



LabSafe

Instructions of registration and use

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1. Registration

1.1. Registration of the working group

The initial registration is done by the working group leader.

First you register your working group under the following link:

<https://chemms.uni-regensburg.de/oslims/index.xhtml>



At the top right is the "Register" button, which takes you to the registration form .



Note that you must select the "University of Regensburg" as the institution. In addition, you need to tick "I am a work group leader" = "Ich bin ein Arbeitsgruppenleiter".

Please urgently send a list of all rooms/laboratories that belong to your working group, especially those that contain your chemicals. Send this listing to ChemMSSupport@uni-regensburg.de.

As soon as your group has been created by an administrator of LabSafe, you will receive a response. You can now log in with your NDS abbreviation.

1.2. Registration of employees

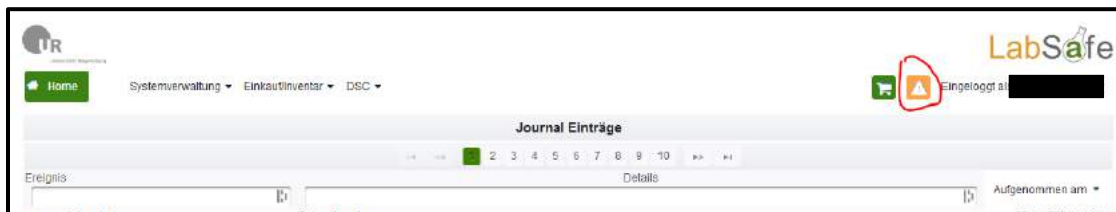
After registering your working group, all employees can also register via the registration form and apply to be part of your group.



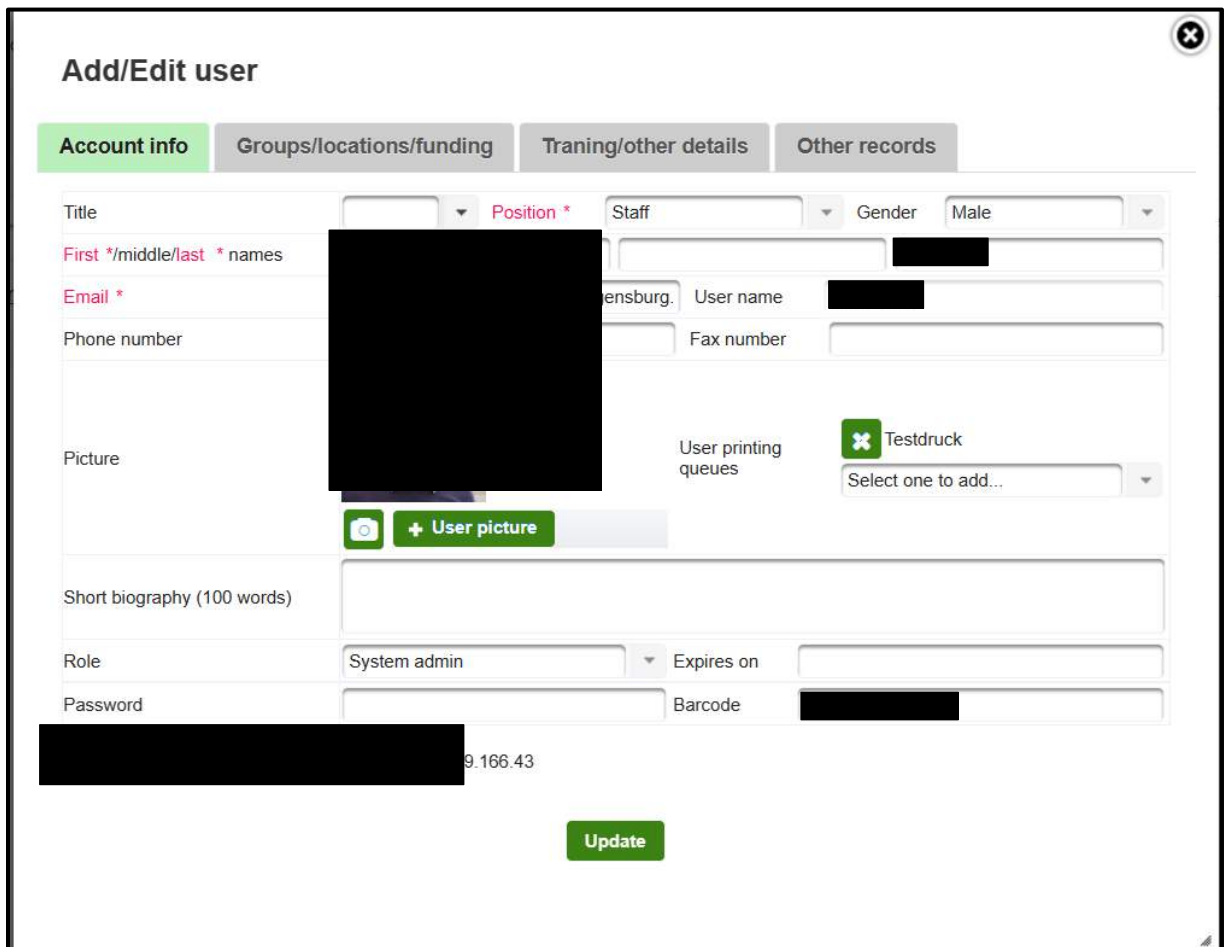
The screenshot shows the registration form for employees. At the top right is the LabSafe logo and a green 'Registrieren' button. The form includes a dropdown for 'Institution / Universität *' set to 'Universität Regensburg'. Below this is a section titled 'Über dich' with fields for 'Titel', 'Position *' (with a dropdown), 'Geschlecht' (with a dropdown), 'Erstes * / mittel / zuletzt * namen', 'E-Mail *', 'Telefonnummer', 'Benutzername', and 'Faxnummer'. There is a section for 'Arbeitsgruppen zum Beitreten *' with a message 'Keine Aufzeichnung(en) gefunden' and a text input field 'Beginnen Sie hier zu tippen...'. A green checkbox labeled 'Ich bin ein Arbeitsgruppenleiter *' is present. A green 'Registrieren' button is at the bottom left. Below the form is a yellow box titled 'Registrieranleitung' with instructions: 'Wenn Sie sich registrieren, bitte beachten Sie folgendes:'. The instructions list: '• Pflichtfelder sind in rot und mit Sternchen (*) markiert.', '• Für Arbeitsgruppenleiter: Wählen Sie Ihre Fakultät und lassen Sie die Usergruppen leer. Die Systemadministratoren werden Ihnen eine Gruppe erstellen, sowie Standorte und Konten zuteilen. Ihre Mitarbeiter können sich dann registrieren und die Gruppe auswählen.', and '• Für Mitarbeiter: Wählen Sie die richtige Fakultät aus der Liste und stellen Sie sicher, dass Sie die richtige Arbeitsgruppe auswählen. Falls Sie die falsche Arbeitsgruppe wählen, kann das die Freischaltung Ihres Accounts signifikant verlängern.'

Please note that you do **not** click on the check mark next to "Working Group Leader" = "Arbeitsgruppenleiter".

As soon as an employee wants to register, a yellow triangle symbol appears next to the name of the group leader on the home page. The group leader must confirm the registration, only then can the employees register with their NDS abbreviations.



By clicking on the name of the person who wants to register, a new window opens:



Here, the role has to be changed to "User".

It is also important that a picture of the employee is uploaded in this step. This is necessary for identification for chemical collection.

The group leader can also assign the different roles of the employees. You can read more about admins and roles below.

1.3. Funding accounts

Important!: Cost centers are automatically stored in LabSafe, provided that there is a responsible cost center holder for a cost center at the University of Regensburg. We automatically pull this data from the database for the household.

In order to give employees authorization for the respective cost center, the group leaders must click on "My group(s)", "Users", "Groups/Locations/Funding". Enter the cost center here. You can also specify whether the person can only place orders or authorize them as well. → Only with an assigned cost center, you can place orders in LabSafe.

Add/Edit user

Account info
Groups/locations/funding
Traning/other details
Other records

User groups
Start typing here...

User locations
Choose one to add...
Delivery management for
Start typing here...

22.3.05 (lab, U)
22.3.06 (lab, U)
22.3.20 (lab, U)
22.3.21 (lab, U)

23.0.07 (lab, UAD)
23.0.08 (lab, UAD)
23.0.13 (lab, UAD)
23.0.15 (lab, UAD)

23.0.24 (lab, UAD)

User funding accounts
Start typing here...

Title

Update

1.4. Role assignments

1.4.1. Group leader

Group leaders supervise the group in LabSafe, they can view all orders and chemicals, as well as all cost centers assigned to them. You also set up the roles/admins/room affiliations as well as the cost centers.

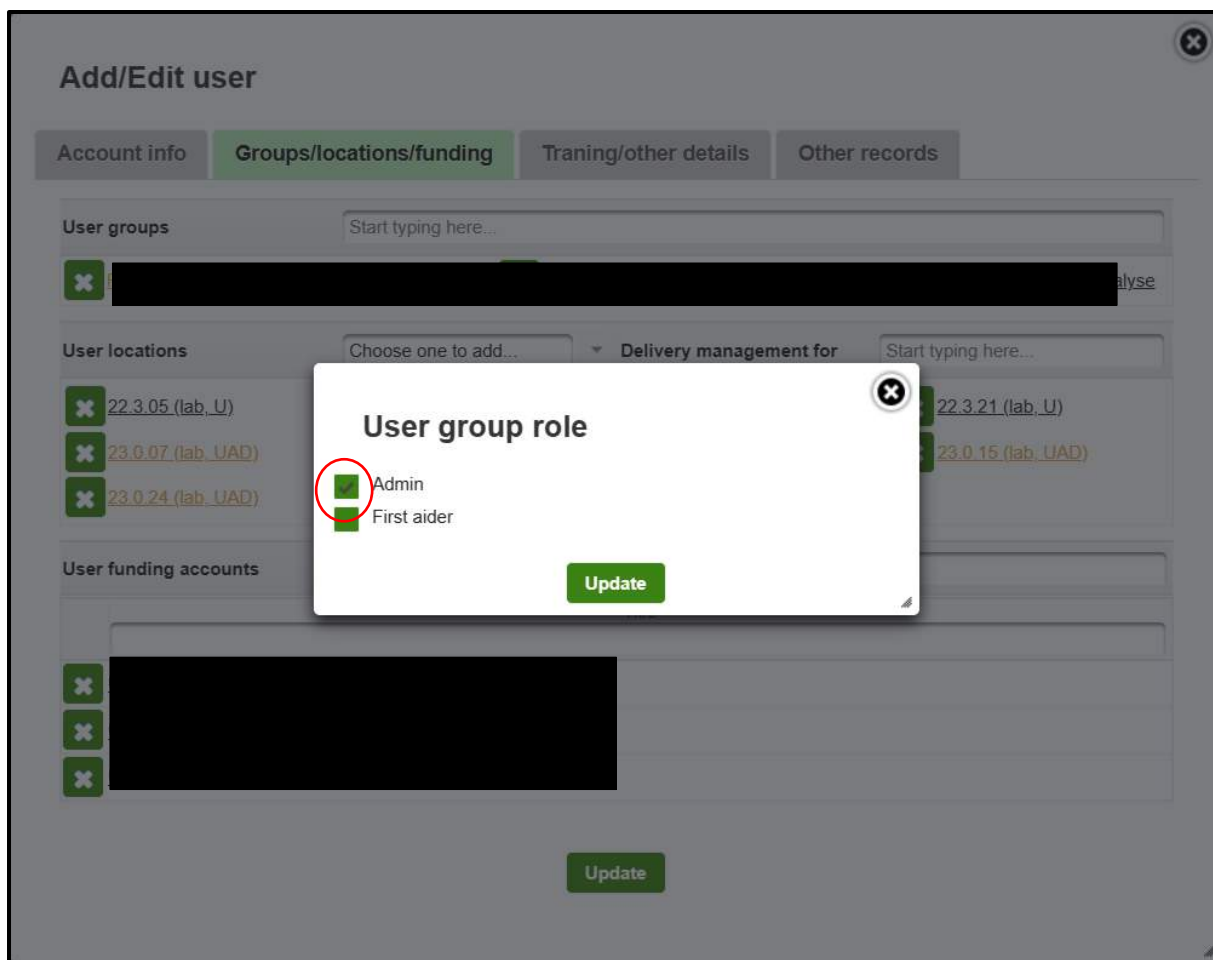
There is always one group leader per working group, but subgroups are also possible. More on this below.

