

The City College  
of New York

# SafetyStratus Chemical Inventory Guide

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# Introduction

SafetyStratus provides a roster tool for the use of all CCNY and CUNY personnel working in locations with chemicals or radioactive materials on campus.

LabCliQ includes the following modules:

- LATCH – Laboratory Assessment Tool and Chemical Hygiene
- Chemical Inventory
- Radioactive Material Inventory

This guide covers the use of the Chemical Inventory system.

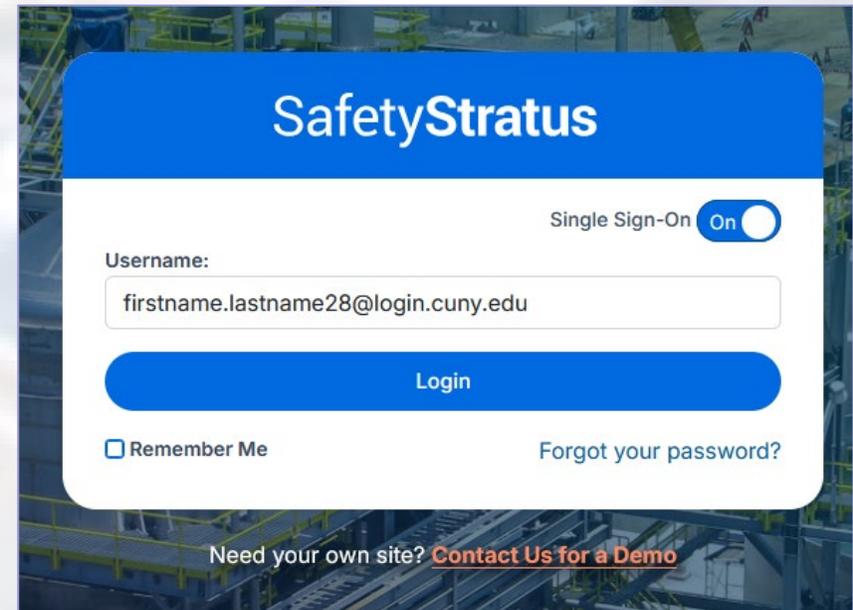
# Logging In

LabCliQ login can be accessed through the following address:

<https://ssp.labcliq.com/?sp=cuny-sp>

Accessing the chemical inventory requires use of the CUNY single sign on method.

Make sure you have set up [multi-factor authentication \(MFA\)](#).



The screenshot shows the SafetyStratus login page. At the top, the title "SafetyStratus" is displayed in white on a blue background. Below the title, there is a "Single Sign-On" toggle switch set to "On". The "Username:" label is positioned above a text input field containing the email address "firstname.lastname28@login.cuny.edu". A prominent blue "Login" button is centered below the input field. At the bottom left, there is a "Remember Me" checkbox, and at the bottom right, there is a link for "Forgot your password?". At the very bottom of the page, there is a footer that reads "Need your own site? [Contact Us for a Demo](#)".

# Managing Inventory

The first thing you will see upon login is the home page.

Chemical inventory can be accessed through the "Chemical Inventory & SDS" tab on the left side. You may need to use the menu icon to make the left side tabs visible.



The screenshot displays the SafetyStratus interface for CUNY. On the left is a dark blue navigation sidebar with the following items: "Suggestions", "Chemical Inventory & SDS", "User Guides" (with a dropdown arrow), "Administrator User Guide", "Chemical Inventory User Guide", and "NYC-RTK Report Video". The top header features the "SafetyStratus" logo, a hamburger menu icon, the CUNY logo, and notification icons for alerts, a user profile labeled "AE", and a refresh icon. The main content area shows the CUNY logo and a welcome message: "Hi there, Welcome to the CUNY Chemical Inventory Management System!".

# Managing Inventory

- The inventory screen allows for sorting of chemicals already entered in the system.
- Additional filters can be added by selecting the “Filter” icon (highlighted).

