410	P261,P273,P301 + P310,P311,P501		1 ug	
Chromium trioxide		H271,H301 + H311,H314,H317,H330,H334,H340,H350,H361F,H372,H400,H410	P210,P260,P280,P301 + P310 + P330,P303 + P361 + P353,P304 + P340 + P310,P305 + P351 + P338		25 g	
DAX ydesinfektion Plus		H226,H319,H336	P102,P210,P233,P305 + P351 + P338,P501		70 liter	
EDTA dinatriumsalt dihydrat		H332,H373	P261,P304,P312		40 ug	
Formaldehyde 7% (Solveco)		H302,H315,H317,H319,H335,H341,H350	P201,P280,P281,P302 + P352,P308 + P313,P501		10 liter	
Formamid (massa)		H351,H360,H373	P201,P314		2 mg	
Formic hydrazide		H315,H319,H335	P261,P305 + P351 + P338			
Hexametylenimin		H225,H300,H314,H331	P210,P261,P264,P280,P301 + P310,P305 + P351 + P338		3 liter	
Indol-3-emiöräyra		H301,H412	P273,P301 + P310 + P330			
N-(2-Fluorenyl)acetamide		H302,H341,H350	P201,P301 + P310 + P330,P308 + P313		5 mg	
Quant-IT RiboGreen RNA Assay Kit					15 Kit	
Sodium chloride					2 kg	
					sum: 2.03 kg	
					sum: 63.01 liter	
					sum: 15.00 Kit	

2. If you want to define an own list, go to “Registration” and “Chemical list”.



Choose your group.

The screenshot shows the navigation menu with 'Chemical list' selected. Below the menu, the page title is 'Chemical lists x. Testinstitution' and the year '2021' is displayed. A box on the right titled 'Your options are Make inventory reports for' shows a search icon and two options: 'My organisation' and 'Group 05', with a red arrow pointing to 'Group 05'. An 'Explanation' box on the left lists four options with corresponding symbols: a blue triangle for 'Organisation under which information can be found on a lower level.', a yellow square for 'Organisation at the lowest level where there are no information.', a green circle for 'Organisation at the lowest level that carries information.', and a grey circle for 'No data exists for the currently selected year.'

A new window will open. Here you have to do the selection for the list by yourself. For example, you can choose to get a full list of your chemicals or a list with chemicals organized by room/storage. When you have done your selection, you can get a report by clicking “Show report” or “Excel”.

The screenshot shows the 'Custom chemical list' configuration page for 'Group 05 2021'. It features several sections of options:
 

- Type of chemical list:** Radio buttons for 'All rooms', 'All rooms by room', 'only fire classified products', 'All rooms by product', 'One room regardless of storage', 'One room grouped by storage', and 'One storage location'.
- Select products:** Radio buttons for 'All products regardless of owner', 'Only my own products', and 'Only my own non-reviewed chemicals'.
- Select type of transaction:** Radio buttons for 'No amounts' and 'Inventory'.
- Select presentation mode:** Radio buttons for 'Group transactions' and 'Show transactions one by one'.
- Selection of discarded products:** Radio buttons for 'Do not show discarded products', 'Show discarded products', and 'Show all products'.
- Select report columns:** A list of checkboxes including 'Product name', 'Klara-id', 'CAS', 'Status', 'Supplier', 'Hazard code', 'Hazard pictogram', 'Hazard statements', 'Control parameters (New)', 'Person in charge', 'CMR-substance', 'Safety advisory sheet', 'Room', 'Space for New info', 'Storage', 'Comments', 'Area of use', 'Fire classification', 'Fire classification group', 'Barcode', 'Buyer', 'Please observe', and 'Occurrence in a risk assessment'.
- Sorting order:** Radio buttons for 'Product name' and 'Local name'.
- Wrapping:** A text input field for 'Divide name after' followed by a number (30).

 On the right side, there is a 'Clear' button, a 'The report will include:' section with radio buttons for 'All rooms' and 'Grouped by room', and 'Show report' and 'Excel' buttons, with a red arrow pointing to the 'Show report' button.

## Search for your chemicals

You have 2 different approaches to search for your chemicals. You can look for the storage location of a particular chemical and you can look for the storage place of chemicals that are on different reference lists.