1.4.2. Group admin

A group admin has similar rights as the group leader. Multiple admins are possible. Group admins can confirm a person's registration, authorize room affiliations, cost centers (which have also been assigned to them) and orders.

The Group Admin role is enabled in the "My group(s)" "Users" menu. Go to the underlined name, then to "Group/Locations/Funding", then to the user group and check "Admin" with a checkmark. →

Version: 05.09.2023



Add/Edit user

Account info **Groups/locations/funding** Training/other details Other records

User groups

User locations Delivery management for

User funding accounts

User group role

☒ Admin

☐ First aider

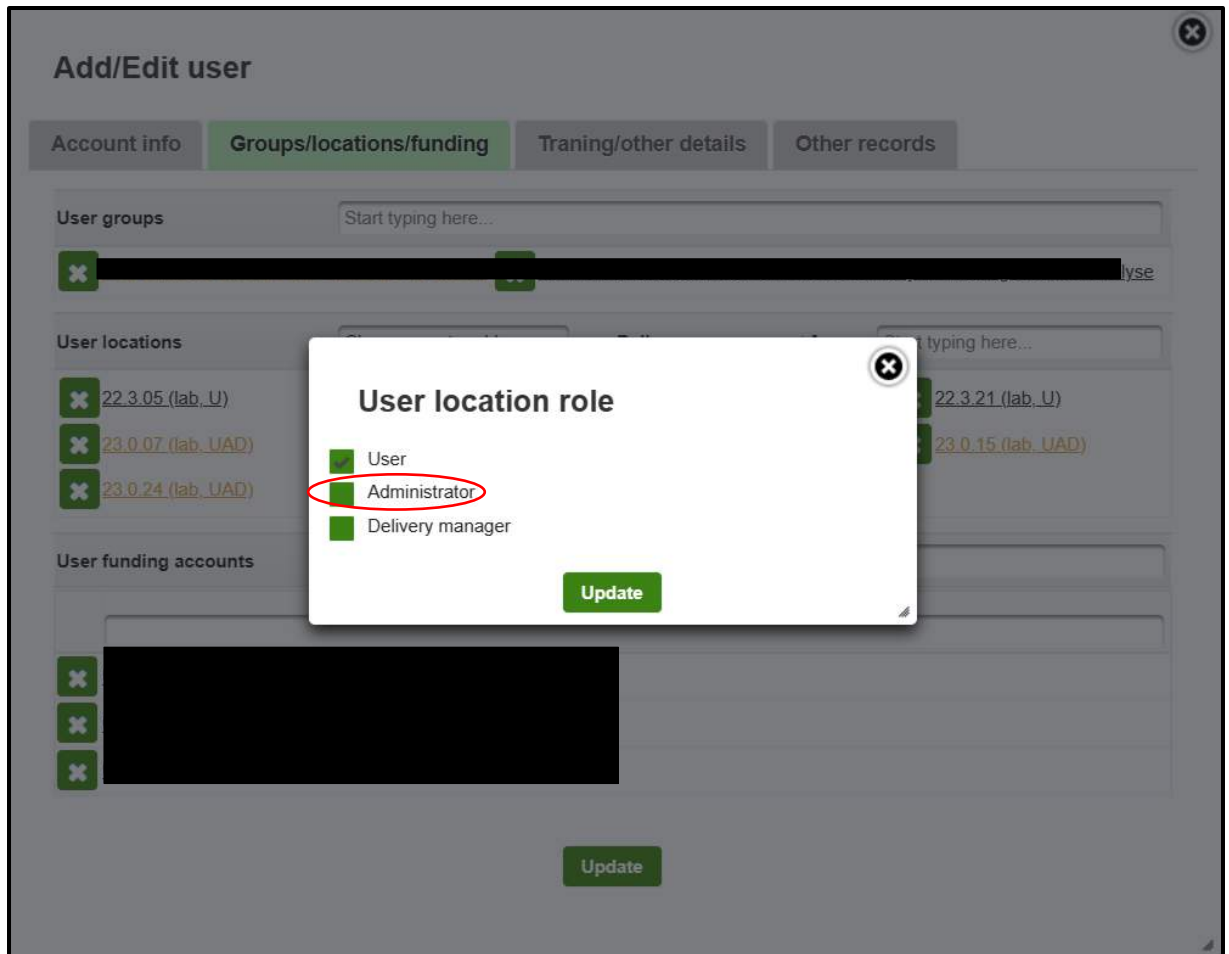
Update

1.4.3. Roomadmin

Room administrators are responsible for the room to which they have been assigned. You can create and edit the storage in this room. Multiple room administrators are possible per room/lab.

The role is activated from the "My Group(s)" "Users" menu. Click on the underlined name, then on the tab "Groups/Locations/Funding" on the underlined name of the room and activate the check mark next to "Administrator". In the case of multiple rooms, this must be done for each individual room.

This allows the room admins to create storages that are required to register chemicals for that room. →



1.4.4. Authorization manager

The authorization option is available for each individual cost center. By default, only group leaders/group administrators can authorize jobs, but this option can be enabled for each group member individually.

Assign the role by the "My Group(s)" → "Users" menu. Click on the person's name and go to the "Groups/Locations/Funding" tab. By clicking on the required cost center, you assign it to the person.

1.4.5. Expense limit

It is also possible to set a limit on spending up to which no approval is required for purchases.

This can only be determined by a group leader himself under the settings → "Require authorisation of Stores orders when value is greater than"

This limit refers to a single order.

Use email notifications	☒
Daily email notification hour	Sent immediately Sent immediately
Require authorisation of Stores orders when value is greater than	0,00 EUR
Require authorisation of Workshop orders when value is greater than	0,00 EUR
Default printer	None ▼
Use dashboard	☒
Use two step authentication (You will need an Authenticator or similar app on your mobile to login)	☒ Show the QR code +
Default language	English ▼

Furthermore, a cumulative spending limit can be set under a person's individual settings, as well as a minimum and maximum limit. Min. means that the person does not need approval below it, max. means that the person needs an approval for the order above the value. This can also be assigned by a group admin if he has the appropriate approvals for this cost center.

Add/Edit user

Account info
Groups/locations/funding
Traning/other details
Other records

User groups

User locations

User funding account

Account properties

Expiry date Does not expire

☒ Can authorise purchases?

☒ Can place purchases?

Expenditure limit

Min authorisation limit

Max authorisation limit

Notes

☒ Force authorisation request emails

Starting from: Beginning

No limit

No limit

OK
Cancel

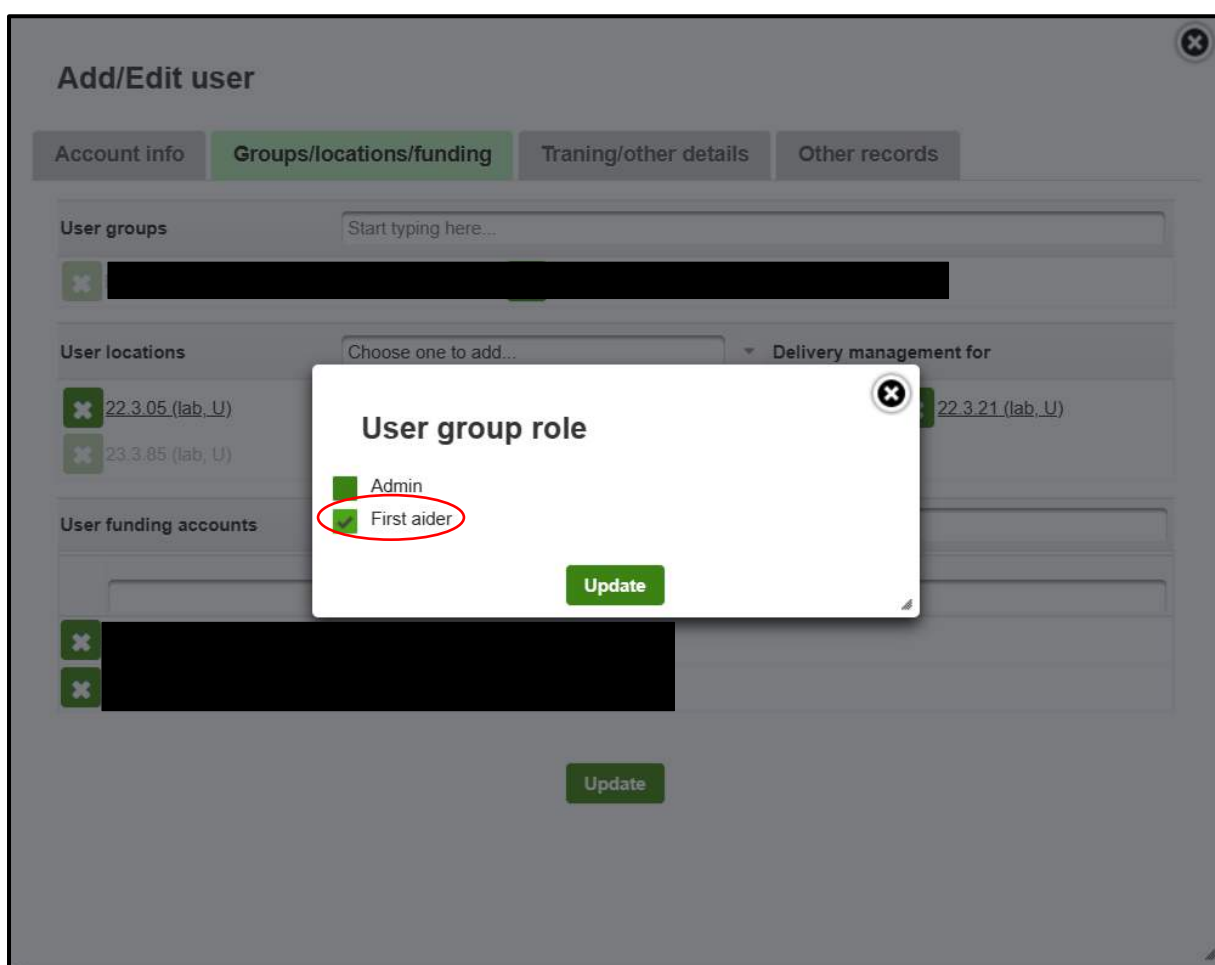
External orders, i.e. not from the chemical dispensary, require approval at any time!