The screenshot displays the SafetyStratus web application interface for CU NY. The left sidebar contains navigation options: Suggestions, Chemical Inventory & SDS, Administration, and Guides. The main content area shows a search bar with a 'Filter' icon highlighted in a yellow box. Below the search bar are tabs for 'All' and 'Mine', and a button to 'Apply Filters'. The main table lists chemical inventory items with columns for ID, Name, CAS Number, Product Name, Manufacturer, Container Department, Volume Mass, Volume Mass (Standard Unit), Location, Owner, and Actions.

ID	Chemicals and Compounds Name	CAS Number	Product Name	Manufacturer	Container Department	Volume Mass	Volume Mass (Standard Unit)	Location	Owner	Actions
> 181897	Hydrion Buffers pH11		Hydrion Buffers pH11	Micro Essential Lab	CCNY-Biology	500 ml / 500 ml	0.132 gal	Marshak Building - MR 513	Chemical Inventory - CCNY - Biology Department	👁️ 📄 🔄 ⋮
> 181896	Hydrion Buffers pH11		Hydrion Buffers pH11	Micro Essential Lab	CCNY-Biology	500 ml / 500 ml	0.132 gal	Marshak Building - MR 513	Chemical Inventory - CCNY - Biology Department	👁️ 📄 🔄 ⋮
> 181895	Hydrion Buffers pH6		Hydrion Buffers pH6	Micro Essential Lab	CCNY-Biology	500 ml / 500 ml	0.132 gal	Marshak Building - MR 513	Chemical Inventory - CCNY - Biology Department	👁️ 📄 🔄 ⋮

# Adding Chemicals (1)

- Chemical inventory can be added two ways:
  1. Copy chemical containers already in the inventory.
  2. Add a new chemical container from the catalog.

- Method one:  
Search for the chemical and select the "Copy Inventory" icon in the list.

The screenshot shows a web application interface for managing chemical inventory. At the top, there is a search bar containing "SODIUM CHLORIDE". Below the search bar, there are several utility buttons: a close button (X), a heart icon, a list icon, a refresh icon, and a plus sign. A filter bar shows "Chemicals and Compounds Name : 'SODIUM CHLORIDE'" with a close button. Below this, there are tabs for "All" and "Mine", and a button that says "Select an inventory item to view more options". On the right side, there are buttons for "Apply Filters" and "Export". The main content is a table with the following columns: ID, Chemicals and Compounds Name, CAS Number, Product Name, Manufacturer, Container Department, Volume Mass, Volume Mass (Standard Unit), Location, Owner, and Actions. Two rows of data are visible, both for Sodium Chloride. The "Copy Inventory" button in the Actions column of the first row is highlighted with a yellow box.

ID	Chemicals and Compounds Name	CAS Number	Product Name	Manufacturer	Container Department	Volume Mass	Volume Mass (Standard Unit)	Location	Owner	Actions
> <input type="checkbox"/> 181647	SODIUM CHLORIDE	7647 1-4 -5	Sodium Chloride	Fisher Scientific	CCNY-Chemistry	500 g / 500 g	1.102 lb	Marshak Building - MR 1111	Chemical Inventory - CCNY - Chemistry Department	   
> <input type="checkbox"/> 181646	SODIUM CHLORIDE	7647 1-4 -5	Sodium Chloride	Fisher Scientific	CCNY-Chemistry	500 g / 500 g	1.102 lb	Marshak Building - MR 1111	Chemical Inventory - CCNY - Chemistry Department	   

# Adding Chemicals (2)

- From this window, you can change the Group Owner, Department, and Location of the new container.
- Other information, like quantity, volume, shelf location, and expiration date can also be added or changed. Press “Submit” to create the new chemical container and add it to inventory.

