

## Brief information on registration of purchases of chemical products in chemical management system KLARA

Registration of purchases of chemical products at LiU shall be made continuously or at least every third month. To be able to register purchases in KLARA you need user access and login information, more information in the Laboratory Safety Manual, <https://liu.se/en/lab-safety>, *Management of chemicals- Purchase, manufacture and End-User Declaration (EUD)*. This information briefly describes how registration of purchases in KLARA is to be carried out.

**Note!** If you are going to register purchases retrospectively for the previous year, the purchase registration must be completed first. After that, you can copy products and quantities from the previous year in KLARA. If the products are copied first and after that you go back to the previous year and register purchases, this means that the information about purchases is not visible in the new registration year because copying took place before the information was added.

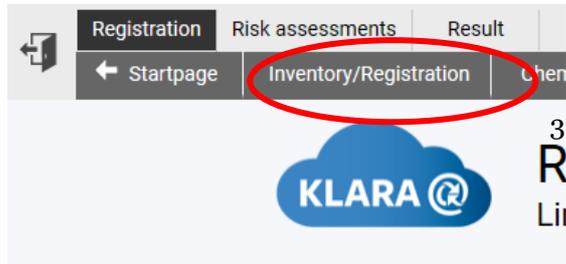
### Access to the chemical management system KLARA

The chemical management system KLARA can be accessed via one of the following options:

- <https://chemicalsystem.liu.se>
- Liunet and "My tools", "My systems" (the bubble at the bottom right with the profile picture).

### Registration of purchases in chemical management system KLARA

1. Log in via Single Sign On (SSO)
2. Choose "Chemical management" in the left column
3. Choose "Inventory/Registration"

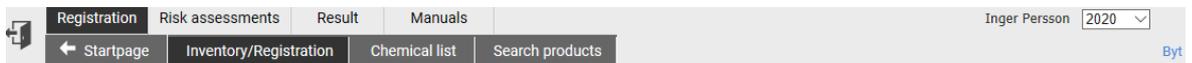


Or go directly via the start page icon

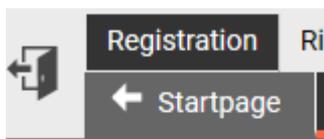
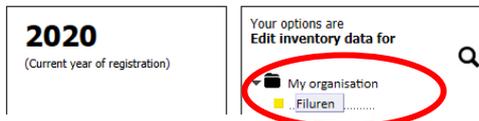


Inventory & Registration  
This is where you take  
inventory of chemicals

4. Choose your division, building, floor and room where you are going to register your purchase

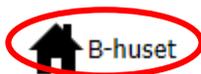


### Registration of chemicals at Linköpings Universitet



### Filuren

+ Additional functions



Choose building where you are going to register your purchase.

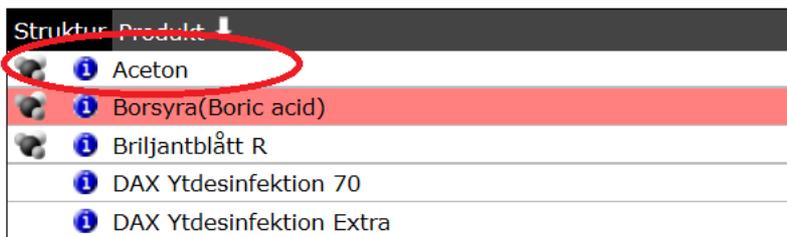


Choose floor where you are going to register your purchase.



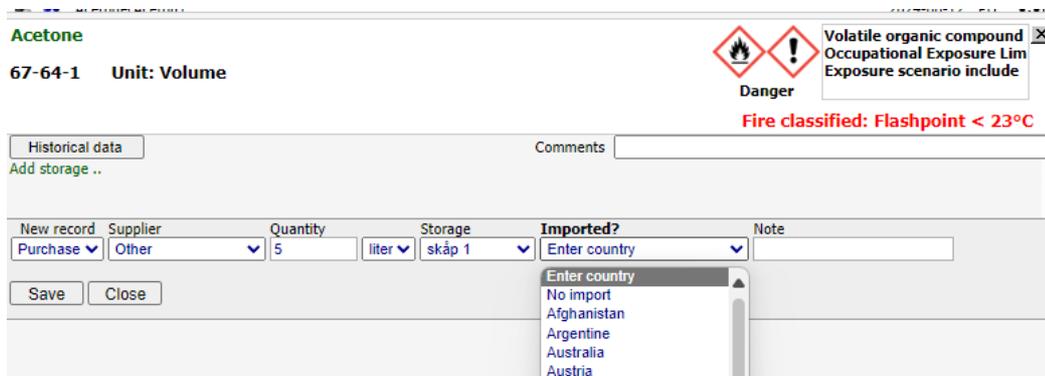
Choose the room where you are going to register your purchase.