Chemicals subject to approval always require a permit from a person who has authorizations of a permit to the cost center.

1.4.6. First Aider

First aider are designated by the group leader and appear in the first aid section on each instruction manual for chemicals stored at any of the group's sites. First aiders can be people who have undergone appropriate training for this.

The role is again set as follows: "My Group(s)" → "Users" → "Groups/Locations/Funding". Go to the person's name, the "Groups/Locations/Funding" tab, the required user group and check the box for First aider.



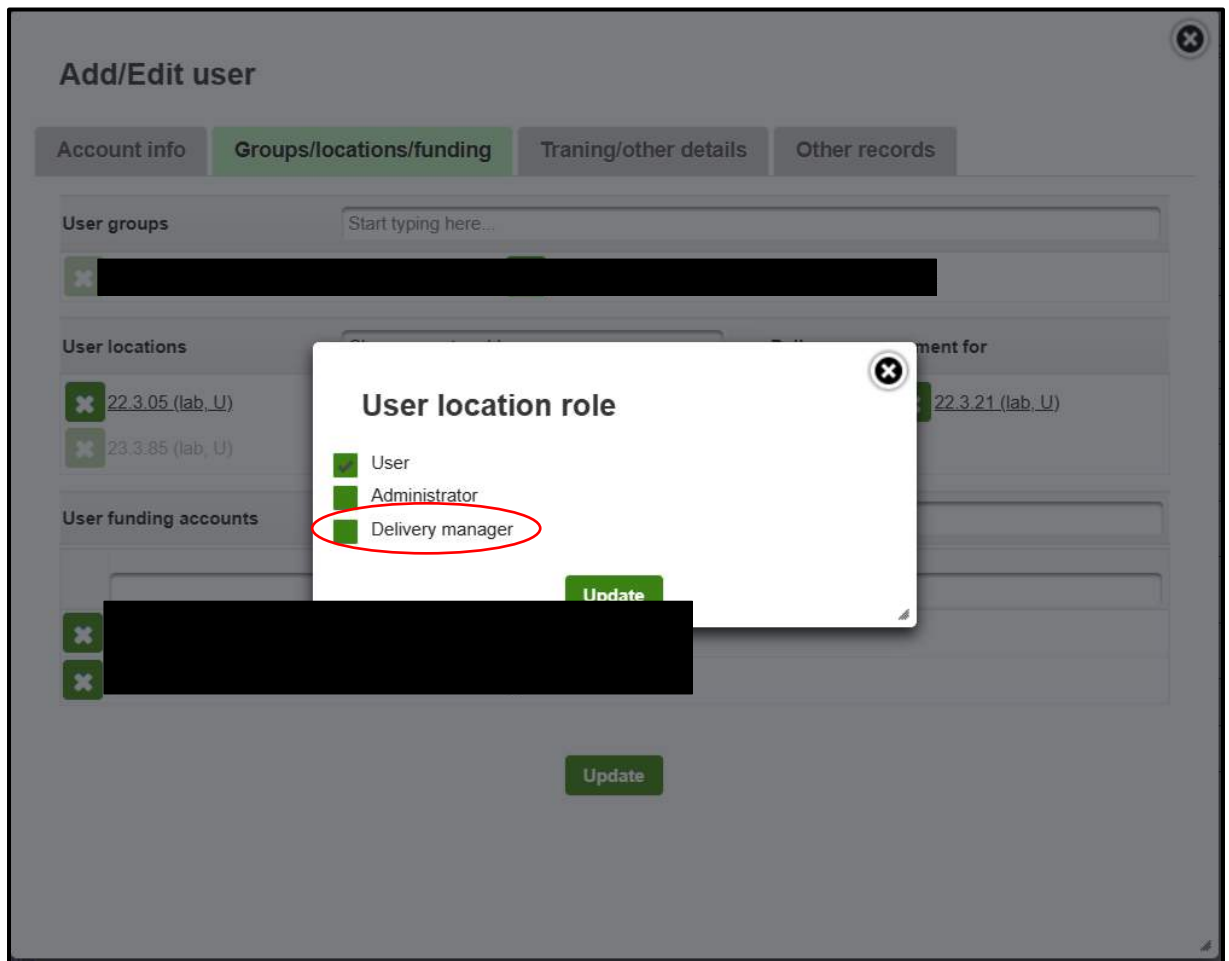
The screenshot shows the 'Add/Edit user' interface with the 'Groups/locations/funding' tab selected. A modal window titled 'User group role' is displayed in the center. Inside the modal, there are two options: 'Admin' and 'First aider'. The 'First aider' option is selected, indicated by a green checkmark and a red circle around it. An 'Update' button is visible at the bottom right of the modal. The background interface shows sections for 'User groups', 'User locations', and 'User funding accounts'.

1.4.7. Collector

The person(s) responsible for the collection will see(s) all completed orders for the respective room/laboratory.

However, the registration/change of location of a chemical is always required by the person who originally submitted the order.

Go back to "My Group(s)" → "Users" click on the name, then the tab "Groups/Locations/Funding", and then on the required room and activate the check mark next to Delivery manager. For multiple rooms, this must be enabled for each room.



Add/Edit user

Account info **Groups/locations/funding** Training/other details Other records

User groups

User locations

22.3.05 (lab, U)

23.3.85 (lab, U)

User funding accounts

User location role

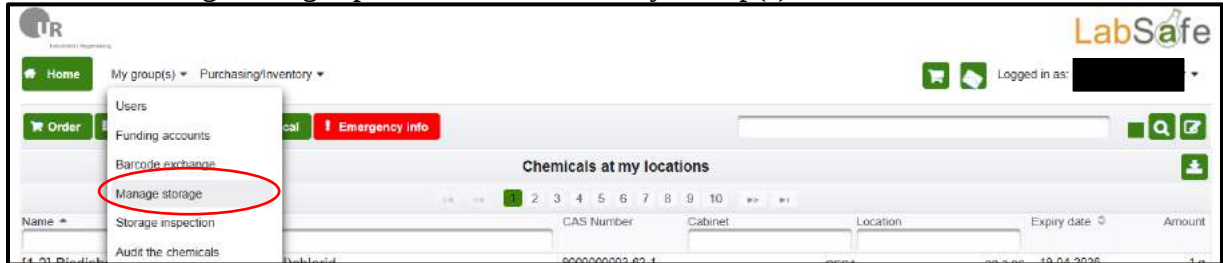
- ☒ User
- ☐ Administrator
- ☒ Delivery manager

Update

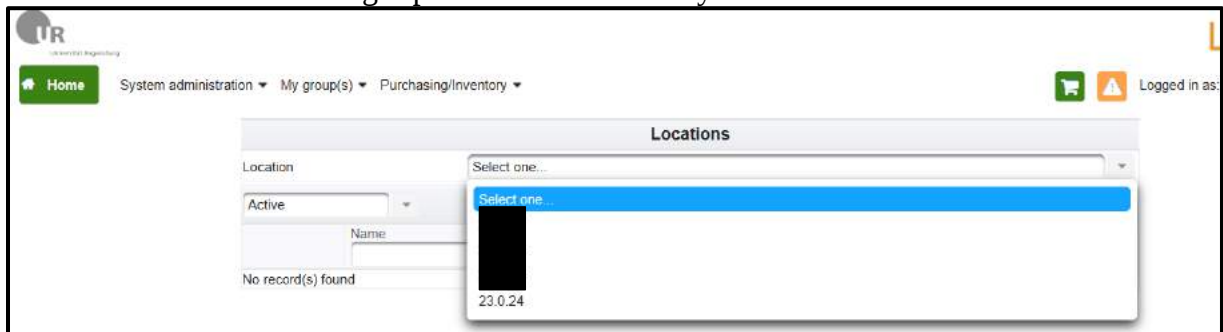
Update

2. Create storage rooms

Before you register a chemical, you need to create a storage space. To do this, you must be an admin of the locations of your working group. To create a storage space, you have to click on "Manage storage space" under the tab "My Group(s)". →



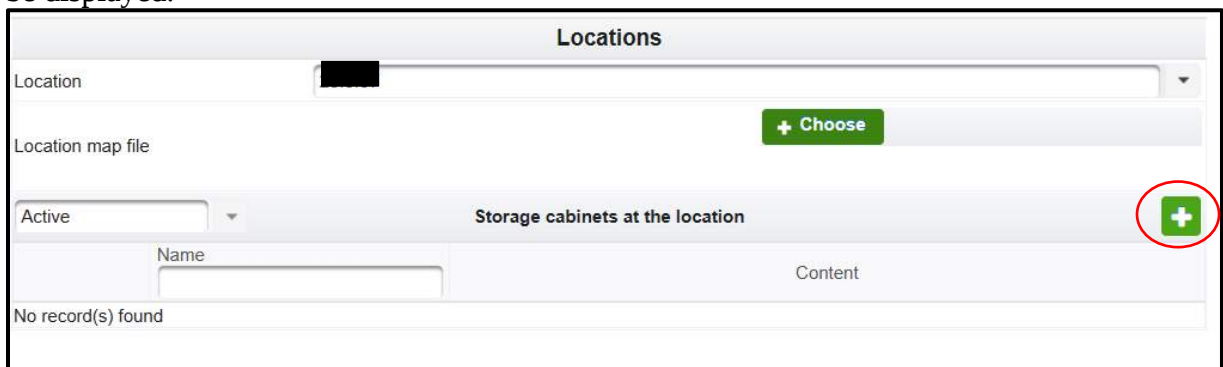
Now select a location, i.e. a room that belongs to your working group. The location should be the room where the storage space of the chemicals you want to create is located.



