KLARA - Max storage

All flammable products (liquids and gases) have to be registered with "max storage" (beside "inventory") in KLARA. "Max storage" is correlated to KI:s permit "for handling of flammable products" and is critical information for fire fighters in order to enter a building in case of a fire.

They will ask for the maximum amounts of flammables that may be stored in the premises and also exactly where they are stored (building, floor and room).

Therefore, it is absolutely important to keep the chemical register (KLARA) up to date regarding amounts (both inventory and max storage) and storage (buildings and rooms) of flammables.

The routine:

1. Perform the annual inventory for all your chemicals in KLARA (make sure you have the correct amounts and the correct building and room number). Instructions here.
2. In order to identify chemicals in your lab that have to register with "max storage" you can take out a **list of your flammables** from KLARA (assuming they are inventoried): chemicals – result – organization - choose group/unit - group by - Fire classification – ok - show result/Excel.
3. Go to your chemical register and define "**max storage**" (choose "max storage" from the pull-down menu in the same way as when you register "inventory", "purchase" and "annual use").

Questions and answers:

Q: What is "max storage"?

A: Max storage is an **estimated** amount of the flammable product you may have in your premises at any time of the year. For example: in January you do your inventory and have 1 L of acetone in your cabinet, but in March you do you yearly order of 10 L acetone. Then your max storage is 10 L (plus the amount that you have left in your storage).

Q: Why is "max storage" important?

This is the number that the fire fighters need to know in order to enter the building **in case of a fire**! They will ask for the **maximum amounts** of flammables that may be

stored in the premises and also **exactly where** they are stored (building, floor and room).

Q: When do I have to update or change the max storage?

A: When the annual KLARA inventory opens (in the beginning of each calendar year) "max storage" will be **copied (with amounts)** in the same fashion as "inventory" and "purchases", which means that "max storage" does not need to be edited/changed as long as the routines and annual use is the same as for previous year(s).

Q: When is it possible to make changes in max storage?

A: You can edit your max storage **any time of the year**, you don't have to do it during the inventory!