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Instructions for KLARA inventory personnel

Uppsala University

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Introduction

According to decision taken by the Vice Chancellor (Dnr UFV 2005/1538), every department/similar which handles chemicals must register their holding into a web based chemical registration system. At Uppsala University KLARA is the system that shall be used. The system is accessible for all employees at Uppsala university, but if you log in to KLARA there are three different categories, and these three categories have different roles and rights in KLARA.

- **The administrator** has full access to all information about the chemical holding for the whole university.
- **The KLARA inventory personnel** has full access to all information within the own department/similar, and can register and deregister chemical information at the department/similar. The KLARA inventory personnel can register new products in KLARA. The product will then be “red” (not reviewed). There are special rules that have to be followed when the inventory personnel register a new product, see the KLARA manual for inventory staff. (*Writing right*).
- **Person with reading rights** can view the information within the own department/similar, and can also reach the whole database to get information about all the products that are registered into KLARA’s database. They can’t view any information about where the products are located except for their own department/similar. (*Reading right*).

These instructions are preferably directed to KLARA inventory personnel. The instructions describe important elements and routines regarding the work with KLARA, while the system is described in the KLARA manual which can be found in KLARA when inlogged.

Link to information on Staff portal about KLARA: <https://mp.uu.se/c/perm/link?p=1271769>

There is a direct link to the KLARA system at Staff portal first page under **START/Systems**.

Click at the cogwheel  to the right and choose KLARA.

Training

Before you get access and can start use and work in KLARA you must be trained in the system. At this course you will learn all about KLARA and you will get general information about legislation in chemical handling. The course is arranged by the administrator at the Unit for Environment and work environment at the Buildings division. It is possible to get the course in Swedish or in English.

Those who only will use KLARA as readers-only are welcome to join the course, but it is not required. There is a possibility to get a shorter introduction for those with reading rights only from the administrator at the Buildings division. We recommend that a KLARA inventory personnel at the department/similar give training to students and employees that are supposed to use the KLARA system only with reading rights.

Contact person

Every department/similar should have a contact person registered at their department/similar in KLARA, preferably the person who also serve as the Chemical Safety officer at the department/similar.

The contact person is responsible for informing the administrator when a KLARA inventory personnel leaves the department/similar so that the person can be deregistered from KLARA.

Information

Information that administrators need to spread to KLARA inventory personnel will be sent by email.

User name and password

All new users will be registered by the administrator. The user name is the e-mail address. The password will automatically be generated in KLARA and will be sent by e-mail.

Rooms

All departments/similar are obliged to have all rooms where they store chemicals registered in KLARA. The inventory personnel sends an email with room information to the administrator. The inventory personnel gives all information about campus area, building, level and room number. The administrator register the room and connect it to the department/similar. If the room is already registered in KLARA, the KLARA inventory personnel can connect it to the department/similar. Then it is up to the inventory personnel to register the chemicals in the current room. When the room is registered, the inventory personnel can create cabinets and shelves in the cabinets. If you share rooms with another department, you can see that department's cabinets too, but you can not see their chemical holding in their cabinets because their holding is linked to their department.

Quantities/Amounts

All chemicals classified as hazardous must be registered in KLARA. To keep order in the chemical storage areas, it is recommended to also register those that are not classified as hazardous. Kits and gas containers must also be registered. Narcotics and drugs should not be registered. When a package with a chemical has run out, the product should be discarded in KLARA. When purchasing the chemical again, it must be registered in KLARA again. Register the amount of the chemical (the size of the package), select "inventory". For flammable goods, "Max stored amount" shall also be stated, i.e. the maximum amount that will be stored in the storage area. That amount only needs to be changed if you exceed the specified maximum amount. The reason why this quantity must be stated is to make it easier to check the amounts in connection to the permit for handling flammable products.

Lists can be retrieved for various parameters, under "Chemicals / Chemical list" or under "Results". From the latter, discarded products are included.

Relocation of chemicals

When inventory personnel want to move chemicals from one room to another room, they must report this new room to the administrator. When the room is registered by the administrator and connected to the inventory personnel's department/similar, the inventory personnel has to register the chemicals into that new room.

The inventory personnel can connect a new room to his/her department if the room already exists in KLARA's List of buildings/rooms. The administrator can help if there are more extensive chemical relocation planned. Then the KLARA inventory personnel do not have to register the chemicals into their new rooms one by one. Moving of chemicals between different departments/similar can only be made by the administrator.

Annual inventory

Once a year all departments/similar must have a chemical inventory. The aim of this inventory is for the department/similar to have a current register in KLARA and that the register correspond to the

real chemical holding for products, amounts and storage place. This inventory register should be completed *at the latest the 31st of December* every year.