Use the "+" sign to add the storage space. A new window will open in which you enter the name of the storage space (e.g. fume hood). An additional specification of the room number is not necessary, as this is added automatically.

The "Emergency Contact" remains on "Default".

Click on the "Add" button to create the storage space. After refreshing the page, it will now be displayed.



Storage info

About the cabinet

Incompatibles

Tasks and training

Special storage

Structure

Name *

Fume hood

Active

Storage location

Parent storage

Start typing here...

Owner

Shared

Map coordinates

Emergency contact

Default

Limit volume (l), mass (kg), items

0.0

0.0

0

0 - no limit set

Storage attributes

No record(s) found

Select one...

Add

3. Chemicals Registration

If you would like to register a chemical, go to "Register chemical" on the home page.



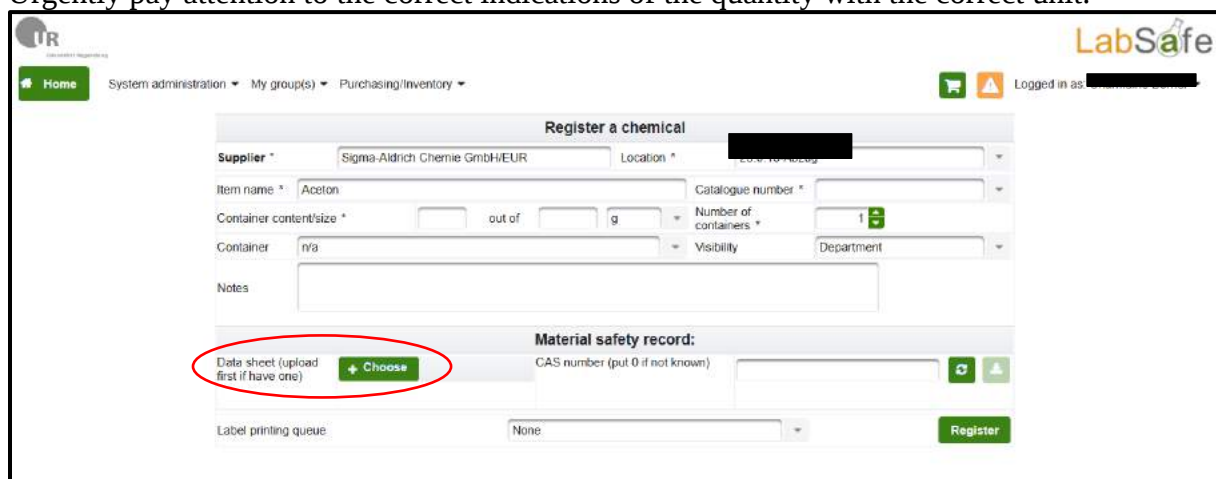
Enter the supplier here (e.g. Sigma Aldrich, Carl Roth, etc.). If you can't give any information, then enter "[handel]". In case that the chemical itself has been synthesized, you must select "[synthetisiert]". Also specify the correct location/storage space.



Enter the name of the chemical and upload a corresponding safety data sheet using the "+Choose" button.

Either you must have previously downloaded the data sheet from a large supplier such as Sigma Aldrich or the chemical has already been registered by another working group and thus the safety data sheet is automatically already available when you type the chemical by name and select it.

Urgently pay attention to the correct indications of the quantity with the correct unit.



With all the required information, you can now register the chemical by clicking "Register" at the bottom of the page.

Note that you need to label all your chemicals as well. To do this, either print out the barcode before registration by selecting your associated label printer and then Register or afterwards, when you click on the chemical, you can click on the print symbol next to the barcode.

Regulatory information

Vorschriften zu Sicherheit, Gesundheits- und Umweltschutz/spezifische Rechtsvorschriften für den Stoff oder das Gemisch
 Rechtsvorschriften für den Stoff oder das Gemisch Dieses Sicherheitsdatenblatt erfüllt die Anforderungen der Verordnung (EG) Nr. 1907/2006. Zulassungen und/oder Verwendungsbeschränkungen VERORDNUNG (EU) 2019/1148 über die : Aceton Vermarktung und Verwendung von Ausgangsstoffen für Explosivstoffe Nationale Vorschriften Seveso III: Richtlinie 2012/18/EU des : ENTZÜNDBARE FLÜSSIGKEITEN Europäischen Parlaments und des Rates zur Beherrschung der Gefahren schwerer Unfälle mit gefährlichen Stoffen. Wassergefährdungsklasse: WGK 1, schwach wassergefährdend - Kenn-Nummer 6 Einstufung nach AwSV, Anlage 1 (4) Sonstige Vorschriften Beschäftigungsbeschränkungen nach den Jugendarbeitsschutzbestimmungen (94/33/EG) beachten. The life science business of Merck operates as MilliporeSigma in the US and Canada

Stoffsicherheitsbeurteilung
 Für diesen Stoff wurde eine chemische Stoffsicherheitsbeurteilung durchgeführt.

Label printing queue **Register**

Acetone detail

Barcode  000000041379

CAS Number 67-64-1, **Acetone**

Formula C₃H₆O

Product name Acetone 

Catalogue number 12345 / [handel]

Amount 180 / 500 ml

Notes

Location Abzug-23.0.13-CH23-23.0.13-CH23

Delivery date 12-07-2022

Expiry date 12-07-2026

Hazards and Precautions (source: Aldrich, 2021-08-10 / 6.3)

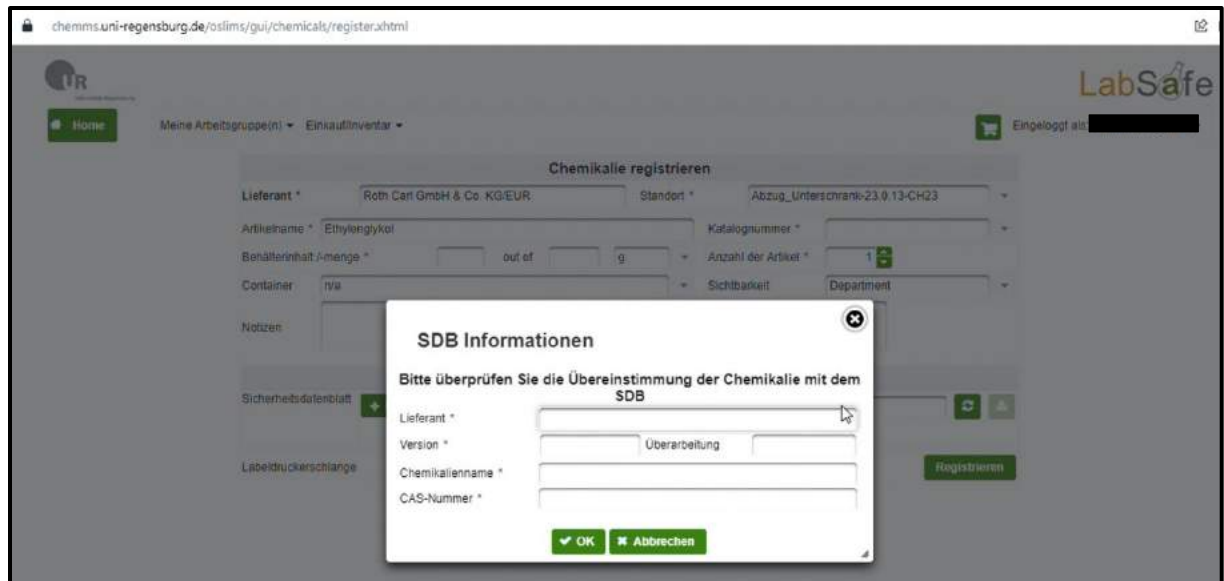
 

Now, if you go to the homepage, you will be able to see your registered chemical(s).

Chemicals at my locations

Name	CAS Number	Cabinet	Location	Expiry date	Amount
			Abzug_Unterschrank	23.0.13 12-07-2026	250 ml
			Abzug	23.0.13 12-07-2026	180 ml
			Abzug_Unterschrank	23.0.13 19-07-2027	1 ml
			Bench	23.0.13 12-07-2026	50 g
			Bench	23.0.13 12-07-2026	80 g

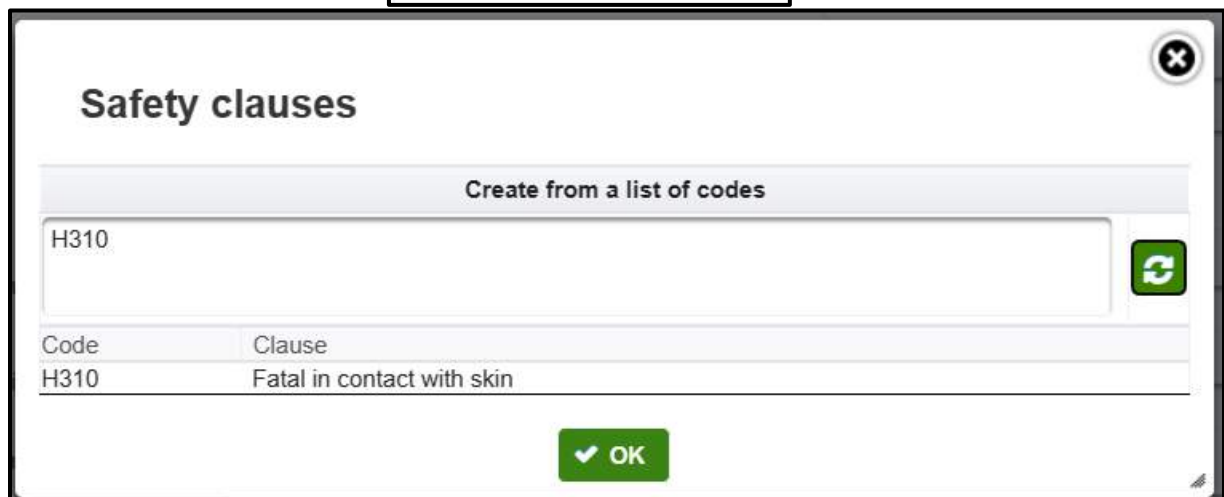
Attention: If the "SDS Information" window appears, simply re-enter the data already specified.



If the chemical is not yet available and there is no safety data sheet / operating instructions for downloading, then you can insert the data via the various masks by clicking on the edit button next to the information.

e.g. for the hazard information, you can insert and update the numbers of the H/P phrases, then they will appear in your information.

