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.

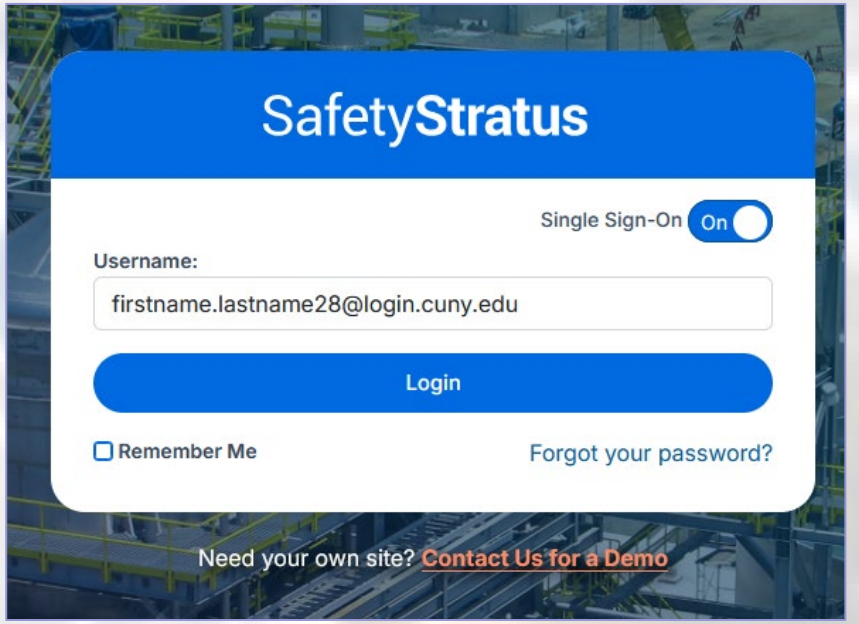
Logging In

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).



