

Accessing Chemwatch as a MANIFEST User

1. Access Chemwatch

Open a Chemwatch link from the HSW Intranet page or from within the Key Services and Applications area of the Staff Portal (Figure 1). Alternatively navigate directly to the Chemwatch login

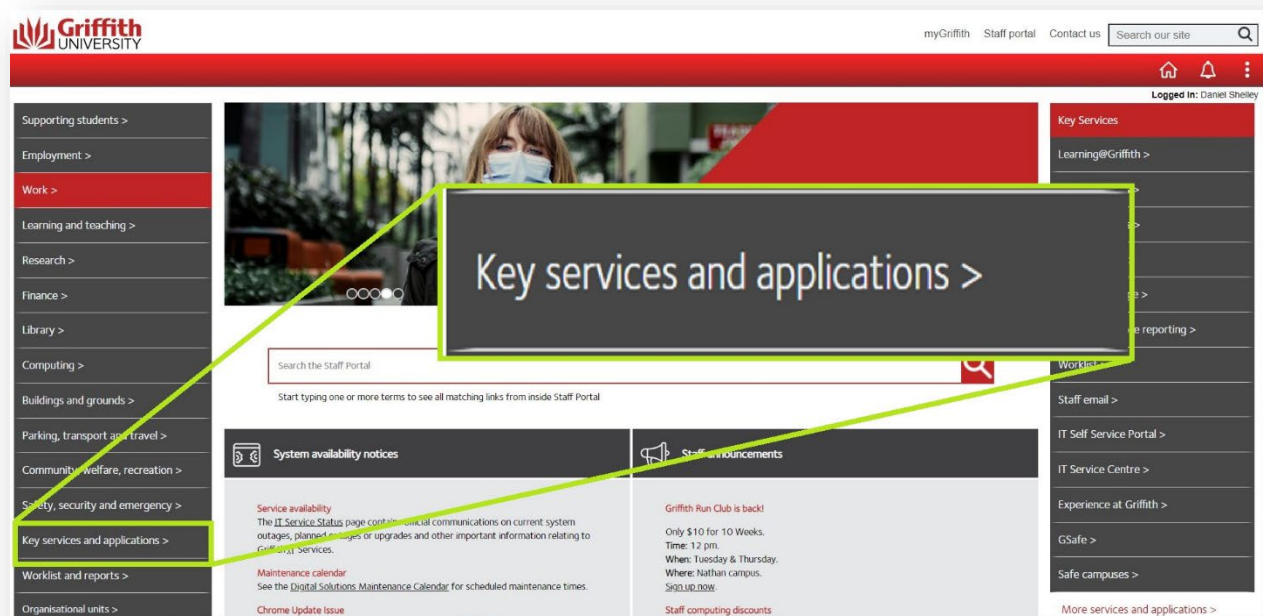


Figure 1 - Staff Directory Page

page.

Alternatively navigate directly to the <https://jr.chemwatch.net/chemwatch.web/account/login> Chemwatch login page and enter your credentials including 'griffithuni' as the Account (Figure 2). If you arrive at the ChemGold FFX interface and the login information in the top corner displays 'Everyone', log out from this profile and you will return to the Chemwatch login page where you can then enter your user credentials.

2. Logging in

Your user credentials are supplied to you or your group and are not aligned with your 's' number or your email address. These are assigned within the Chemwatch system and administered by a Domain Administrator for the system. For access or to request account information please contact either your area/facility manager or the Health & Safety team.

Selecting the 'Forgot Password' link will direct an email to the Chemical Safety Specialist within Health and Safety and they will contact you once the password has been reset.

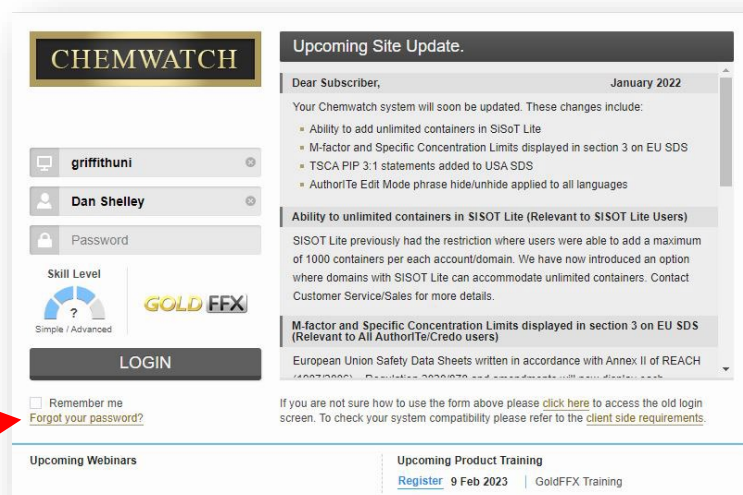


Figure 2 - Chemwatch login page

3. User Interface and Manifest

Once logged in with your credentials you will see your username in the top right corner and the functionality of the Manifest tree will be enabled (Figure 3). Note - you will only see the areas within the manifest that have been assigned as viewing or editing permissions for your User.