GHS info
 

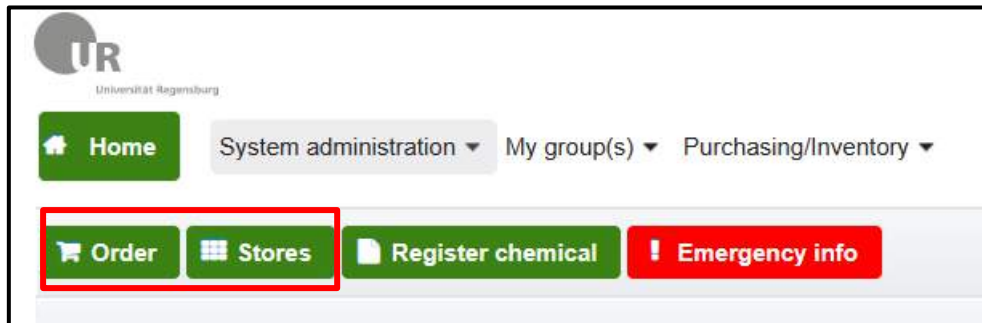


Code	Clause
H310	Fatal in contact with skin

4. Orders and pick-up

Two types of purchase orders: 1 supplier (Sigma/VWR etc.) → “Warenannahme”
2 “Chemikalienausgabe” → Stores Button

You can find them on the home page.

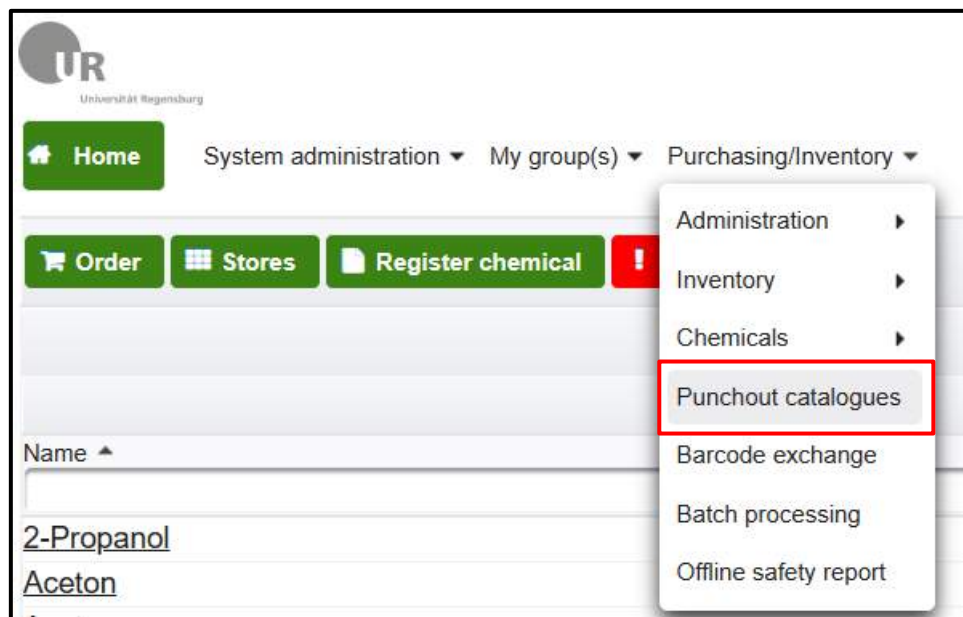


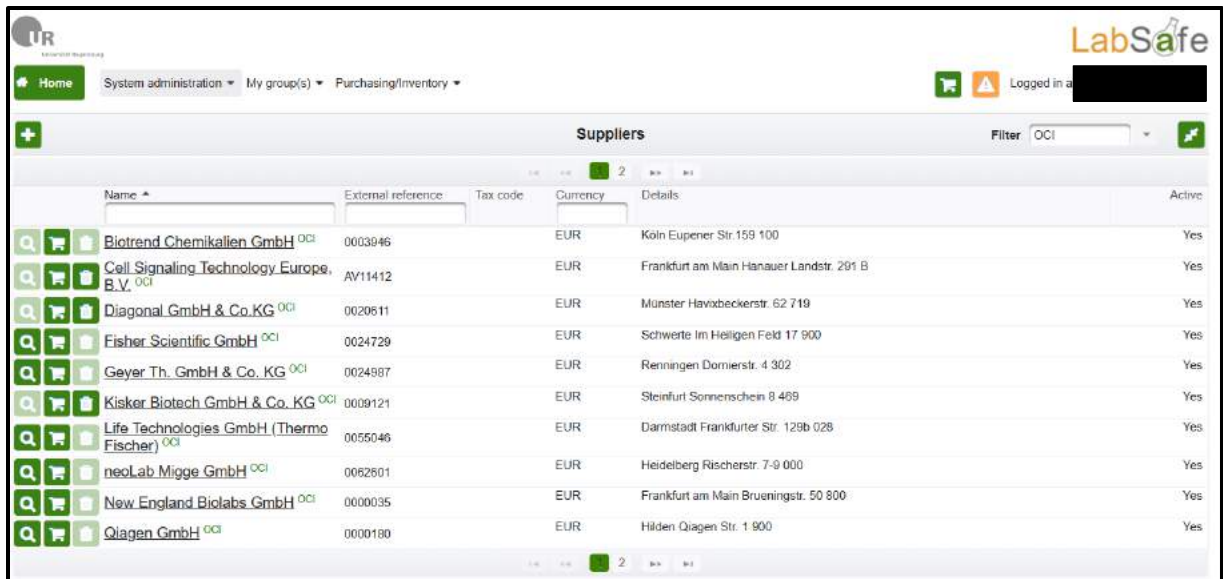
You must have a cost center stored with you by your group leader or group admin.

4.1. “Warenannahme”

In general, you can find webshop providers as follows:

"Purchasing/Inventory" → "Punchout catalogues"

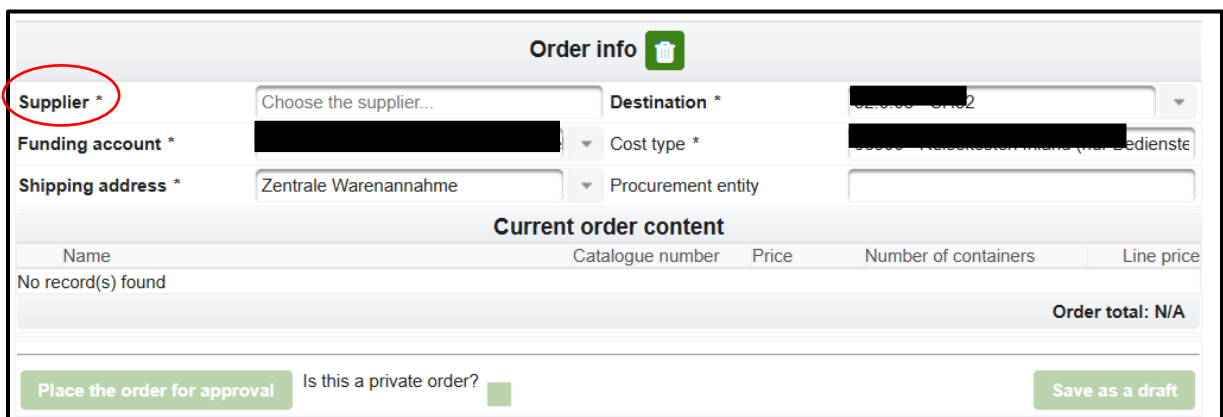




Name	External reference	Tax code	Currency	Details	Active
Biotrend Chemikalien GmbH ^{OCI}	0003946		EUR	Köln Eupener Str. 159 100	Yes
Cell Signaling Technology Europe, B.V. ^{OCI}	AV11412		EUR	Frankfurt am Main Hanauer Landstr. 291 B	Yes
Diagonal GmbH & Co.KG ^{OCI}	0020611		EUR	Münster Havoxbeckerstr. 62 719	Yes
Fisher Scientific GmbH ^{OCI}	0024729		EUR	Schwerte Im Heiligen Feld 17 900	Yes
Geyer Th. GmbH & Co. KG ^{OCI}	0024987		EUR	Remmigen Dornierstr. 4 302	Yes
Kisker Biotech GmbH & Co. KG ^{OCI}	0009121		EUR	Steinfurt Sonnenschein 8 469	Yes
Life Technologies GmbH (Thermo Fischer) ^{OCI}	0055046		EUR	Darmstadt Frankfurter Str. 129b 028	Yes
neolab Migge GmbH ^{OCI}	0062601		EUR	Heidelberg Rischerstr. 7-9 000	Yes
New England Biolabs GmbH ^{OCI}	0000035		EUR	Frankfurt am Main Brueningstr. 50 800	Yes
Qiagen GmbH ^{OCI}	0000180		EUR	Hilden Qiagen Str. 1 900	Yes

How to order from external stores:

Go to "Order" in the home menu. You will then be asked to enter your supplier (e.g. Sigma). When you start entering a supplier, you will immediately see suggestions for them from whom the university has already made purchases.



Order info

Supplier * Choose the supplier... **Destination *** [Redacted]

Funding account * [Redacted] **Cost type *** [Redacted]

Shipping address * Zentrale Warenannahme **Procurement entity** [Redacted]

Current order content

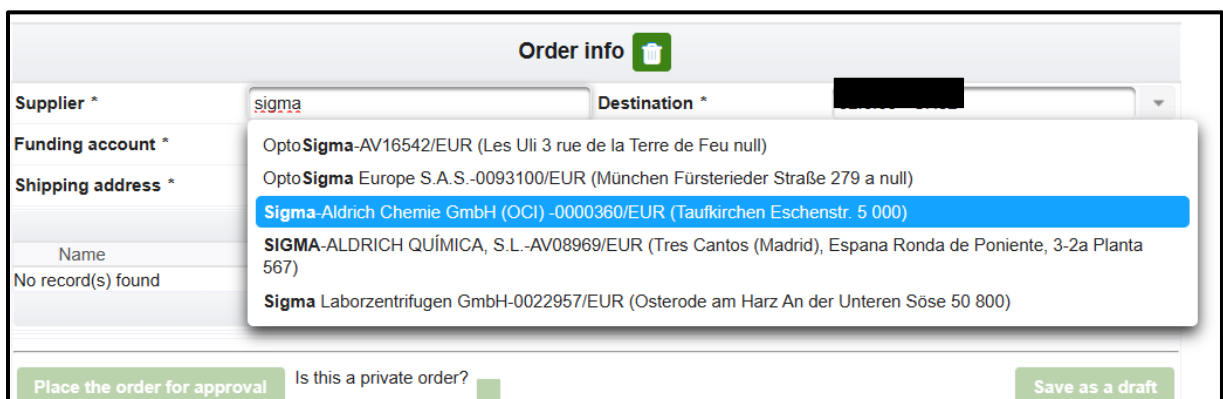
Name	Catalogue number	Price	Number of containers	Line price
No record(s) found				

Order total: N/A

Place the order for approval Is this a private order? ☐ Save as a draft

Here you can also use the webshops of providers that support an OCI (Open Catalog Interface). The really big providers (Merck, VWR, ..) usually have these. If there are many suppliers for the same company, it means that some time ago they changed either the address or the name or something else, so that orders to the new address/name can be internally distinguished from the old ones.

