



CHEMWATCH MANIFEST USER GUIDE

DEFINITIONS

- **Chemical register** is a list of all hazardous chemicals, stored, handled or used at a workplace (or area of the workplace). The safety data sheets of all hazardous chemicals must be included with the register.
- **Chemical manifest** is a written summary of the hazardous chemicals used, handled or stored at a workplace, which is used by Emergency Services in the event of an emergency. Its principal purpose is to inform Emergency Services about the chemical hazards that may exist in a building so that appropriate action can be selected to prevent loss of life, minimise property damage and to prevent inappropriate action being taken. This is not what the Chemwatch chemical manifest is (see below).
- **Chemwatch chemical manifest** is the terminology Chemwatch uses to record your chemical register (see first definition).

WHEN DO CHEMICAL REGISTERS NEED TO BE UPDATED?

Every twelve months it is the responsibility of the lab/area supervisor to coordinate a review of hazardous chemicals within their area and (if necessary) update their chemical register. If you use Chemwatch you should login to check.

You **ONLY** need to update your chemical register if:

- You acquired completely new chemicals into the laboratory; OR
- Your individual chemical holding will exceed the maximum amount indicated for the particular chemical; OR
- A chemical is completely disposed of AND you will not obtain the chemical again in the foreseeable future (e.g. within 1 year).

WHAT NEEDS TO BE INCLUDED ON A CHEMICAL REGISTER?

Only chemicals classified as '[hazardous](#)' are required to be listed on a chemical register (including controlled substances, gas cylinders, radioactive materials [e.g. unsealed isotopes], radiation sources [e.g. mine tailings] and nanomaterials).

Exceptions:

- There is no need to record chemicals which are cleaning agents unless they are in industrial quantities of (i.e. 20L and above).
- There is no need to record chemicals which are normal office supplies e.g. liquid paper, white board cleaner, printer cartridges etc.
- There is no need to record chemicals which are under 10g or 10mL; unless it is:

- a controlled substance class S8 or S9; or
- extremely hazardous i.e. are category 1 (GHS); or
- a restricted or prohibited carcinogen (see Appendix C*); or
- a chemical of security concern or chemical weapon (see Appendix D*); or
- nanomaterial; or
- radioactive material.

When updating registers there is a requirement to:

- Record all new chemicals and remove any chemicals which you no longer have; and
- Change amounts only if they have changed more than 1L or Kg.

Not using Chemwatch? Please note that any chemical register must at a minimum contain the following (Note: the register can contain extra information if required for other purposes and there is no defined format).

Chemical Name - Use the common name if it exists, and please put the name of the chemical before the concentration if applicable
Dangerous Goods/GHS information – You must record one or both of the below classifications on the register: (1) GHS Class and Category (This is the Class and the Category under the Globally Harmonized system of classification and labelling of chemicals third edition 2009 e.g. Flammable Liquid Category 2); and/or (2) Primary DGC- DGC Class (These are solids, liquids or gases that have been classified as dangerous under the <i>Australian Code for the Transport of Dangerous Goods by Road or Rail</i> (the ADG code)).
Building -
Room
Maximum Volume
Controlled Substance - Use the appropriate S number such as S4, S8 etc. If it is not controlled, insert "-"
Container Unit

CHEMWATCH LOGIN

To access the Chemwatch chemical manifest of your lab/are, click on the following link and enter the relevant credentials from the list below: <https://jr.chemwatch.net/chemwatch.web/account/login>