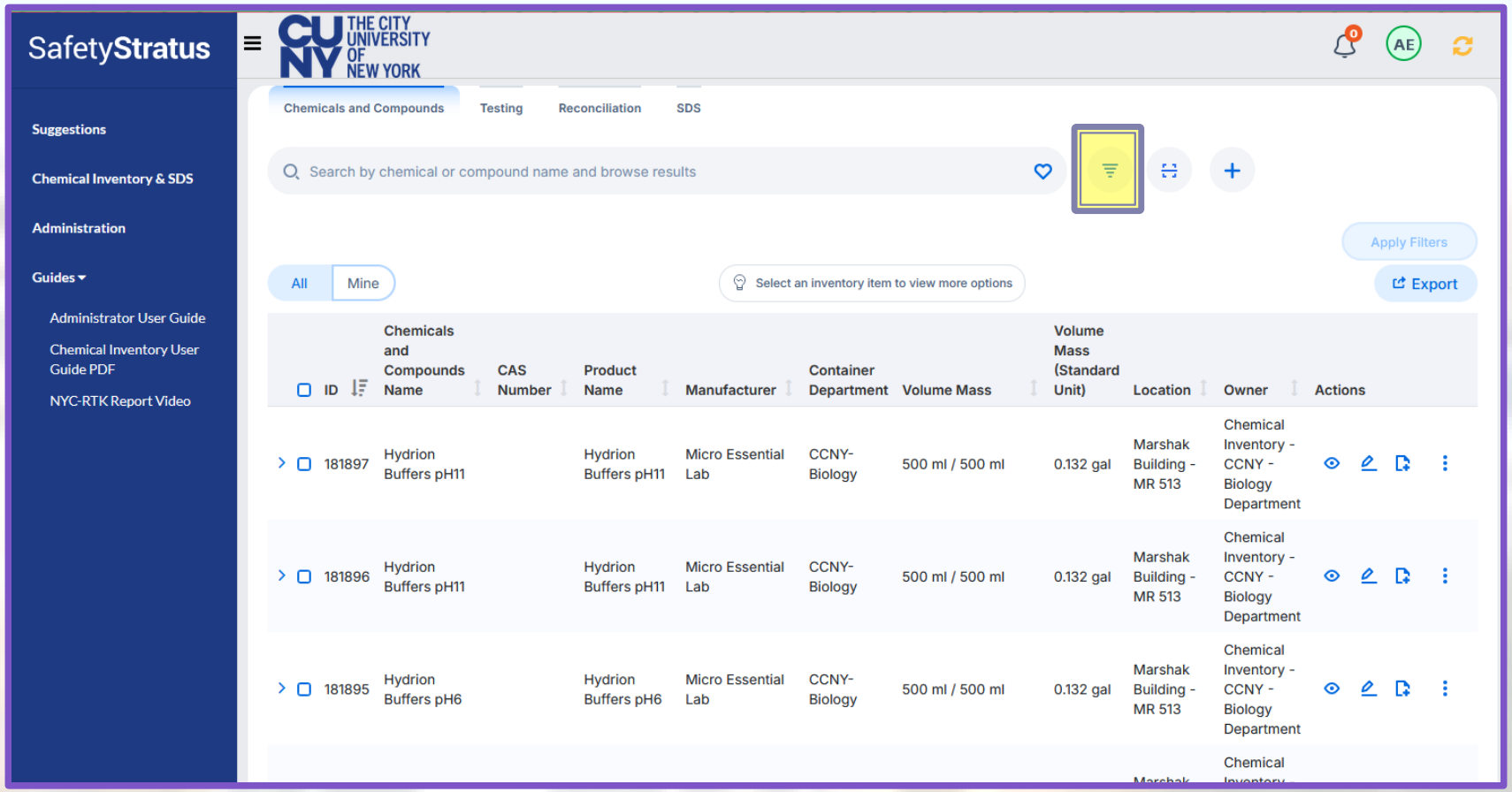
Managing Inventory

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.

