

NDSU CHEMICAL SAFETY PROGRAM

CHIMERA Quick Reference Guide

Chemical Location Transfers & Emergency Poster Generation

CHIMERA is NDSU's web-based chemical inventory and safety management system. Maintaining an accurate, updated inventory supports safety compliance, emergency response, and a safe laboratory environment. Follow this guide to seamlessly transfer inventory locations and generate room-specific emergency contact posters (Hazard Signs).

1. Updating Locations: Barcoded Inventory

Barcoded containers represent standard, non-high-turnover items. When transferring a barcoded chemical to a new location, follow these steps:

- 1. Navigate to Inventory Management:** Log in to CHIMERA, and under Your Modules, select Chemical Inventory. Under Module Tools, select Update Barcode Inventory.
- 2. Specify New Location:** Enter the destination details, including Building, Room, and specific Storage location (e.g., Flammable Cabinet 1).
- 3. Scan/Enter Barcode:** Scan or manually type the container's unique barcode available at the Chemistry Stockroom (Sugihara Hall 128).
- 4. Commit Transfer:** Press Enter or click the blue Update Barcode button. The container moves to the new location instantly, and its inventory date updates automatically.
- 5. Quick Edit:** If you need to make fast edits to container parameters (such as quantity, units, or cost), click the blue pencil edit icon next to the container row in the log.

BARCODE APPLICATION BEST PRACTICES

Apply unique barcode labels uniformly, preferably vertically along the axis of the container (especially on small bottles) so the curve does not interfere with scanners. Barcode labels must not obstruct the chemical label or other vital safety warnings. Labels may be trimmed if needed to fit perfectly.

2. Updating Locations: Static Inventory

Static inventory consists of high-turnover items or bulk chemicals that can be easily counted by hand (e.g., solvent refill bottles) and do not carry individual barcode labels. To transfer static items:

- 1. Navigate to Static Inventory:** Under Module Tools, select Update Static Inventory.
- 2. Toggle Transfer Mode:** By default, the system performs in-place updates. To transfer items to a new room, uncheck the box labeled 'Update Statics In-Place'.
- 3. Specify Destination & Source:** Select the destination building and room, and then select the current source room from which you are transferring items.
- 4. Select and Move:** Review the list of items presented in the table, select the static containers you are moving, and click the red Update Static button.

FEATURE SPOTLIGHT: SYNC LOCATION

Enable the Sync Location feature to automatically apply the same building, room, and storage location across Add Inventory, Update Inventory, and Remove Inventory screens. This is extremely useful when doing bulk work for a single laboratory.

3. Generating Emergency Contact Posters (Hazard Signs)

CHIMERA generates standardized room-specific emergency contact posters and safety entry requirement signs. Use the Hazard Signs tool to produce and print your laboratory's poster:

- 1. Open Module:** Ensure you are in the Chemical Inventory Module.
- 2. Select Hazard Signs:** Under Module Tools, select Hazard Signs.
- 3. Choose Room:** Select your specific building and room number from the displayed list.
- 4. Edit Sign Info:** Click the green pencil icon under the 'Edit Sign Info' column.
- 5. Set Entrance Requirements:** Select all applicable laboratory safety entry requirements from the checkboxes (e.g., Eye Protection, Closed-toed shoes, Lab Coat, No Food).
- 6. Configure Room & Contacts:** Click the 'Edit Room Info' button to open the configuration modal:
 - **Emergency Contacts:** Input up to four emergency contacts (such as PIs, lab managers, or department heads) along with their cell phone numbers in the Directors section in order of contact priority and identify who the lab PI(s) are.
 - **Lab Identification:** Update or verify the laboratory name and department if needed.
- 7. Save Changes:** Click Submit Changes (or Done) to save your inputs.
- 8. Generate:** Return to the main Hazard Signs screen, ensure your room is selected, and click the large green Generate button at the bottom of the table.
- 9. Print and Post:** On the generated preview page, click Download PDF. Print the sign locally and post it on the exterior entryway to your laboratory.

4. Inventory Best Practices & Safety Standards

- **Two-Person Routine:** For efficiency and accuracy, perform inventory counts in teams of two—one person handling containers and scanning barcodes, and the other managing data entry at the computer.
- **Mandatory Annual Reconciliation:** To ensure NDSU regulatory compliance and current emergency records, lab inventory reconciliation must be conducted at least annually.
- **Acquiring an Account:** To request a new CHIMERA account, contact NDSU Environmental Health & Safety by emailing ndsu.wastehandlingprogram@ndsu.edu.

Key Safety & System Contacts

Contact Entity	Role / Service	Phone / Email
NDSU EHS Environmental Program	Waste Handling & System Accounts	ndsu.wastehandlingprogram@ndsu.edu
NDSU Chemistry Stockroom	Unique Barcode Labels Provider	In-Person (Sugihara Hall)
Safety Office	EHS General Safety / Support	701-231-7759
Campus Police	Non-Emergency Assistance	701-231-8998
EMERGENCY SERVICES	Immediate Threat / Fire / Medical	Dial 911