The domain/account name is: uniadelaid


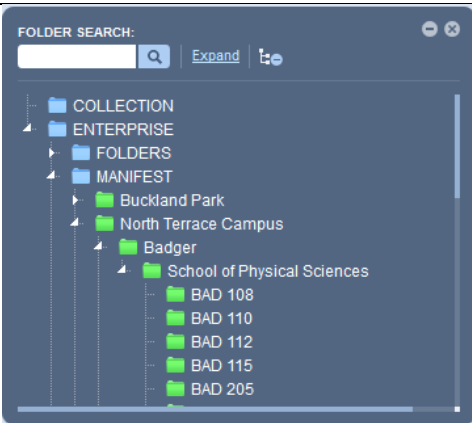
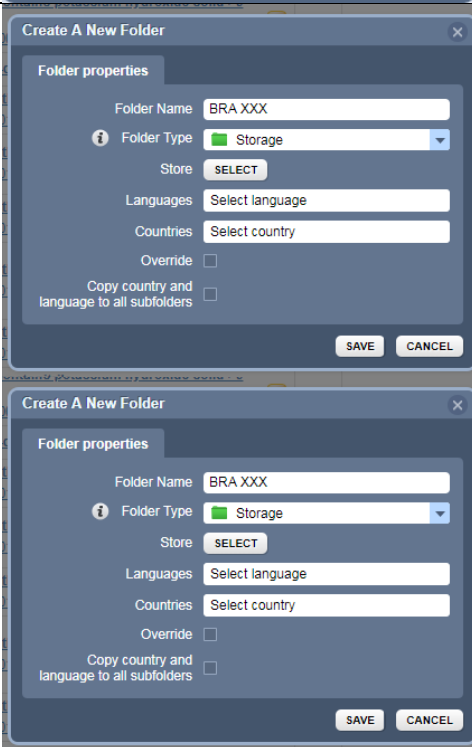
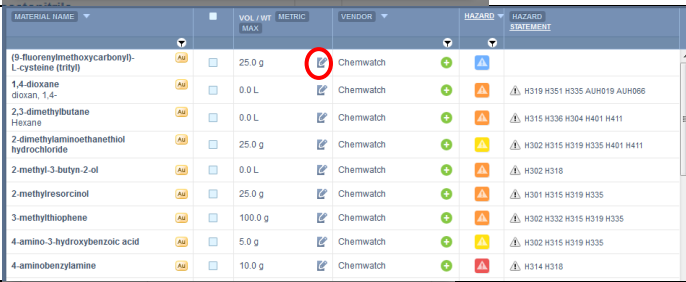

School/Area	Username (user login)	Password
• SBS	SBS lab supervisor	SBS123
• SPS	CP lab supervisor, or EES lab supervisor	CP316, or EES4419
• AVS (Roseworthy)	AVS lab supervisor	AVS12219
• AFW (Waite and Roseworthy incl. Roseworthy Workshop)	AFW lab supervisor	AFW1523
• Waite Historic Precinct	UE supervisor	UE123
• Sciences Fleet & Field	Sciences manifest	sfa123

If Chemwatch is already logged in as someone/somewhere else, then replace the login details with your own. Note the password is case sensitive.

If you have any difficulties with Chemwatch, the “?” button on the top right hand corner of the page provides an extensive help guide.

TIP: Chemwatch works best with Firefox or Chrome and is fastest in the early morning or late afternoon.