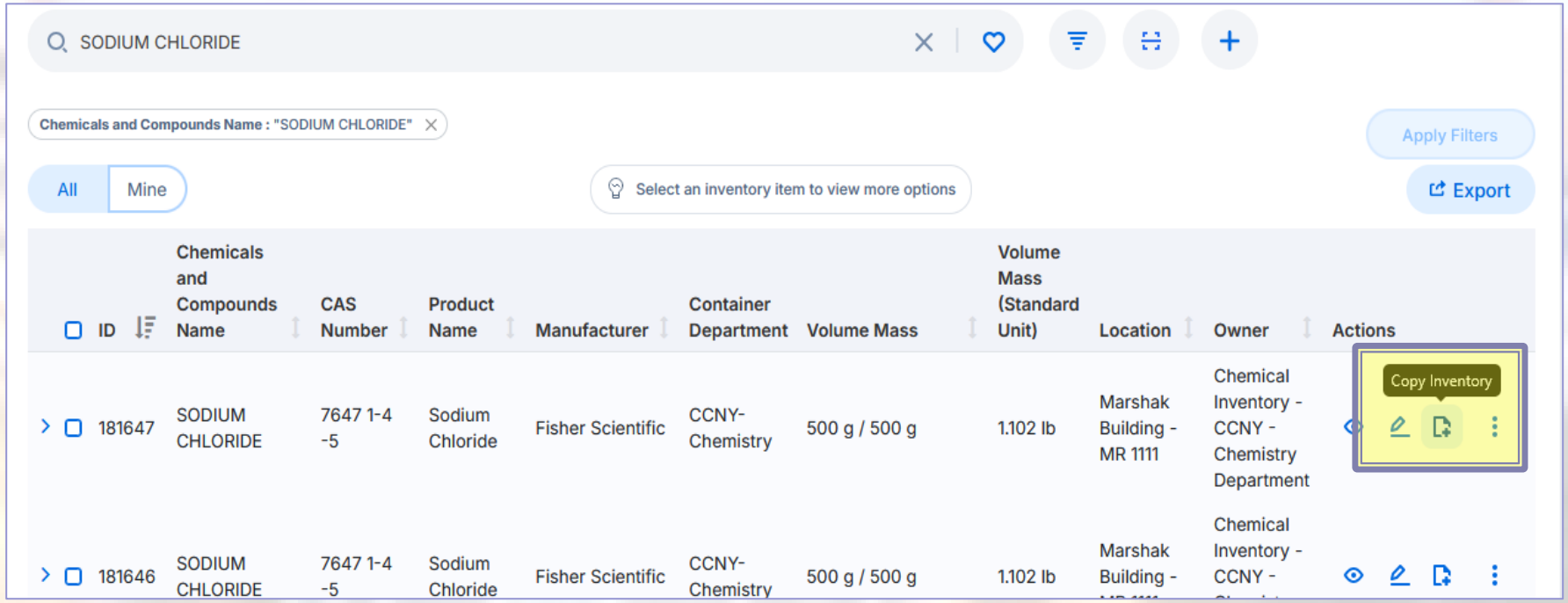
Managing Inventory

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



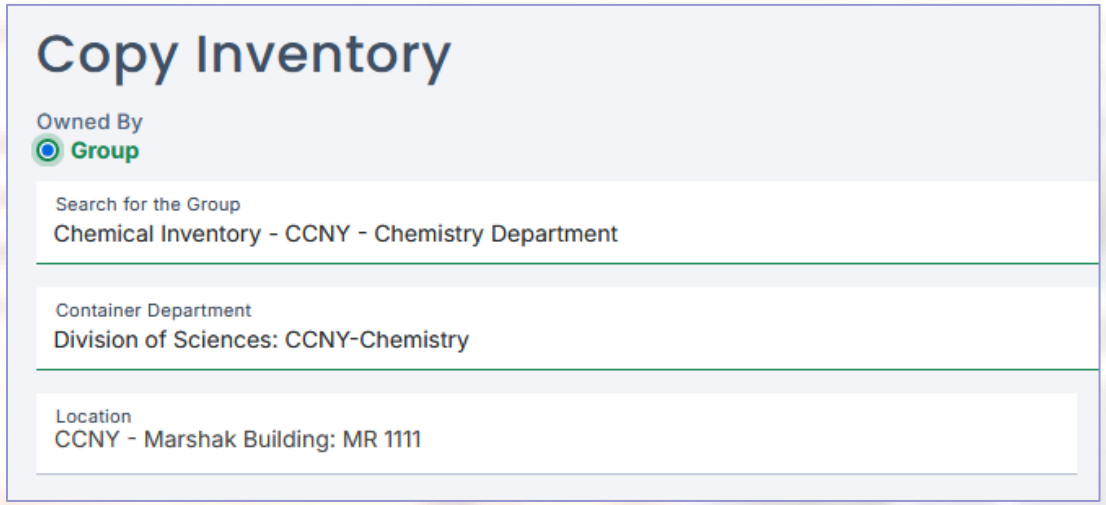
Adding Chemicals (1)

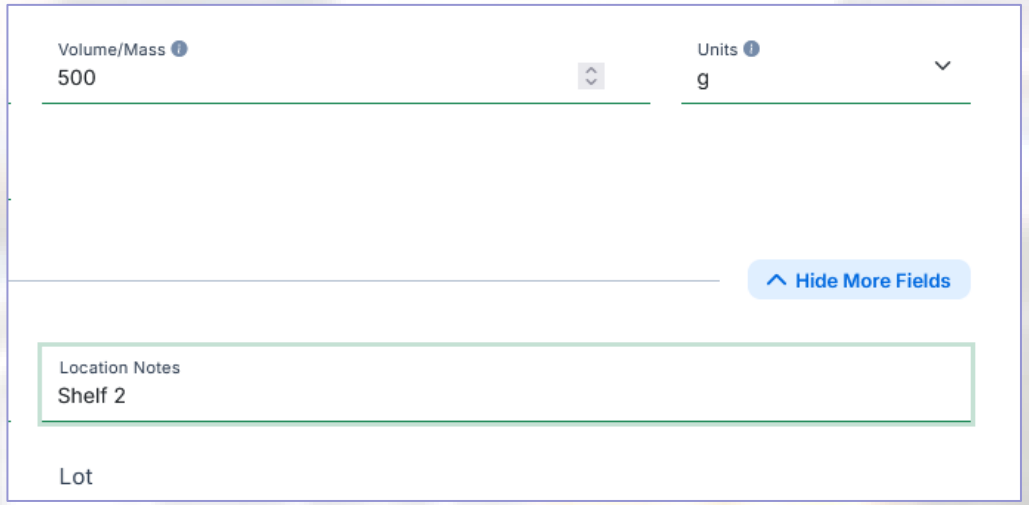
- Chemical inventory can be added two ways:
  1. Copy chemical containers already in the inventory.
  2. Add a new chemical container from the catalog.
- Method one: Search for the chemical and select the "Copy Inventory" icon in the list.



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.