5. Choose the product to which you want to register your purchase



6. At the heading "New record" you choose "Purchase", and register the correct supplier, amount you bought, where the container is stored if that is registered in the room and whether the product is imported or not by selecting either "No import" or the country from which the product was purchased. You can also make your own comment "Note".

**Note!** When you register gas and aerosol cylinders/containers you should state **both amount and number** of gas cylinders/aerosol containers.



### How do I know if my product is imported?

Your product is defined as imported if you purchase a product directly from a foreign supplier without going through retailers in Sweden, or if you have in any other way obtained products from outside Sweden's borders. An example of this can be if a collaborator from another country has sent you a chemical product. If you buy a product through a Swedish supplier for example Sigma-Aldrich Sverige AB, which in turn sends the product to you from a warehouse in, for example, Germany, it is not considered an import for LiU and you select "No Import" when registering the purchase.

#### 7. Then choose "Save".

New record	Supplier	Quantity	Storage	Imported?	Note
Purchase	Other	5	liter skåp 1	No import	
<input type="button" value="Save"/> <input type="button" value="Close"/>					

### If a product is missing in the chemical list

structure	Product	Comments	Modified By
	Boric acid		
	Bradford Reagent		
	Brilliant blue R(Brijjantblått R)	Brilliant Blue R-	
	Cobalt(II) chloride(coboltklorid)		
	DAX Ytdesinfektion 70		
	DAX Ytdesinfektion Plus		
	Diethyl ether(Dietyleter)		
	Formaldehyde solution 36,5-38%		
	Hydrogen peroxide 8-35%		
	Methanol(Metanol 61 - 100%)		
	Premium Gloss Colours (Plasti-Kote)(Twist & Spray, blank glansvärde 80+)	blandade färger	
	Sodium azide(Natriumazid, fast)		
	Sodium chloride(Natriumklorid)		
	Xylene(Xylen)		

Region Östergötland depåsortiment

Glucose

I can't find the product in the KLARA-databas and want to add a

New product

Products

- 2-Deoxy-2-[(7-nitro-2,1,3-benzoxo)GLUCOSE]
- 6-Deoxy-D-GLUCOSE
- D-GLUCOSE-13C6,1,2,3,4,5,6-d
- 1,2:5,6-Di-O-isopropylidene-a-D-g
- GSP-DH
- beta-Gentiobiose
- alpha-D-Glucoheptonic acid
- beta-D-Glucopyranose
- alpha-D-GLUCOSE
- Beta-D-GLUCOSE

1.

2.

⚠ = Substance or in mixture constituent substance is considered especially dangerous. Click at ⚠ for more information regarding each product.

1. Type in the name of the product you are looking for (on the right side of the page). Use the CAS number for pure substances since this gives the best search results. If the product does not appear when you search for its complete name, try searching on parts of its name by using an asterisk (\*). You can also search for the product by typing the article number or EG-number.
2. Highlight the product that corresponds to your product. But before you enter the chemical to your chemical list, click on the blue "i" symbol to obtain more information about the product. It is important that you enter the correct "KLARA-product" that you have, to make sure that the material safety datasheet corresponds to the product you have. If you want help contact the Chemical management coordinator at LiU.
3. Enter the supplier, inventoried amount, storage location(where relevant)

and whether the product is imported or not by selecting either “No import” or the country from which the product was purchased in the pop-up box that appears.

4. If you cannot find the product, mark ”New product” (on the right of the page) and send an mail to the Chemical management coordinator at LiU with information about product namn, CAS-number product number etc., as required in the list that appears.

### Contact information

If you have questions, contact chemical management coordinator via [labsafety@liu.se](mailto:labsafety@liu.se)