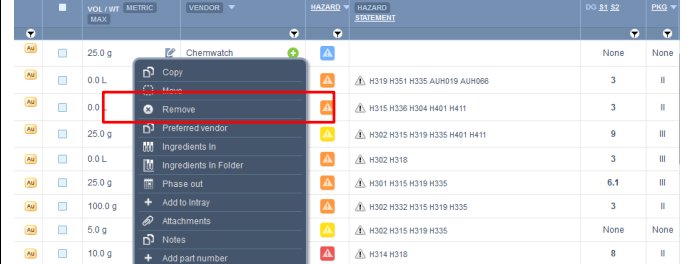
A. EDITING CHEMICAL QUANTITIES

<p>1. Click on the “white arrow” (not folder) next to the manifest button on the bottom panel.</p>																																																													
<p>2. Folders for each lab have been set up within the building folders. Click on the “white arrow” (not folder) to expand the folder tree and locate your lab folder.</p> <ul style="list-style-type: none">• If you see your lab’s folder proceed to step 4.• If you don’t see your lab’s folder go to step 3.																																																													
<p>3. To add a new lab, right click on the “white arrow” to select the building you wish to add a lab to i.e. Braggs. Then right click on the relevant School folder and select “Create”</p> <ol style="list-style-type: none">Follow the nomenclature used i.e. BRA XXX.Select Folder Type “Storage”Click “SAVE” <ul style="list-style-type: none">• Proceed to section C. Adding Chemical(s) to Manifest																																																													
<p>4. Click on your “LAB FOLDER” to see the list of chemicals. Click on the “pen” icon in the vol /wt column to edit.</p>	 <table><thead><tr><th>MATERIAL NAME</th><th>VOL / WT MAX</th><th>METRIC</th><th>VENDOR</th><th>HAZARD</th><th>HAZARD STATEMENT</th></tr></thead><tbody><tr><td>(8-fluorenylmethoxycarbonyl)-L-cysteine (trityl)</td><td>25.0 g</td><td></td><td>Chemwatch</td><td></td><td></td></tr><tr><td>1,4-dioxane dioxan, 1,4-</td><td>0.0 L</td><td></td><td>Chemwatch</td><td></td><td>H319 H351 H335 AUH019 AUH066</td></tr><tr><td>2,3-dimethylbutane Hexane</td><td>0.0 L</td><td></td><td>Chemwatch</td><td></td><td>H315 H336 H304 H401 H411</td></tr><tr><td>2-dimethylaminoethanethiol hydrochloride</td><td>25.0 g</td><td></td><td>Chemwatch</td><td></td><td>H302 H315 H319 H335 H401 H411</td></tr><tr><td>2-methyl-3-butyn-2-ol</td><td>0.0 L</td><td></td><td>Chemwatch</td><td></td><td>H302 H318</td></tr><tr><td>2-methylresorcinol</td><td>25.0 g</td><td></td><td>Chemwatch</td><td></td><td>H301 H315 H319 H335</td></tr><tr><td>3-methylthiophene</td><td>100.0 g</td><td></td><td>Chemwatch</td><td></td><td>H302 H332 H315 H319 H335</td></tr><tr><td>4-amino-3-hydroxybenzoic acid</td><td>5.0 g</td><td></td><td>Chemwatch</td><td></td><td>H302 H315 H319 H335</td></tr><tr><td>4-aminobenzylamine</td><td>10.0 g</td><td></td><td>Chemwatch</td><td></td><td>H314 H318</td></tr></tbody></table>	MATERIAL NAME	VOL / WT MAX	METRIC	VENDOR	HAZARD	HAZARD STATEMENT	(8-fluorenylmethoxycarbonyl)-L-cysteine (trityl)	25.0 g		Chemwatch			1,4-dioxane dioxan, 1,4-	0.0 L		Chemwatch		H319 H351 H335 AUH019 AUH066	2,3-dimethylbutane Hexane	0.0 L		Chemwatch		H315 H336 H304 H401 H411	2-dimethylaminoethanethiol hydrochloride	25.0 g		Chemwatch		H302 H315 H319 H335 H401 H411	2-methyl-3-butyn-2-ol	0.0 L		Chemwatch		H302 H318	2-methylresorcinol	25.0 g		Chemwatch		H301 H315 H319 H335	3-methylthiophene	100.0 g		Chemwatch		H302 H332 H315 H319 H335	4-amino-3-hydroxybenzoic acid	5.0 g		Chemwatch		H302 H315 H319 H335	4-aminobenzylamine	10.0 g		Chemwatch		H314 H318
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<p>5. Enter the maximum volume (mL) or weight (g) and then click “SAVE”</p>																																																													

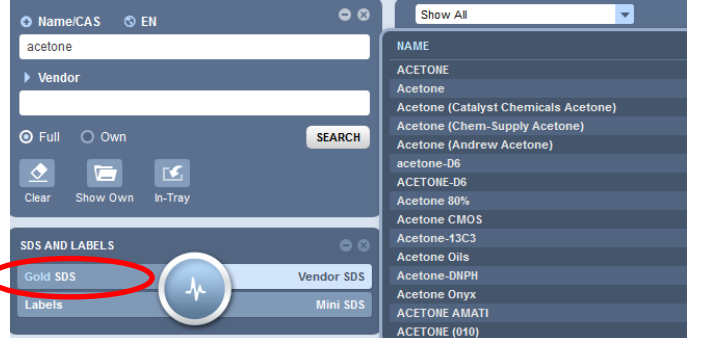
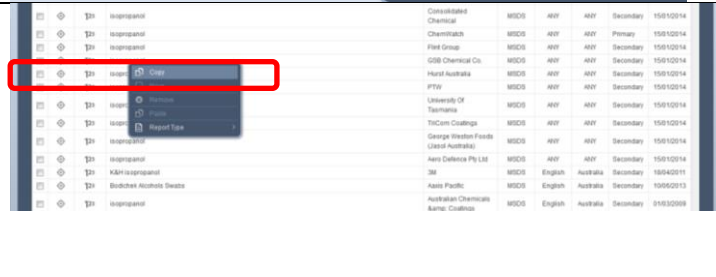
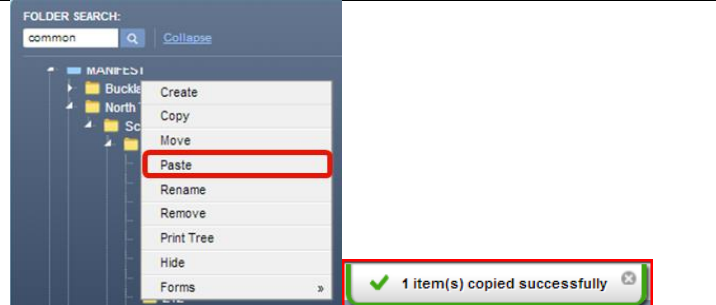
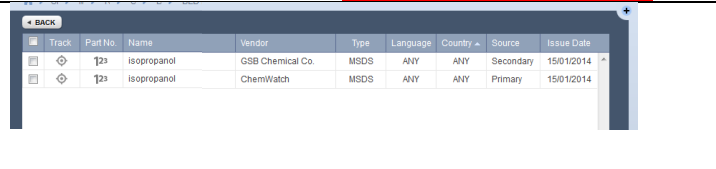
Hint: If you have added the maximum amount and the chemical listing shows “0”, you may be looking at the total volume rather than the maximum volume. Click on the button at the top of the page to toggle between the maximum and total volume display.