However, you can always choose the supplier that has the (OCI) tag in their name. From there you can use the webshop:



Order info

Supplier * sigma **Destination *** [Redacted]

Funding account * [Redacted] **Cost type *** [Redacted]

Shipping address * [Redacted] **Procurement entity** [Redacted]

Current order content

Name	Catalogue number	Price	Number of containers	Line price
No record(s) found				

Order total: N/A

Place the order for approval Is this a private order? ☐ Save as a draft

Suggestions for Sigma:

- OptoSigma-AV16542/EUR (Les Uli 3 rue de la Terre de Feu null)
- OptoSigma Europe S.A.S.-0093100/EUR (München Fürsterrieder Straße 279 a null)
- Sigma-Aldrich Chemie GmbH (OCI) -0000360/EUR (Taufkirchen Eschenstr. 5 000)**
- SIGMA-ALDRICH QUÍMICA, S.L.-AV08969/EUR (Tres Cantos (Madrid), Espana Ronda de Poniente, 3-2a Planta 567)
- Sigma Laborzentrifugen GmbH-0022957/EUR (Osterode am Harz An der Unteren Söse 50 800)

You should now see this order form. The "Find online" button takes you to the supplier's website. If you've already ordered this chemical from that supplier, you can also just start typing into the "Item Name" section and you'll get suggestions on what you might want to reorder.

Order info 

Supplier * Sigma-Aldrich Chemie GmbH (OCI) -0000: Destination * 

Funding account *  Cost type * 68500 - Reisekosten Inland (nur Bedienstete)

Shipping address * Zentrale Warenannahme Procurement entity 

 Click here for order comment, **delivery charges**, handling instructions and files/quotes

Current order content

Name	Catalogue number	Price	Number of containers	Line price
No record(s) found				

Order total: 0,00 EUR

An order line is made up of a *number of containers* (catalogue items) that have *Net price* (price before tax) and *Amount*. Amount could specify the container size or be 1 item(s) for catalogue items that are not containers. The total order line price is calculated by multiplying the *Number of containers* by the *Net price*. *Multipack* option is used for chemicals when the catalogue item is a box of several identical chemicals - the system will generate an inventory record and a barcode for each of the individual chemicals

 Find online

Create new order line

Item name * Type name, catalogue number or CAS here... Catalogue number * 

Amount * 1 item(s) 

Number of containers * 1 

Multipack of * 1 

Net price / EUR * 

Container n/a 

Visibility Department 

Item notes 

Cancel the item

Add the item

Place the order for approval

Is this a private order? 

Save as a draft

If your webshop does not open, you must set your browser to allow pop-ups from this website. You can also try Control key pressed (CTRL/Ctrl) to open the "Find online" button. This will open a pop-up window in a new tab. Usually, Firefox works best, but with the right setting, any browser will work.

Once you have selected the desired items, simply transfer the shopping cart back to LabSafe. In this step, don't forget to download the safety data sheet (SDS) of the chemical so that you can provide it to LabSafe. This step must be performed once for each chemical at the university, as mentioned above.

If there is no safety data sheet in LabSafe yet, you should recognize this by the empty fields under the chemical

After you transfer the items, you will be asked to enter the safety information for each chemical. If there are several chemicals, you will be queried one after the other.

An order line is made up of a number of containers (catalogue items) that have *Net price* (price before tax) and *Amount*. Amount could specify the container size or be 1 item(s) for catalogue items that are not containers. The total order line price is calculated by multiplying the *Number of containers* by the *Net price*. *Multipack* option is used for chemicals when the catalogue item is a box of several identical chemicals - the system will generate an inventory record and a barcode for each of the individual chemicals

Find online **Create new order line**

Item name * Catalogue number *

Amount * Number of containers * Multipack of * Net price / EUR *

Container Visibility

Item notes

Material safety record: Aceton

CAS number (put 0 if not known) *

Material safety data sheet(s) [Aldrich_2021-08-10 / 6.3](#) **+ Upload MSDS**

MSDS Info	Supplier	Revision date	Revision #
Formula	Aldrich	10-08-2021	6.3

C3H6O



GHS info

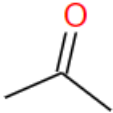
- EUH066: Wiederholter Kontakt kann zu spröder oder rissiger Haut führen. Reduzierte Kennzeichnung (<= 125 ml) Piktogramm: Signalwort Gefahr Gefahrenbezeichnung(en) kein(e,er) Vorsichtsmaßnahmen kein(e,er)
- **H225: Flüssigkeit und Dampf leicht entzündbar**
- **H319: Verursacht schwere Augenreizung**
- **H336: Kann Schläfrigkeit und Benommenheit verursachen**
- P210: Von Hitze, heißen Oberflächen, Funken, offenen Flammen und anderen Zündquellen fernhalten. Nicht rauchen
- P233: Behälter dicht verschlossen halten
- P240: Behälter und zu befüllende Anlage erden
- P241: Explosionsgeschützte elektrische/Lüftungs-/Beleuchtungsgeräte verwenden
- P242: Funkenarmes Werkzeug verwenden
- P305+P351+P338: BEI KONTAKT MIT DEN AUGEN: Einige Minuten lang behutsam mit Wasser spülen. Eventuell vorhandene Kontaktlinsen nach Möglichkeit entfernen. Weiter spülen

Signal word: Danger

Other hazards

Dieser Stoff/diese Mischung enthält keine Komponenten in Konzentrationen von 0,1 % oder höher, die entweder als persistent, bioakkumulierbar und toxisch (PBT) oder sehr persistent und sehr bioakkumulierbar (vPvB) eingestuft sind. Dieser Stoff/diese Mischung enthält keine Komponenten in Konzentrationen von 0,1 % oder höher, die entweder als persistent, bioakkumulierbar und toxisch (PBT) oder sehr persistent und sehr bioakkumulierbar (vPvB) eingestuft sind.

Diagram



Extra information

Cancel the item **Add the item**

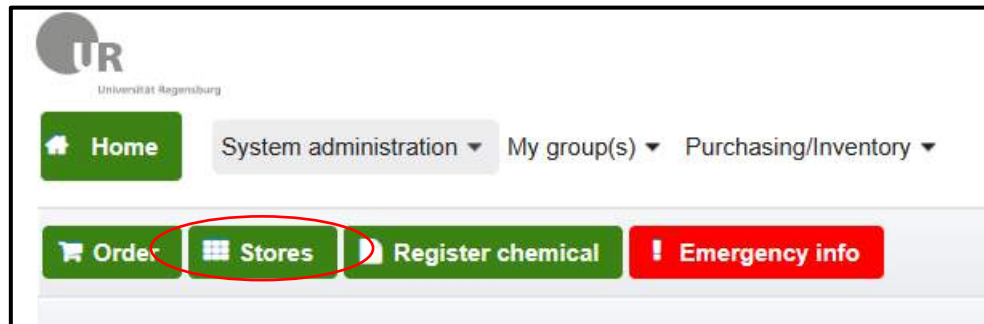
Once you have uploaded the security data sheet , most of the information should be filled in and the pictograms should appear. They will need to confirm the amount of chemical they ordered.

When you are done with this chemical, you can add it to the order by clicking on "Add the Item". After that, make sure you've entered the correct destination and cost type (in this case, 60100 - Chemicals, but you can also just start typing "Chem..." and select the correct cost type. If you have entered your Procurement entity no., you can also enter them. Otherwise, the person who initiated the order will have to fill it out. The "Procurement entity" or "Main Account" must be the correct 8-digit number for your group, otherwise LabSafe will not be able to process the order correctly afterwards.

After you submit the order for authorization, you will be able to see the current status on your home screen. After receipt of the order, you can pick up the chemical at the "Warenannahme" (deep road) upon arrival.

4.2. “Chemikalienausgabe”

Go to "Stores" in the home menu.



Now you will see the following page:

Name	Preview	Supplier	Catalogue number	Available	Price
100 bp DNA Leiter / 1 item(s)		New England Biolabs GmbH	N3231 S	1500	59,02 EUR
1,4 Dioxan, p.A. / 1 l		Fisher Scientific GmbH	10531734	0	45,22 EUR
1,4-Naphtochinon, z.S. / 250 g		Merck Chemicals GmbH	8.06215.0250	1500	27,95 EUR
1-Brombutan, z.S. / 500 ml		VWR International GmbH	8.01602.0500	1499	35,92 EUR
1-Butanol, z.S. / 1 l		Sigma-Aldrich Chemie GmbH	33065.1000	1512	31,25 EUR
1 kb DNA Leiter / 1 item(s)		New England Biolabs GmbH	N3232 S	1500	53,31 EUR
1 kb Plus DNA Leiter / 1 item(s)		New England Biolabs GmbH	N3200 S	1500	54,26 EUR
1-Octanol, z. S., (n-Octylalkohol) / 1 l		VWR International GmbH	8.20931.1000	1500	38,11 EUR
1-Propanol, p.A. / 1 l		VWR International GmbH	1.00997.1000	1500	84,15 EUR
2-Äthoxyethanol / 1 l		Merck Chemicals GmbH	8.00857.1000	1500	20,65 EUR

The green background does not say anything about availability, but shows you whether an SDS has already been uploaded.

Search for the chemicals by name and add them to the shopping cart by clicking on the shopping cart icon. You will be notified that the chemical has been added to the shopping cart. Click on the shopping cart once you have found everything you want to order.

After that, you can proceed as described above.

4.3. Pick-up of chemicals

All "collectors" must upload a picture of themselves to LabSafe. This can be done by the group leader or a group admin via "My Group(s)" → "Users", click on the name and upload an image. The group leader / admin can also do this on his mobile phone with the mobile phone camera.

If you are set as a "Delivery manager " for the chemical's destination, you can go to the chemical dispenser or receiving area and provide your barcode from your library card/student card, which will then be scanned by the staff at the chemical dispensary/receiving area. Using the image provided in LS, they will be able to verify you and hand over your chemicals to you.

If you do not have a library card, please send an e-mail to ChemMSSupport@uni-regensburg.de or organize one from the university.

- **Warenannahme**

When your chemical has been delivered, you can pick it up at the "Warenannahme" → Low Road. After you have picked them up, the "Warenannahme" indicates that you have picked them up in LabSafe. You will then need to specify the location of the chemical in LabSafe.

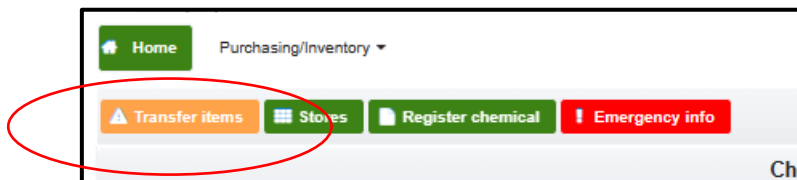
You will receive the label for the chemical from the "Warenannahme". If not, you can also do this yourself after registering the chemical. Don't forget to put the label on the chemical as well.