## Copy Inventory

Owned By  
 Group

Search for the Group  
Chemical Inventory - CCNY - Chemistry Department

Container Department  
Division of Sciences: CCNY-Chemistry

Location  
CCNY - Marshak Building: MR 1111

Volume/Mass ⓘ  
500

Units ⓘ  
g

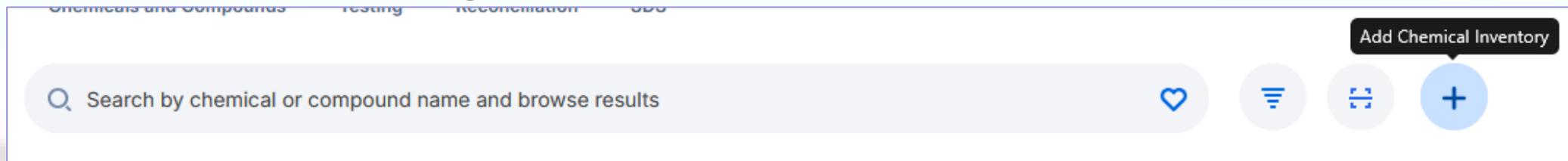
[^ Hide More Fields](#)

Location Notes  
Shelf 2

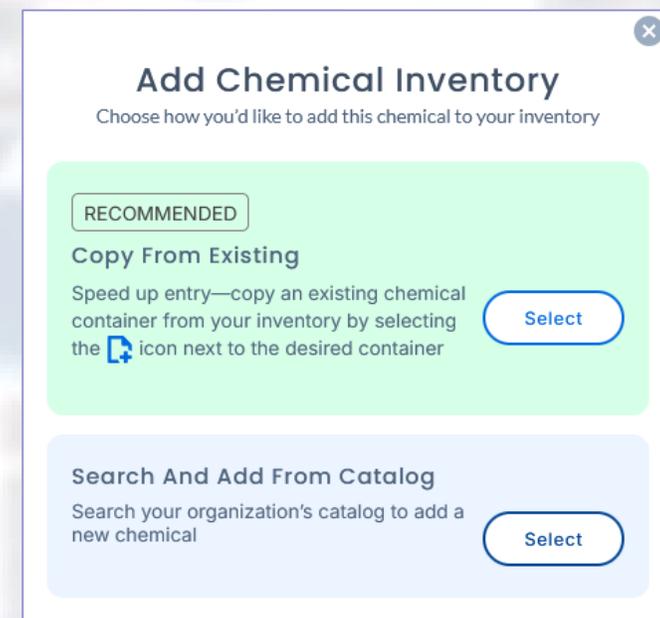
Lot

# Adding Chemicals (3)

- Method two: Adding new chemical containers from the catalog



- If there are no chemicals in your inventory that can be copied, select "Add Chemical Inventory", then "Search and Add from Catalog"



# Adding Chemicals (4)

- Enter a chemical name to search for, then "Select" it from the list. If the desired chemical does not appear, try using a CAS Reference Number or Product Number instead of a name.
- Continue to enter details as with the previous method after selection.

The screenshot displays a search interface for chemicals. At the top, there is a search bar with the text "Sodium periodate" and a magnifying glass icon. Below the search bar, there are four input fields for search criteria: "CAS Reference Number", "Manufacturer Name", "Manufacturer Product Number", and "Molecular Formula". Each field has a placeholder text: "Enter CAS Reference Number", "Enter Manufacturer Name", "Enter Manufacturer Product Number", and "Enter Molecular Formula". Below these fields, there is a dropdown menu showing "Product or compound name : Sodium periodate" with a close icon. To the right of the dropdown is an "Apply" button. Below the search filters, there is a "Show 10 rows" dropdown and a "Search:" input field. The main part of the interface is a table with the following columns: Supplier, Product Number, Product Name, Size, CAS, Compound, Molecular Formula, and Actions. The table contains four rows of data. The "Select" button in the "Actions" column of the third row is highlighted with a yellow box.

Supplier	Product Number	Product Name	Size	CAS	Compound	Molecular Formula	Actions
Alfa Aesar	40135	Sodium iodate, 99% min	500 g	7681-55-2	Sodium Iodate	HINaO3	Safety Data Select
Unknown	Not Provided	Sodiumpersulfate		Not Provided	Sodiumpersulfate		Safety Data Select
Unknown	Not Provided	Sosium periodate		Not Provided	Sosium periodate		Safety Data Select
Unknown	10618JA	Sodium periodate		13940-38-0	Periodic acid (H5IO6), sodium salt (1:3)		Safety Data Select

# Disposing of Chemicals (1)

To mark a chemical as disposed in the inventory, select the chemical container with a check mark (✓).

