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Instructions for KLARA inventory personnel

Uppsala University

Established by Maria Aveskogh 2014-08-22
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Introduction

According to a resolution taken by the Headmaster of Uppsala University, every department/similar which handles chemicals must register their holding into a web based chemical handling system. During 2014 we have changed system from Kemia to KLARA. The system is within reach of all employees, but if you log on to KLARA there are three different categories, and these three categories have different roles and rights in KLARA.


- **The administrator** has got full access to all information about the chemical holding for the whole university. She/he has also got access to register and deregister chemical information in KLARA concerning the whole university.
- **The KLARA inventory personnel** has got full access to all information within the own department/similar, and access to register and deregister chemical information at the department/similar. The KLARA inventory personnel can also 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 in KLARA, see page 25-26 in the manual for inventory staff. (*Right to write*).
- **The guest** 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. (*Right to read*).

These instructions are preferably directed to those who work as KLARA inventory personnel. The instructions describe important elements and routines around the work with KLARA, while the system itself is described in the KLARA manual.

The valid version of this document can be found at [Uppsala University - Medarbetarportalen/ANSTÄLLNING/Arbetsmiljö/Arbetsmiljö A-Ö - KLARA](#).

Direct link <https://mp.uu.se/web/info/stod/handbocker/laboratoriesakerhet/kemikalier/klara>

There is a direct link to KLARA at [Medarbetarportalen](#)'s first page under **START/Systems**.

Click at the cogwheel  to the right and choose KLARA.

Education

Before you get access and can start use and work in KLARA you must be educated in the system. At this education you will learn all about KLARA and you will get general information about legislation around chemical handling. The education is arranged by the Maria Aveskogh at *Environment and work environment*, and is given continuously according to requirement and is also given in both Swedish and English.

Those who only will use KLARA as a guest are welcome to join the education, but there are no demands that KLARA guests have to have this education. We recommend that a registered KLARA inventory personnel at the department/similar trains students and employees that are supposed to use the KLARA system only as guests.

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 Trustee at the department/similar.

The contact person is responsible for informing the administrator when a KLARA inventory personnel leaves the department/similar and then shall be deregistered from KLARA.

Information

Information that administrators need to spread to KLARA inventory personnel will go via email.

User name and password

All new inventory personnel and guests will be registered by the administrator. The user name is the KLARA inventory personnel's email address. The password will automatically be generated in KLARA and will be sent to the KLARA inventory personnel via email.

The user name for the guests must be an email address.

Rooms

All departments/similar are obliged to have all rooms where they store chemicals registered in KLARA. The inventory personnel sends an email with his/her 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 affiliate it to the department/similar. If the room is already registered in KLARA, the KLARA inventory personnel can affiliate it to the department/similar him/herself. 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 his/her own cabinets and shelves in the cabinets. If you share rooms with another institution/department, unfortunately, you can see that department's cabinets too, but you can't see their chemical holding in their cabinets because their holding is linked to their department.

Quantities/Amounts

The KLARA inventory personnel are recommended to register quantities/amounts of their chemical holding, i.e. both stored amounts and year consumption, in KLARA. Some chemicals *require* registration of stored amounts in KLARA. These are the chemicals classified as:

- Carcinogenic products
- Mutagenic products (May cause heritable genetic damage)
- Reproduction toxic products (Possible risk of impaired fertility)
- Allergenic products (May cause sensitization)
- Environmental hazardous (dangerous for the environment)
- Oxidising products
- Explosive products
- Flammable products¹
- Products that require handling permission, so called A- and B-products²

When you need information about products and what group they are represented in, it is very convenient to use the Report System in KLARA. Under the tabs Result/Substances you can make your own reports. Carcinogenic products, Mutagenic products and Reproduction toxic products are gathered in a report called CMR-products, while products from the other different groups are

¹ The concept flammable is defined by the Swedish Civil Contingencies Agency (MSB).

² Permission is required according to the Swedish Work Environment Authority (AFS 2005:17).

presented in a report representing only that specific group. Under the tabs Registration/Chemical list you can make your own Custom chemical list for your department/similar.

Movement

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 affiliated to the inventory personnel's department/similar, the inventory personnel him/herself has to register the chemicals into that new room.

The inventory personnel can affiliate 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 movements going on, so that the KLARA inventory personnel don't have to register the chemicals into their new rooms one by one. Relocation of chemicals in 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 considering products, amounts and storage place. This inventory register should be completed *at the latest the 31st of December* every year.