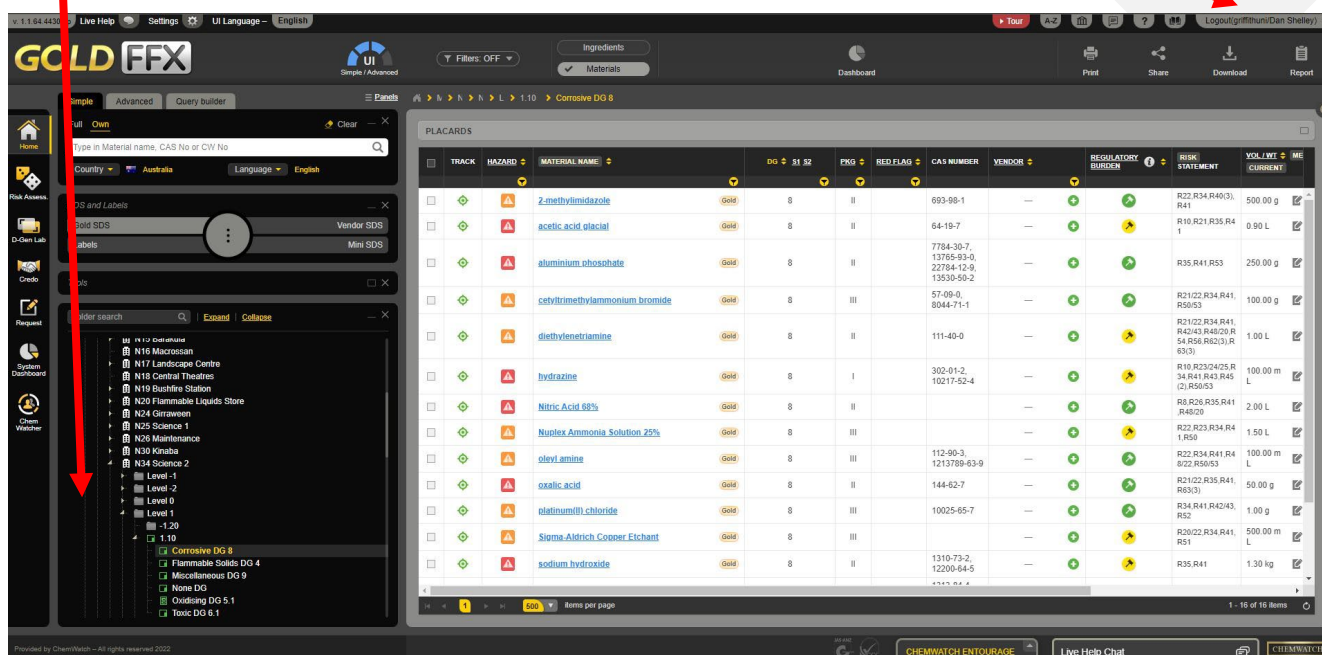


Figure 3 - User Interface

If you require the manifest structure to be altered to include a store or to gain access to view an area please contact the Health and Safety team.

The user interface can be changed to give more or less functionality when you log in. Selecting the UI tool toggles from simple, normal and advanced modes. These are termed Backpack Lite, Backpack and Gold FFX and are shown below (Figure 4). You will notice that modules such as the label maker D-Gen Lab only show under GoldFFX mode, but the manifest is still available from Backpack.