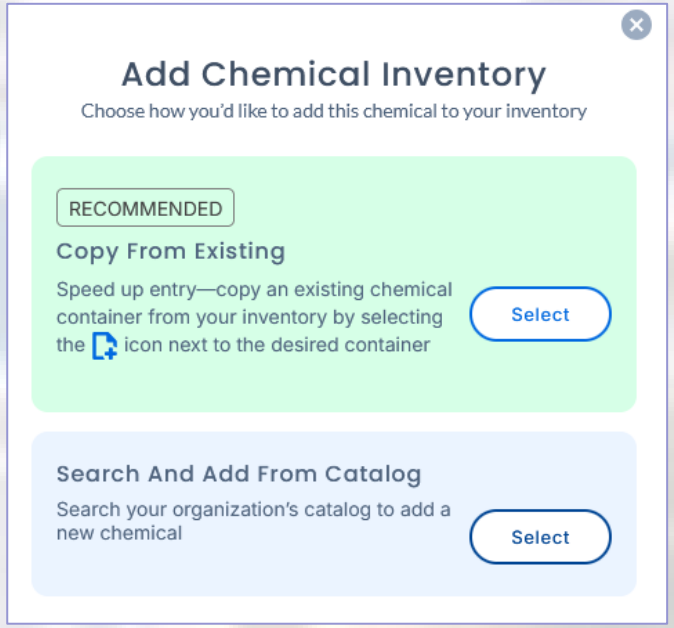




Adding Chemicals (3)

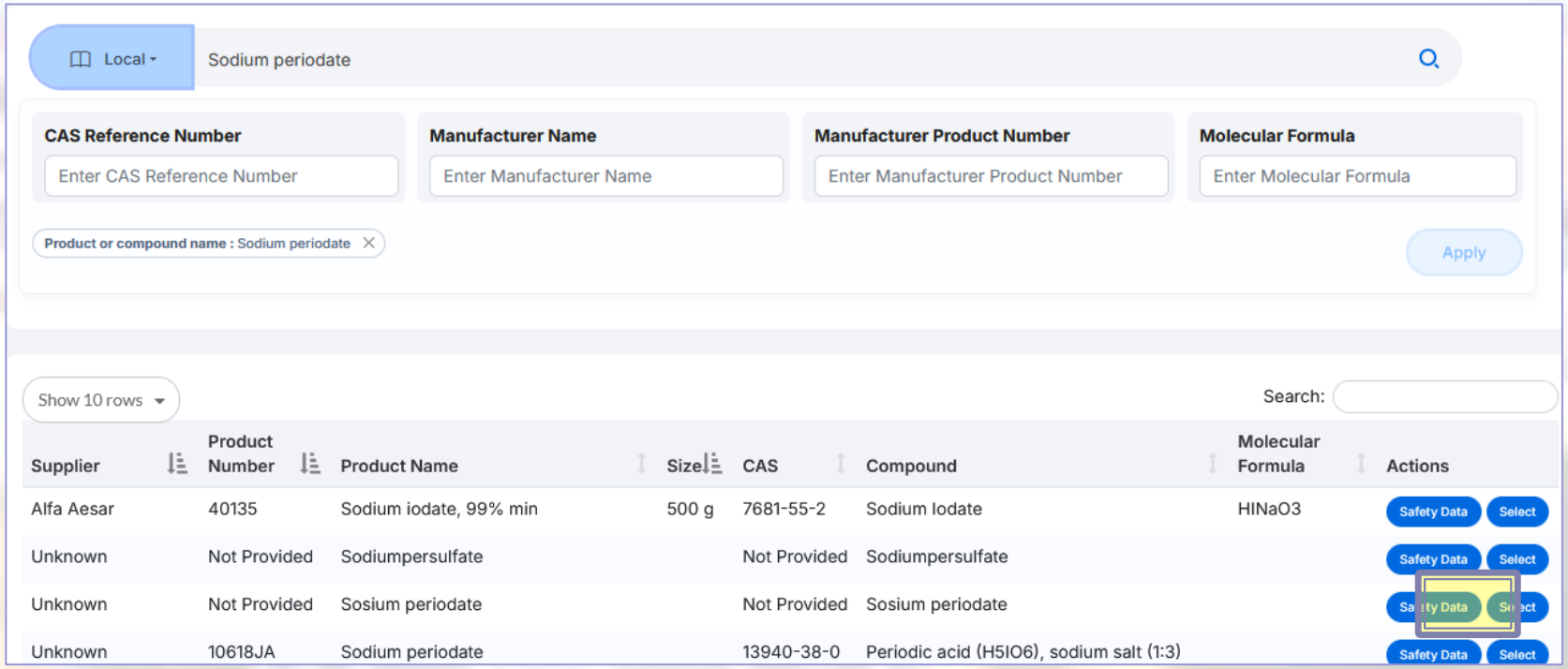
- Method two: Adding new chemical containers from the catalog