Hint: The folder contents may not be displayed completely on the screen and you may have to scroll to the right to see all the columns.

B. REMOVE CHEMICAL(S) FROM MANIFEST

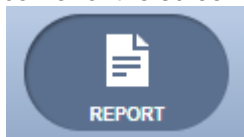
<p>1. To remove an entry, right click anywhere in the row and then select “Remove”. You can remove multiple items by selecting the items using the squares on the left and then right clicking to select “Remove”.</p>	
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C. ADDING CHEMICAL(S) TO MANIFEST

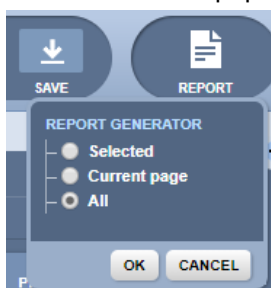
<p>1. Search for the Gold SDS of the chemical of interest, at least initially. E.g. Acetone.</p>	
<p>2. Choose the appropriate Gold SDS that matches your chemical. If a Gold SDS is not available, it may be necessary to conduct the search again in Vendor SDS, searching for the specific brand.</p> <p>Please note that not all chemical details are extracted for your register from Vendor SDS's.</p> <p>Right click on the chemical and select “Copy”.</p>	
<p>3. Right click on your “LAB FOLDER” and paste to add chemical. A green message will appear at the top when item has been successfully added.</p> <p>Hint: it is also possible to click and drag the chemical to the folder(s) as a single step.</p>	
<p>4. The chemical will appear in your folder and when you click on the chemical name more than one entry may appear, e.g., vendor SDS, vendor GOLD SDS and/or Chemwatch GOLD SDS. Click on the required entry for the SDS, alternatively all will remain as options.</p>	

D. GENERATING AN EXCEL REPORT OF YOUR AREA

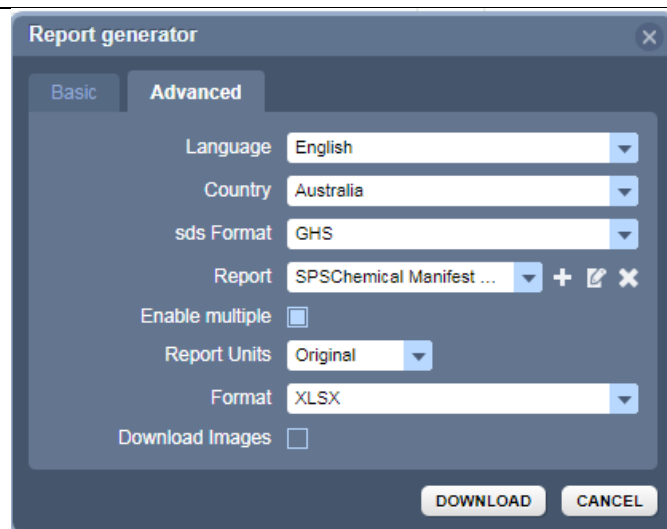
1. To generate an Excel report of your folder and its contents, click on **"REPORT"** in the top right hand corner of the screen.



2. Select **"All"** in the pop up window.



3. Another pop up window will appear. Select the **"ADVANCED"** tab. Fill in the fields as shown:
 - a. Choose an appropriate Report profile, e.g. **Chemical Manifest PCW basic** or **SPSChemical Manifest GOLD** and click download.
4. The Excel spreadsheet will be downloaded. Adjusting columns and adding 'wrap text' to cells will make the register easier on the eyes.



Need support or advice? Please contact a member of the [Sciences HSW Team](#).