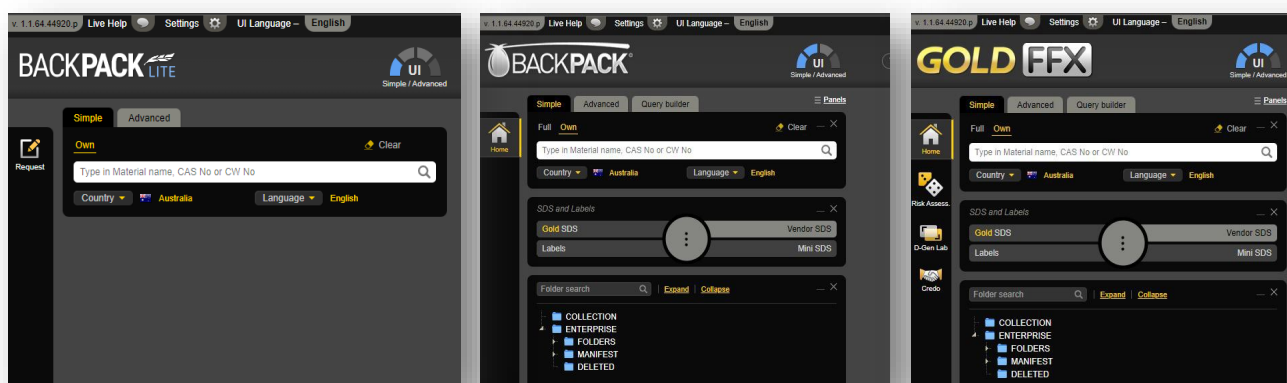


Figure 4 - UI modes

To change your password, from within the system select the 'Settings' link and navigate to 'user access' from the menu on the left.



Figure 5 - Change password

4. Adding Items

Select the 'full' option above the search field for new items. Enter the search terms and view the results list. Items can be dragged to the manifest location directly from the results list.

Ensure you have the manifest location visible on the left-hand side and that you are adding the manufacturer information where available.

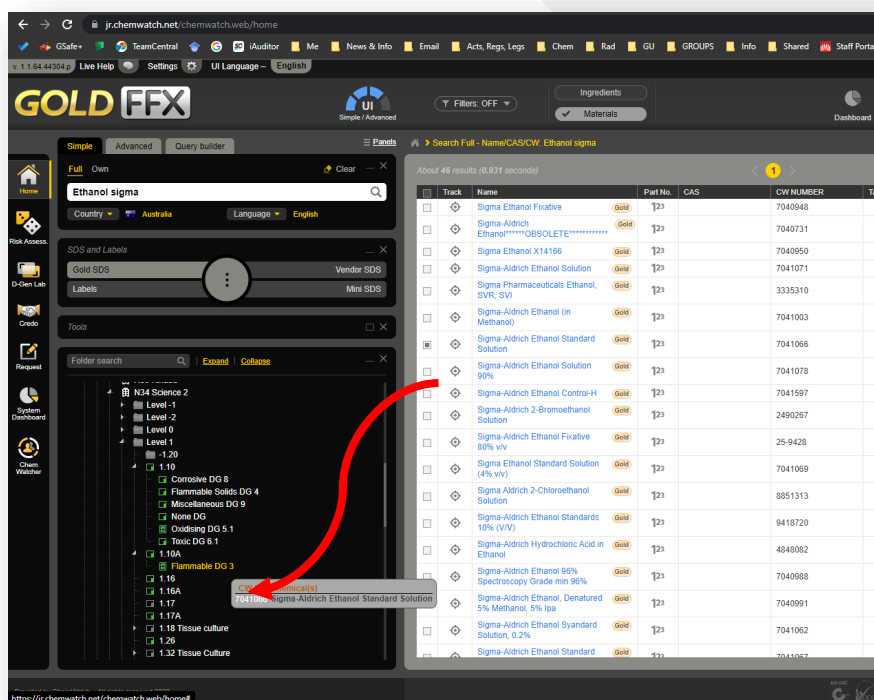


Figure 6 - Adding Item

5. Adjusting Quantity

Now adjust the quantity of the new item to reflect the following:

'The amount of the substance that would normally be found in the area as a maximum quantity, and in the most used package size'

This means that if you usually have ethanol it needs to be in the manifest. If you normally keep no more than 10L and you purchase 2.5L containers then enter the unit as L, the package size as 2.5L and the quantity as 4. This will then report 10L as the holding for the store and when data is generated for the broader location, we have a good estimate of the maximum amount of a substance that would be normally present within a building for example.

This data is very useful for generating manifests for HAZMAT reporting external to the university and is used by Health & Safety, Campus Life and groups and elements to assess risks within a space. For this reason, it is important to routinely maintain the manifest for your locations to remove items no longer used and to add new items. This is ideally aligned with the disposal schedule for chemical waste and a clean out or reorganisation of a space that results in a large amount of waste would normally trigger maintenance of the manifest.

Reminders are sent out twice a year for users to update the manifests and a report is generated detailing the last time the system was accessed for each user. It naturally follows that the last access date can only be the latest possible date that maintenance was performed for the manifest. Annual inspections also cross reference whether users are aware of the manifest and if the manifest is being actively maintained and a non-compliance can be issued for this aspect of management for a space.

6. Resources

Training and instruction on the Chemwatch system is available from the Health and Safety team and there are links to the system embedded and made available on the staff and public websites, within training modules, by facility managers at local area inductions.

The system can also be accessed from the following QR code that can be printed and displayed in your area:

