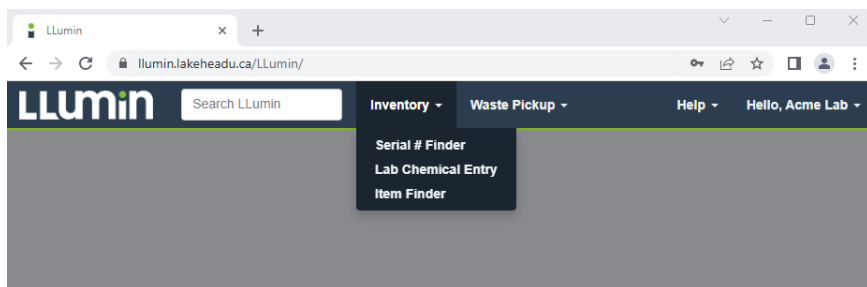


# LLumin Chemical Inventory Quick Start Guide

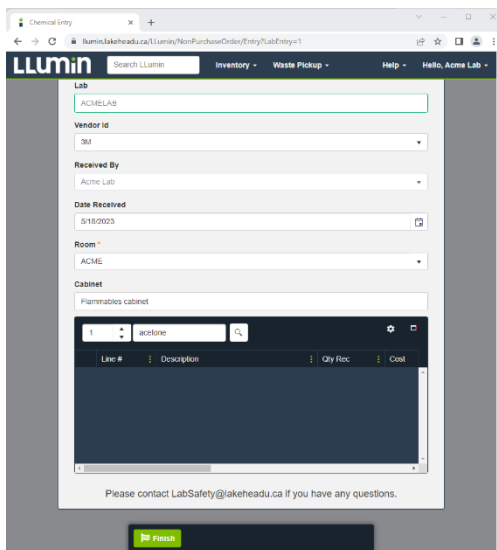
Go to <https://llumin.lakeheadu.ca/LLumin/>

Use your username and password to login. If you need to reset the password, please have your faculty advisor or your lab manager email [labsafety@lakeheadu.ca](mailto:labsafety@lakeheadu.ca) Usernames and passwords are case sensitive.

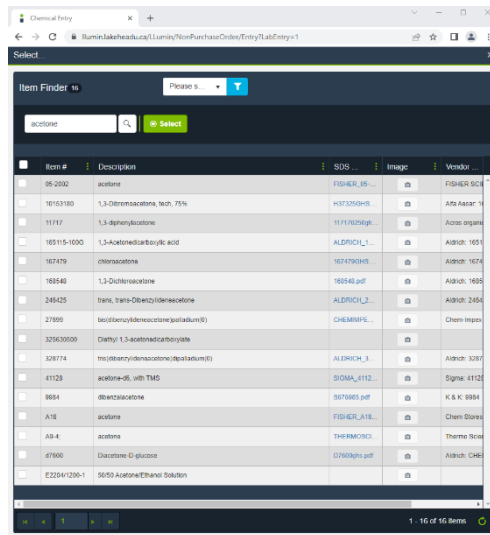
Use the *Inventory menu* to look up a specific item and the lab inventory using *Serial # Finder*. Enter new chemicals into your inventory using *Lab Chemical Entry*. Safety Data Sheets (SDSs) are available on the *Serial # Finder*. Chemicals are searchable by chemical name, CAS number and item number. NOTE: item numbers may not match your supplier, new item numbers will only be added to the system for new chemicals not already entered into the database.



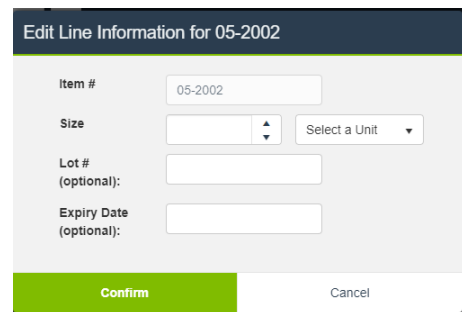
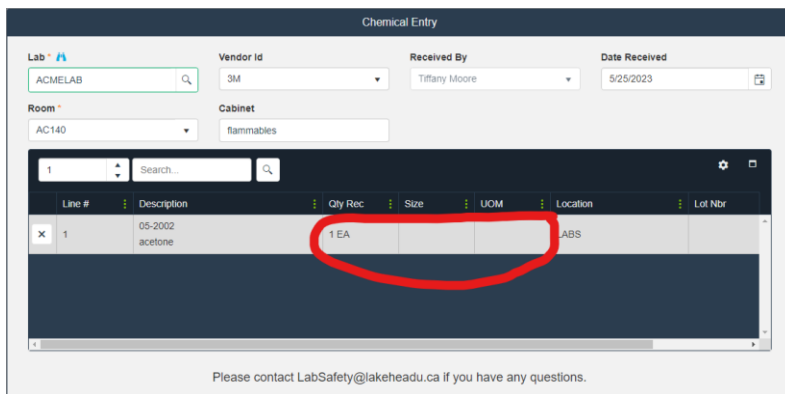
Select *Lab Chemical Entry* to enter chemicals. All fields are required, use the *Cabinet* field to designate location e.g. flammables cabinet, acid cabinet, dry chemical storage, shelf etc. Use the search field to type in the name/CAS of the chemical you wish to enter, or use the look-up button to search in a grid list.



Pictured below is the look-up search result for acetone. An appropriate chemical *item #* can be selected from the database. If your chemical name or CAS does not have any results, email [labsafety@lakehead.ca](mailto:labsafety@lakehead.ca) and attach the item's SDS to your email so it can be added to the inventory.



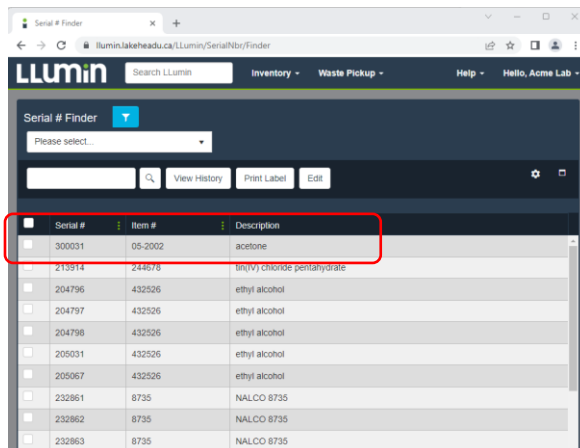
Once you select your item, you must adjust the *Quantity* (number of bottles), *Size* and *UOM* by selecting those cells in the table. *Lot#* is optional and provided for QA purposes. *Expiry date* is required for some chemicals. Click *Confirm*.



### UOM Table

Abbreviation	Units
EA	Each
L	Liter
ML	Milliliter
G	Gram
KG	Kilogram
UG	Microgram
MG	Milligram
CM	Centimeter (use for items like metal wires)
RXN	# reactions per package

Click the *finish* button on the bottom of the window to add the item to your inventory. Your item and serial number will be on the top of the list on the serial number finder screen. Be sure to write this number on your reagent bottle.



Serial #	Item #	Description
300031	05-2002	acetone
213914	244676	Iron(VI) chloride pentahydrate
204796	432526	ethyl alcohol
204797	432526	ethyl alcohol
204798	432526	ethyl alcohol
205031	432526	ethyl alcohol
205067	432526	ethyl alcohol
232861	8735	NALCO 8735
232862	8735	NALCO 8735
232863	8735	NALCO 8735

## Waste Pick-up

Use the Waste Pick-up screen to:

- enter chemical waste when it is generated (HAZ Waste)
- request new sharps containers
- request new glass boxes
- request sharps waste pick-up

When requesting Hazardous waste pickup provide information in all fields with details. Waste that can be stored in the central storage area will be collected as soon as possible, but some must remain stored safely in your lab until Waste pick-up day. Flammable materials cannot be picked up from individual labs. When you submit your waste pick-up

request for HAZ waste, write the waste request number on the chemical containers. Items without a waste request number clearly written on them will not be accepted for waste pick-up.

The screenshot shows a web browser window with the URL [lumin.lakeheadu.ca/LLumin/WorkRequest/Create\\_View](http://lumin.lakeheadu.ca/LLumin/WorkRequest/Create_View). The page title is "Waste Pickup Request Entry". The form contains the following fields and values:

Field	Value
Pickup Location *	AC-140
Pickup Type *	Waste Pickup
Requested By *	Acme Lab
Specific Instructions	Write any specific instructions here e.g. in fume hood, or call ext. XX first. You can add a photo of the waste using the buttons below.
Waste Type *	Haz Waste
Chemical Name / Mixture *	Mixed solvent waste
Waste Qty - Volume *	4
Your Name *	Tiffany Moore
Waste Description *	acetone, hexanes 50/50
# Containers *	1
UOM *	L
Email Address *	labsafety@lakeheadu.ca

Buttons: "Add a File", "Attach Existing File", "Save", "Go Back".

**IMPORTANT:**

1. Expiry dates must be entered on all chemicals that degrade to reactive compounds or have an expiry date set by the manufacturer. See [Prohibited and Limited Chemicals List | Lakehead University](#) for more details.
2. Items such as gas cylinders must be in the inventory for the total number on hand at any time, but you do not need to create new serial numbers every time you switch out your cylinders.