Then, choose "Dispose" at the bottom of the page.

Search: SODIUM CHLORIDE

Chemicals and Compounds Name: "SODIUM CHLORIDE"

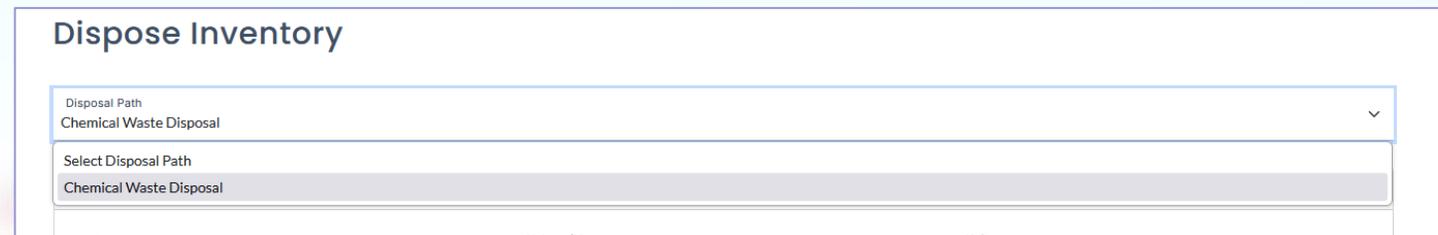
Filters: All | Mine

ID	Chemicals and Compounds Name	CAS Number	Product Name	Manufacturer	Container Department	Volume Mass	Volume Mass (Standard Unit)	Location
> <input checked="" type="checkbox"/> 181647	SODIUM CHLORIDE	7647 1-4 -5	Sodium Chloride	Fisher Scientific	CCNY-Chemistry	500 g / 500 g	1.102 lb	M B M
> <input type="checkbox"/> 181646	SODIUM CHLORIDE	7647 1-4 -5	Sodium Chloride	Fisher Scientific	CCNY-Chemistry	500 g / 500 g	1.102 lb	M B M
> <input type="checkbox"/> 181645	SODIUM CHLORIDE	7647 1-4 -5	Sodium Chloride	Fisher Scientific	CCNY-Chemistry	500 g / 500 g	1.102 lb	M B M

Actions: Edit | Bulk Barcode | Transfer | Dispose

# Disposing of Chemicals (2)

- Select path of disposal (almost always Chemical Waste Disposal).
- Click "Submit".



The screenshot shows a web form titled "Dispose Inventory". It contains two dropdown menus. The first dropdown menu is labeled "Disposal Path" and has "Chemical Waste Disposal" selected. The second dropdown menu is labeled "Select Disposal Path" and also has "Chemical Waste Disposal" selected.

- The chemical container is now marked as "disposed". Its Status will change from "In Stock" to "Disposed" and its quantity will be set to zero, but the container will remain in the inventory for recordkeeping purposes.
- Disposed items can be filtered out of a search.

# Inventory User Guide

SafetyStratus has prepared a guide to using the chemical inventory system at the following link, which can also be accessed via the home page under "Chemical Inventory User Guide":

<https://safetystatus.gitbook.io/cuny-chemical-inventory-administrator-user-guide>

Note that this guide has not been updated for the new user interface.

# Additional Information and Troubleshooting

- If you are having issues finding your room in the system: Check and make sure you are using the correct "group". This should be set up by EHOS; if you cannot find the room you want to assign a chemical to, you may request EHOS to assign that room to your "group".
- Additional questions? Contact EHOS or SafetyStratus:  
[ehos@ccny.cuny.edu](mailto:ehos@ccny.cuny.edu)  
[support@safetystatus.com](mailto:support@safetystatus.com)