



Chimera Step-By-Step Process

Chimera is Safety, Health & Sustainability's Chemical Inventory Management Program. It is a comprehensive chemical inventory management and reporting application which provides a series of tools and functions that enable users to view inventory data, material data safety sheets, hazard reports and other useful features. Faculty, instructors, and PIs can sign up to manage their inventory through the online interface.

Chimera is a web based application that can be viewed and used on any device at any time requiring only an internet connection.

Quick Start Guide

1) Accessing Chimera:

1. To access Chimera, click [here](#)
2. Select Log In and use campus credentials to log in

2) Requesting a New User Account:

1. To access Chimera, click [here](#)
2. Select "Request a Login"
3. Fill out required fields. Use campus email and username.
4. Type of access: **Staff**
5. After completion, temporary password will be sent to your email. You will be able to change your password after you use the temporary password in Chimera.

3) To View Laboratory Chemical Inventory and SDS's:

1. Select Reports from main
2. Select Inventory Report
3. Use dropdown menu to select building and the room you want to review inventory. A new window will pop up displaying your results.
4. Viewing SDS from inventory: Follow steps 1-3
5. To view the SDS of a chemical, select any chemical under the Product Name column
6. The SDS will load in a new window

4) Adding Un-Barcoded Chemicals to the Inventory: (All Chemicals MUST be barcoded)

1. Select Inventory Management
2. Select Add Inventory
3. Fill in information for all required fields (Building, room, barcode, product name, manufacturer, size, unit, container type, part number and quantity). The **Static** check box can be ignored.
4. Place barcode onto chemical container (e.g. amber bottle) or lid
 - a. If barcodes are needed, please contact SR&S at x4502
5. Select Add Inventory after the required information has been filled out

5) Removing Barcoded Chemicals From Inventory:

1. Select Remove Inventory
2. Fill in the barcode number of the chemical to be removed and select Remove
3. This function will remove chemicals no longer in your lab