- **Chemikalienausgabe**

Don't forget to bring a transport bucket or similar for the chemical, as well as your library card/student card for verification!

Again, the chemical dispenser registers in LabSafe as soon as you pick up the chemical. You should also receive the label here and then put it on the chemical, as well as store it in LabSafe, where you store the chemical.

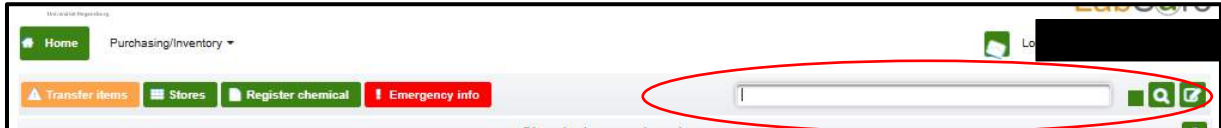
If you pick up a chemical, you still have to register it in the corresponding storage space. You will be informed about chemicals to be registered on the homepage via the following button:



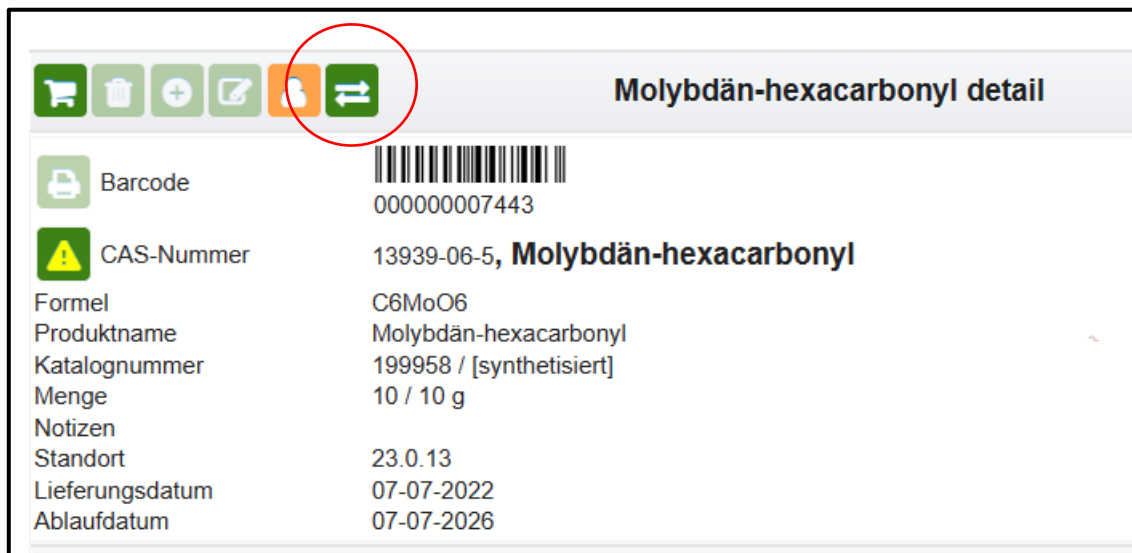
5. Chemicals rental process

Chemicals can be lent and transferred under the different chairs/working groups.

In the global search box, you can search for a chemical you need. You can search for the name or via a subtree search. If you are directly on site with the other group, you can also search for them by scanning the barcode.

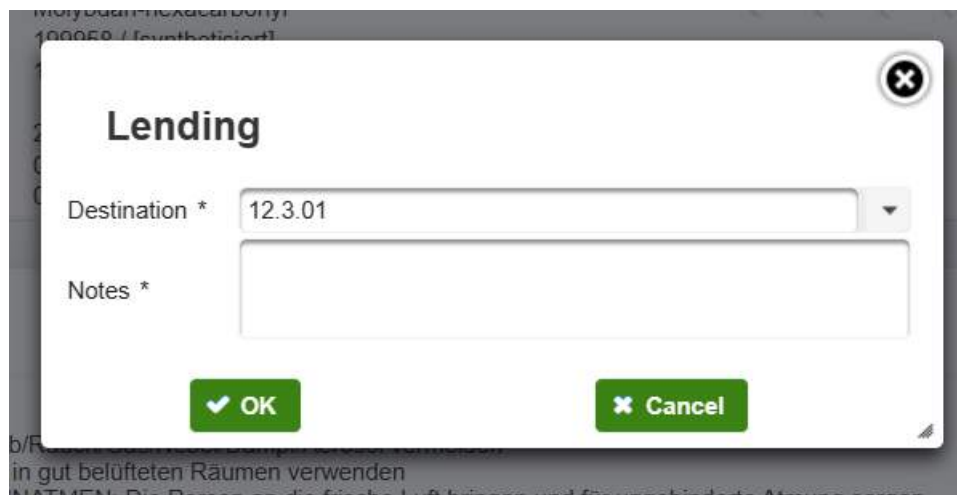


Once you've found the chemical you want to borrow, you'll be able to see the room number next to Location where it's located. If you move the mouse over this room number, the name of the group will also appear.



By clicking on the transfer button, you can request the chemical from the other group.

You can add a note to the request.



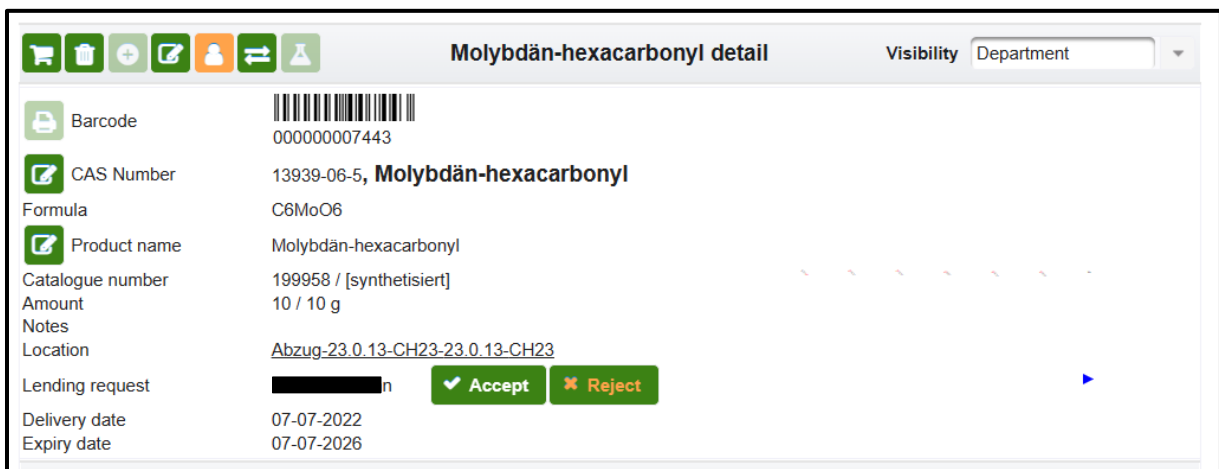
Only a room admin, from the chemical they want to borrow, can confirm or deny their request. The admins are informed via the mailbox icon.



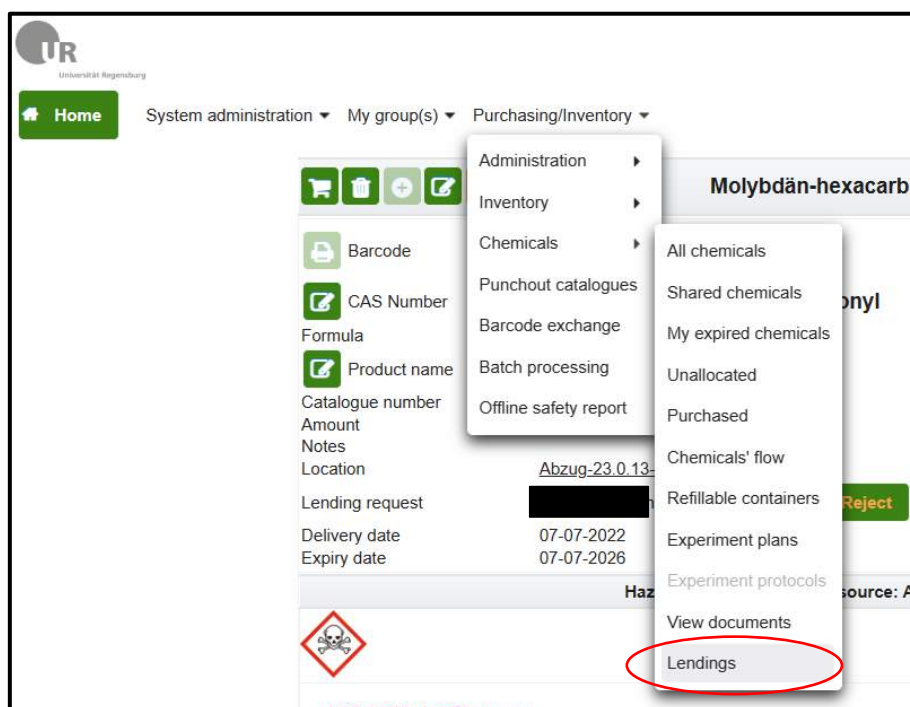
The request looks like this:

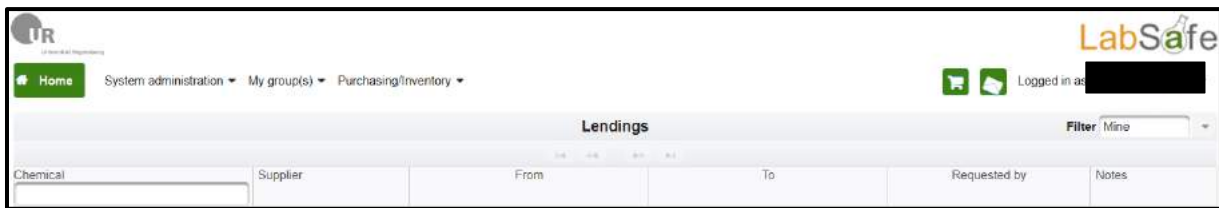


The room admin can now click on the underlined chemical and then accept or reject the request.



Via "Purchasing/Inventory" → "Chemicals" → "Lendings" you can view your history of transferred chemicals.





