Biovia CisPro Live is an inventory system used by the Marywood University (MU) Science Department. It is used to track containers of chemicals by owner and location. All MU Science department full time faculty, laboratory/graduate assistants and select research assistants should use this inventory system. Access to the system is granted on a case by case basis by the Laboratory Manager and Department Chairperson. This system is also used to inventory and track equipment, supplies and prepared slides.

Users may better manage their stock of materials by knowing where chemicals and equipment are located down to the shelf in a laboratory cabinet. Barcode labels are attached to each inventoried container and by looking up the barcode, information about that container such as the owner, location, inventory date and container history may be viewed. No chemical, supply or equipment contained in the laboratories should be moved or deleted without the Laboratory Manager’s permission. If the chemical, supply or equipment is from a research lab the Principle Investigator must be asked and the Lab Manager must be notified before anything may be moved. The Lab Manager will move the chemical, supply or equipment in the inventory system and then physically move it to a new location.

Procedure:

1) Logging into the System:
   - There is a link to the (click on it to go to the log in page) on the desktops in CNHS 97, 104, 107, and 304 as well as barcode printers and scanners. Please note that functions requiring the printer and scanner can only be performed at these locations. Also note that the internet explorer browser is required to print labels. Opening the inventory in Firefox will not allow you to print labels.
   - If you are using a computer that does not have the Biovia CisPro Live link on the desktop, simply go to https://accounts.accelrys.com/.
   - Choose the Biovia CisPro Live product.
   - Enter the Customer (first line): marywood.
   - Enter the user (second line): first initial and last name all lower case (ex. dwardach).
   - Enter the password (third line). The student password is student123 and the faculty password is faculty123. Please change your password on the home page after your first login.
   - Click on login
   - Please consult the Laboratory Manager if you are having trouble logging into the system or if you would like to request permission to use the inventory system.

2) Find Material Location (look up a chemical location) –
   - Go to the Home page by selecting Home
   - From the Home page find Materials.
   - Click on the search option below it.
   - Find a material by name (this should be the default setting).
• Type in the chemical name (You may want to choose contains instead of begins from the drop down box. Also, you may want to search a part of a word/phrase instead of the entire word/phrase. This will increase your search abilities.
• All of the materials that match the search will be displayed in the left column. The material information currently displayed will be highlighted in yellow. Please note there may be many pages to this display. If you wish to view more than 20 chemicals at a time please reset the default at the bottom of the display page.
• Choose a material from the left by clicking on it.
• To find a location(s) of the chemical(s) click on the containers tab. This displays the location of each container of the chemical.
• MSDS and other hazard/handling information is found on the Hazards tab
• Standard Operating Procedures and other information is found on the docs tab

3) **Look up Chemical by Bar Code to make Child Containers (Secondary Containers)**
• From the Home page, click on Container Search, Barcode on home page.
• Type in bar code number or scan it with the scanner then click on search.
• This will take you to the container page of the material.
• Choose Dispense at the bottom of the page.
• Type in the quantity of material you would like to dispense and choose the units from the drop down box.
• Choose Dispense to Child Container and choose how many bottles you will use. (Note if you are doing several secondary containers with different volumes you will need to do each volume separately).
• Click on Dispense Button at bottom of page
• This will take you to the bar code print page. Go back to container (make changes in location, owner, etc. before printing label).
• Click on the Current Location Box. Choose a room and cabinet number then press move box at top of page. (If you are making more than one child container, you will need to change the location on each container or it will default to CNHS)
• Press reprint label at bottom of page.
• Choose a label size from the drop down box then click on print. If the printer **Zebra TLP 3842** is not the default printer... choose it and print labels.
• Use these as labels for bottles
• If you are making child containers for peroxide formers you will need to print two labels, one for identification and the other to designate it as a peroxide former
• There is a reprint feature on the container page (you will need to choose peroxide forming label).

4) **Changing Labels**
• When changing label sizes, turn off printer
• Open printer and change labels
- Close printer by pressing the green inside lever to the left before attempting to close lid
- Make sure the lid snaps closed
- Hold in form feed button while turning printer on. As soon as the red light flashes let go
- Let the printer complete its top of form function (it will waste a few labels)
- When it is finished you must advance the labels twice or it won’t print correctly
- Please contact the Lab Manager when the printing ribbon or label rolls are empty. The Lab Manager will replace the printing ribbon.

5) Label Sizes/Types
   - **Chemical Freezer Label** - used to inventory chemicals and solutions that require freezer storage or chemical containers that are too small for the NFPA Piggy Back Label.
   - **NFPA Piggy Back Label** – used to inventory most chemicals and solutions
   - **Peroxide Forming Chemical Label** – used as a second label on peroxide formers. This alerts the user to the fact that a peroxide former is being used. When a container is opened or a child container of a peroxide former is created, an expiration date of 6 months must be marked on this label. The Lab Manager will dispose of all outdated peroxide formers at the end of each spring and fall semester.
   - **Slide Label** – used for prepared slide inventory by Lab Manager only
   - **Supply Freezer Label** – used for supply/equipment inventory by Lab Manager only

6) Chemical Solutions
   - When making a solution, search the chemical solution (refer to procedure #2 Find a Material Location)
   - If the solution is already present in the inventory (seen in listing on left side of screen) proceed. **Note:** If it is not present in the inventory and/or is present at another concentration, please consult the Laboratory Manager.
   - Highlight the chemical solution by clicking on it. If you need help making the solution, click on components under the identity tab.
   - At the top of the page click on Receive and then Receive Currently viewed material
   - Choose (from the drop down box) what size container you wish to receive.
   - If your container size is not present click on Configure Package and add a new size. Click on Add New Size. Fill in Initial Quantity as the size of the container you are making and choose the proper unit from the drop down box. Click on the save button and then proceed to receive the specimen by choosing receive just below the save button.
   - Once the proper size container has been chosen, clicking on the receive button.
   - Make sure the label name is correct.
   - Choose an owner.
   - Choose a location in the drop down box. This is the location where the chemical will be stored.
   - Choose the number of containers you wish to receive
   - Choose the label type
Choose the printer (Generic/Text Only) and print your labels.

7) Viewing the Inventory
- A user may view the entire chemical inventory or any room, cabinet or shelf.
- From the home page, go to View Inventory and click on By Location.
- Click on the + sign next to CNHS to expand the inventory tree.
- Choose the room and specific location you wish to view.
- The inventory will be displayed. Please note there may be many pages to this display. If you wish to view more than 20 chemicals at a time please reset the default at the bottom of the display page.

8) Viewing an MSDS
- Find the Material location by looking up the chemical. Refer to procedure #2.
- Click on the Hazards Tab.
- This will display the NFPA rating diamond, pictograms, hazard categories, storage compatibility, storage and handling, target organs and PPE.
- To display the MSDS, click on View MSDS and then click on the link to it. This should take you either directly to the MSDS or to the vendor website where you can click on the MSDS link.
- PLEASE contact the Lab Manager if a link or page is not working.

9) Docs Tab
- The docs tab for each chemical may contain important information.
- Standard Operating Procedures are attached for chemicals that are considered flammables, peroxide formers, strong acids, strong bases and oxidizers.
- MSDSs may be attached when a solution is comprised of more than two chemicals.
- Certificates of Compliance may be found.
- Special Bulletins may be found.
- Researchers wishing to attach special procedures, etc please contact the Lab Manager.

10) Training
- Training is done on a one-on-one basis with the Lab Manager.