- 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)

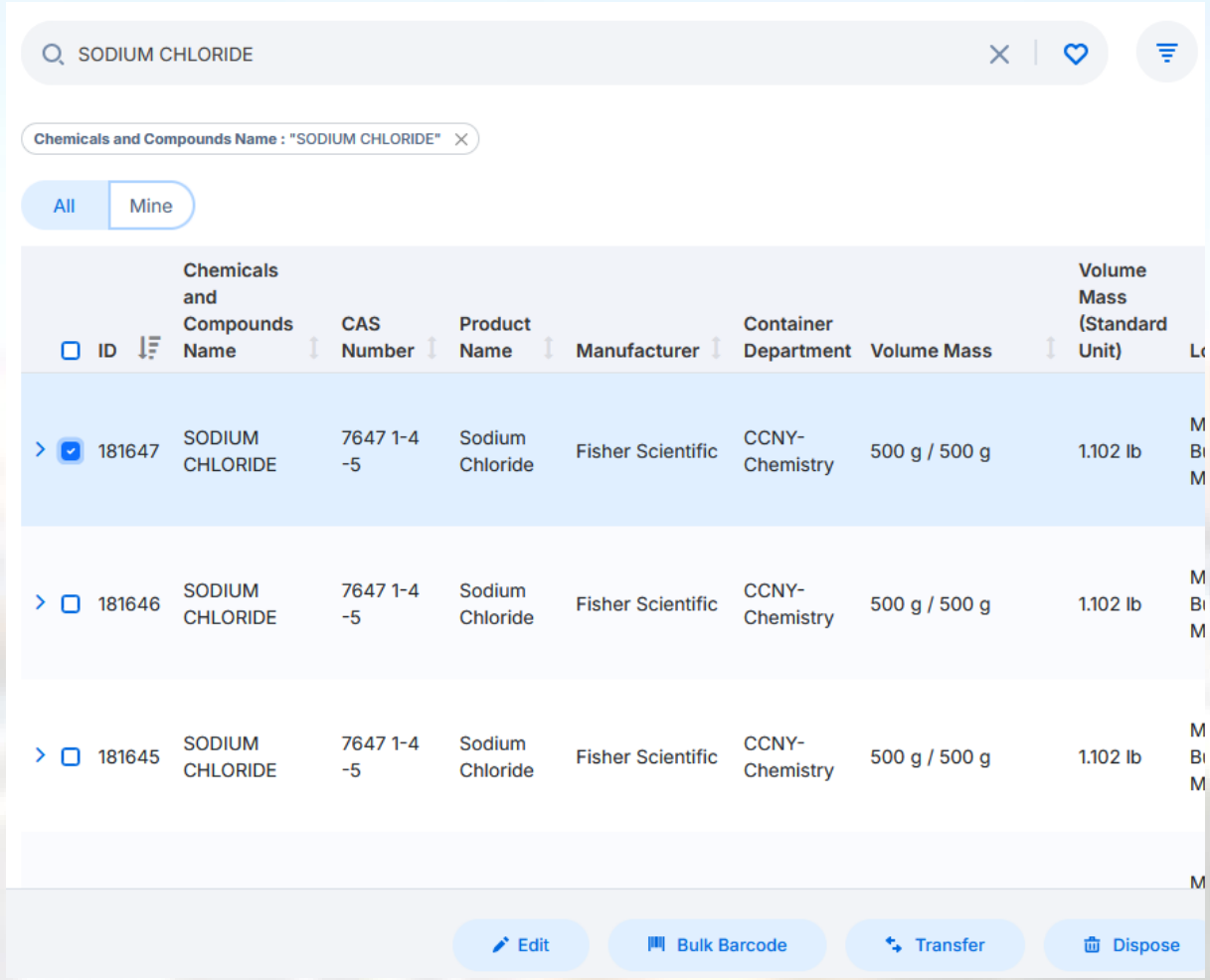
- Enter a chemical name to search for, then "Select" it from the list. If the desired chemical does not appear, try using a CAS Reference Number or Product Number instead of a name.
- Continue to enter details as with the previous method after selection.



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.



Disposing of Chemicals (2)

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

  - 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://safetystratus.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

support@safetystratus.com