To search for chemicals in your register, go to “Registration” and “Search products”.

Choose your group.

## Product search x.Testinstitution

**2021**

Explanation

- ▲ Organisation where no data has been edited for the year chosen.
- Organisation where some data has been edited for the year chosen.
- Organisation where no data has been edited for the year chosen, and where the user responsible for the registration has stated that the work is **finished**.
- No data exists for the currently selected year.

Your options are

**Search products in**

My organisation

Group 05

Now you can either search for a storage place for a chemical or select a reference list to see which chemicals you have according to that list.

**To search for the storage location of a particular chemical** put the name of the chemical in “Search for products” and click the “” sign. On the right side you get a list with the storage information.

The screenshot shows the 'Search products' interface. On the left, there is a search form with a dropdown menu labeled 'Only include products listed as:' with a red arrow pointing to it. Below this are options for 'Show products that' and 'Sort by'. On the right, a search result table is displayed for 'Chromium' with columns: Product, CAS, EU number, Barcode, Type, Quantity, Building, Floor, Room, Storage, Comments, and Buyer. A red arrow points to the 'Product' column header, and another points to the first row of data.

More information about “Structure search” in the course held by EcoOnline.

To search for the storage location of chemicals that are on a reference list select the reference list you are interested in.

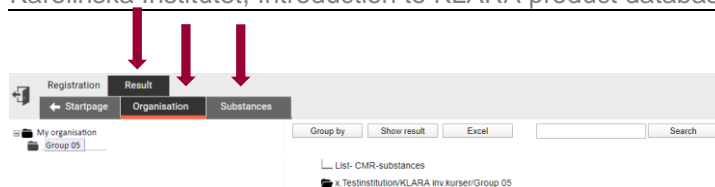
This screenshot shows the 'Structure search' section of the search interface. It includes radio buttons for 'Structure search', 'Substructure search', and 'Exact search'. There are also input fields for 'Mol weight' (From and To) and a 'Search' button. A red arrow points to the 'Structure search' radio button.

You are able to choose a variety of reference lists, e.g., CMR-substances, A- and B-classed chemicals, Medical examination needed, Peroxid forming chemicals etc. If you have chemicals coming up by searching with such a list you may need a permit or take action in various ways.

This screenshot shows the search results for 'CMR-substances'. The search form on the left has 'Only include products listed as:' set to 'CMR-substances' (indicated by a red arrow). The search results table on the right shows 4 hits for 'Group 05'. The table columns are: Product, CAS, EU number, Barcode, Type, Quantity, Building, Floor, Room, Storage, Comments, and Buyer. Red arrows point to the 'Product' column header and the first row of data.

Product	CAS	EU number	Barcode	Type	Quantity	Building	Floor	Room	Storage	Comments	Buyer
Chromium trioxide	1333-82-0	215-607-6		Inventory	25 g	Administrationshuset (95-08)	Training	Stu05a			
Formaldehyde 7% (Solvent)	50-00-0	200-001-8		Inventory	10 liter	Administrationshuset (95-08)	Training	Stu05a			
Formamide (mass)	75-12-7	200-842-0		Inventory	2 mg	Administrationshuset (95-08)	Training	Stu05a			
N-(2-Fluorenyl)acetamide	53-96-3	200-188-6		Inventory	5 mg	Administrationshuset (95-08)	Training	Stu05a			

There is a second option to get lists over all CMR chemicals, A and B chemicals etc. by searching under “Result” and “Organization” or “Substances”.



More details about the function “Result” in the course held by EcoOnline.

Note that changes you make in the register will be seen first the next day because the system is updating during the night.

## Some final comments

- Register all your chemicals in KLARA preferably after they were delivered or during the annual inventory.
- Make sure all your products in KLARA have the latest SDS and are classified according to CLP.
- Update the register continuously during the year with “purchase” and “discard products”.
- Perform the annual inventory in the beginning of each calendar year.
- In correlation to the inventory, discard unused (old) chemicals.
- Create lists to check if you have any chemicals that require permits, if you have CMR products, or if you need to do medical check-ups.
- Make sure all rooms in KLARA are labelled correct with room numbers.
- Make sure that all chemicals are stored according to KI routines / rules and that the storage places have correct labels.

*Good luck!!*