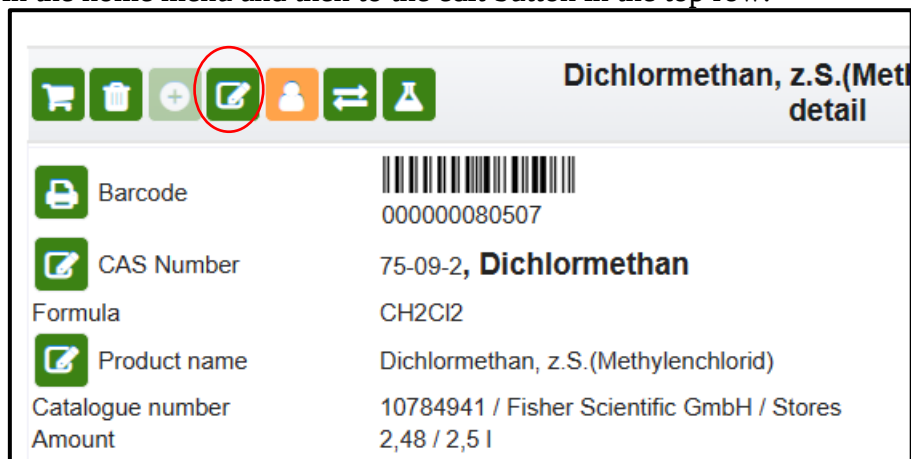
6. Deposit safety data

If you want to change safety data for all chemicals or specify them for a specific chemical, proceed as follows:

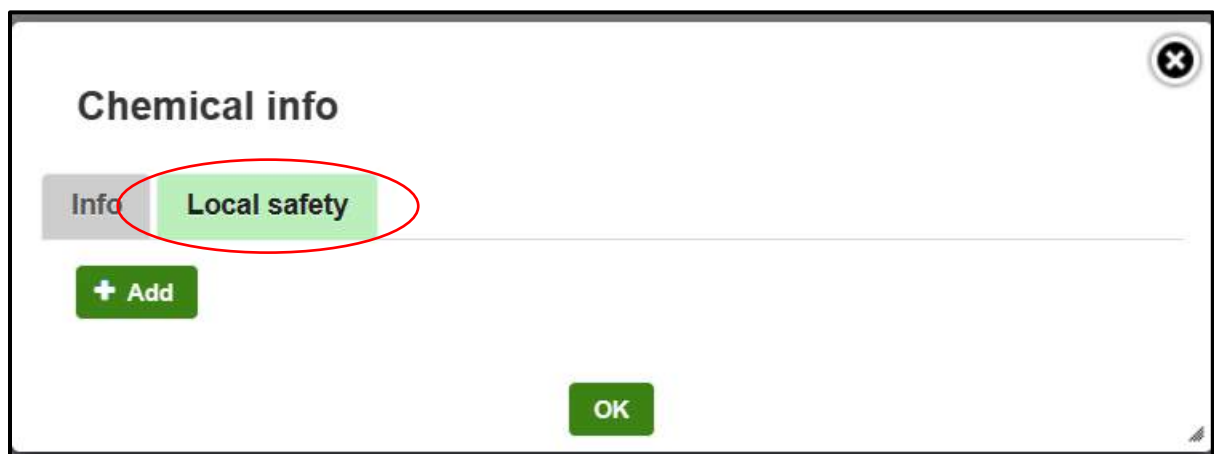
When registering a chemical, you can use the respective edit button, add safety data, to change each one. This is always in it for this chemical!



If you want to add safety data to one of your specific chemicals, go to the corresponding chemical in the home menu and then to the edit button in the top row:



After that, the following window opens by going to "Local Security Information".



By clicking "+Add" you can then enter information on the hazards, what to do in case of fire or first aid.

By confirming on "OK" you have added this and it is included with the chemical. You can also check this by looking at the safety data sheet afterwards.

Chemical info

Info

Local safety

Hazards

Emergency response

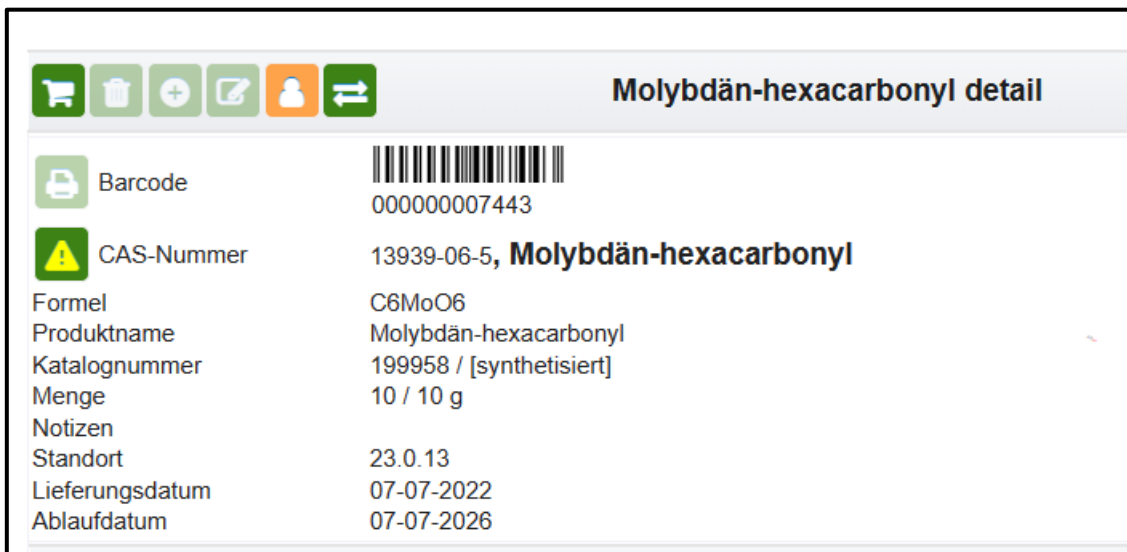
First aid

OK

7. General information about chemicals

You can use the following buttons for your registered chemicals:

- ➔ Shopping cart: by doing so, you are buying this chemical again.
- ➔ Trash can: this is how you dispose your chemical
- ➔ Edit button: You can add local security information.
- ➔ Yellow person: this allows you to create an operating instruction, which you can print out.
- ➔ Transfer-Button: Lending System

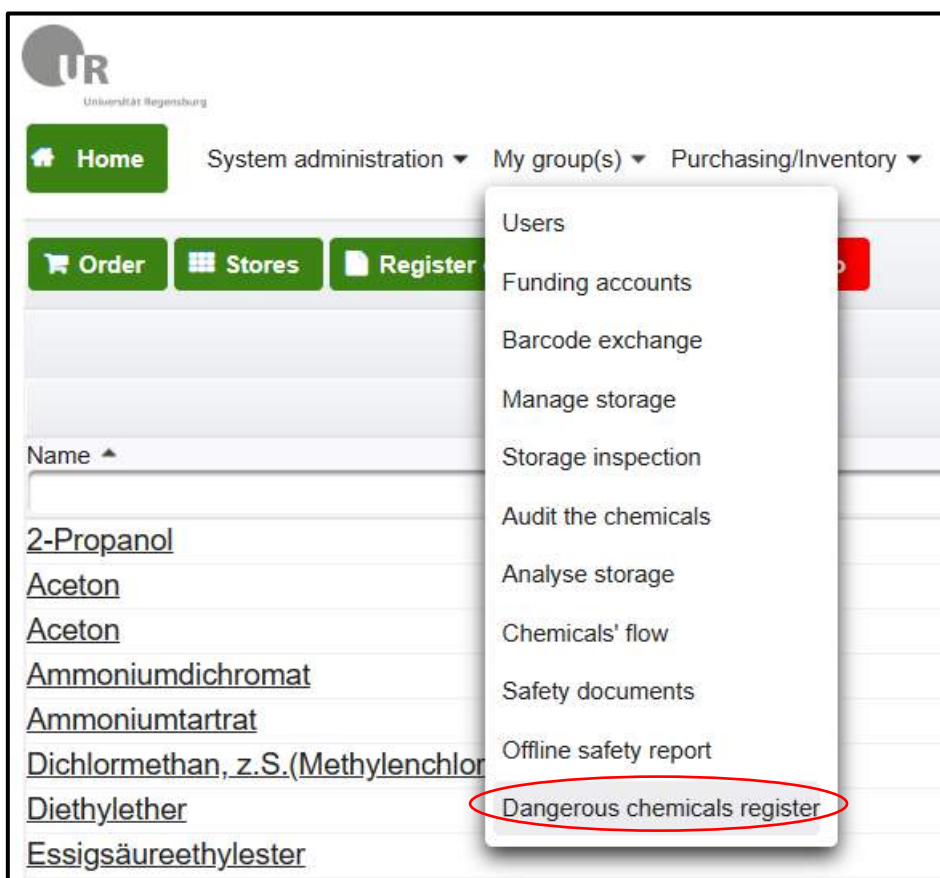


Molybdän-hexacarbonyl detail	
 Barcode	 000000007443
 CAS-Nummer	13939-06-5, Molybdän-hexacarbonyl
Formel	C ₆ MoO ₆
Produktname	Molybdän-hexacarbonyl
Katalognummer	199958 / [synthetisiert]
Menge	10 / 10 g
Notizen	
Standort	23.0.13
Lieferungsdatum	07-07-2022
Ablaufdatum	07-07-2026

If someone has registered a chemical with incorrect information, such as an incorrect CAS number, you can report it if you go to the chemical and a yellow exclamation mark appears next to the incorrect information and select that symbol.

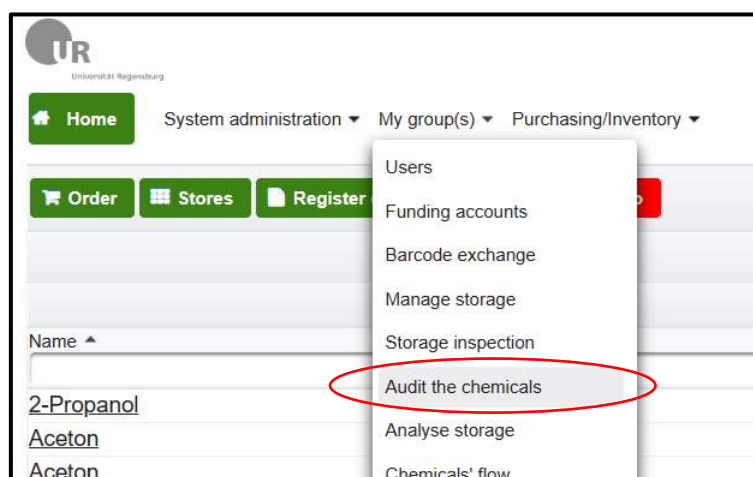
8. List of hazardous substances

Under "My Group(s)" → "Dangerous chemicals register" you can download the Hazardous Substances List of your chemicals.



9. Chemical inspection

You can check your chemicals by going to "My Group(s)" → "Audit the chemicals". Here you can go to the corresponding chemical (possibly after an update) and check whether it needs to be transferred, disposed or confirm by clicking "ok" that the chemical is in the right place.



Details for: Aceton

Location

Abzug-23.0.13

Transfer

Amount

160 ml

Dispose

OK

Cancel