Llumin Chemical Inventory Quick Start Guide

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

Dismiss the pop-up by hitting cancel.
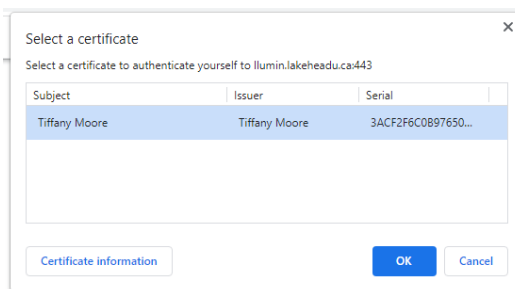
Use your username and password to login. If you need to reset the password, please have your faculty advisor or your lab manager email labsafety@lakeheadu.ca Usernames and passwords are case sensitive.

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.
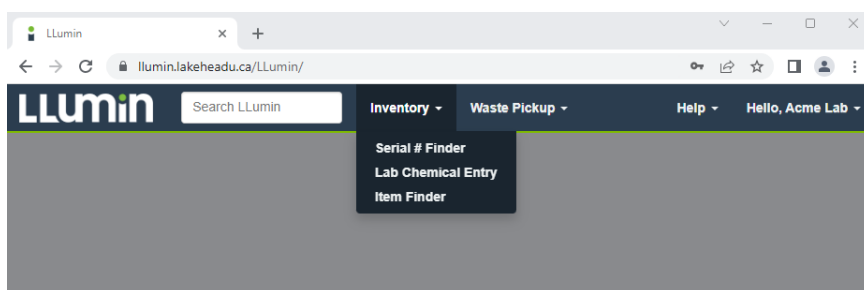

Select *Lab Chemical Entry* to enter chemicals. All fields are required, use the *Cabinet* field to designate location e.g. flammables cabinet, acid cabinet, dry chemical storage, shelf etc. Use the search field to type in the name/CAS of the chemical you wish to enter, or use the look-up button to search in a grid list.
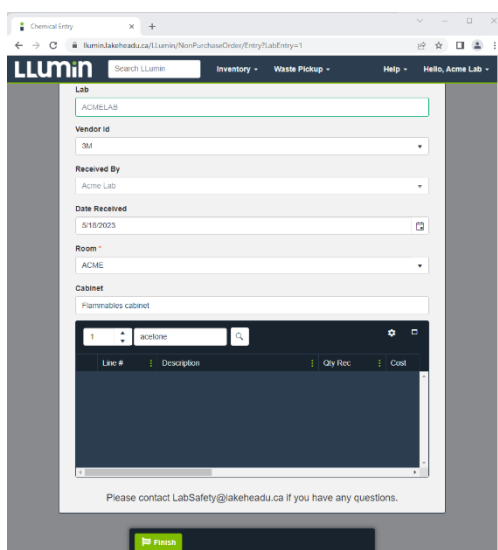
Pictured below is the look-up search result for acetone. An appropriate chemical *item #* can be selected from the database. If your chemical name or CAS does not have any results, email labsafety@lakehead.ca and attach the item's SDS to your email so it can be added to the inventory.
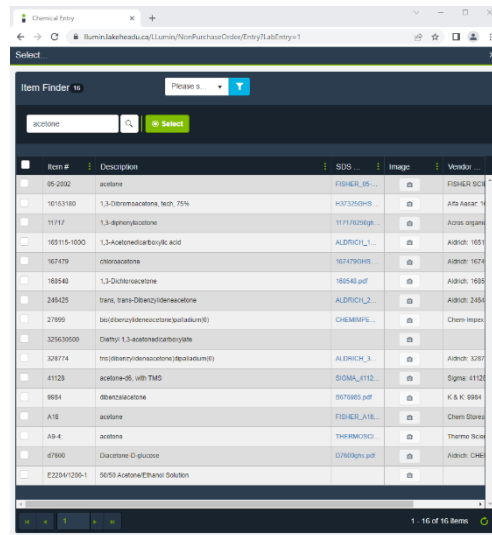
Once you select your item, you must adjust the *Quantity* (number of bottles), *Size* and *UOM* by selecting those cells in the table. *Lot#* is optional and provided for QA purposes. *Expiry date* is required for some chemicals. Click *Confirm*.
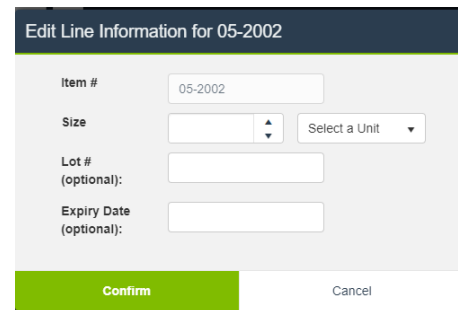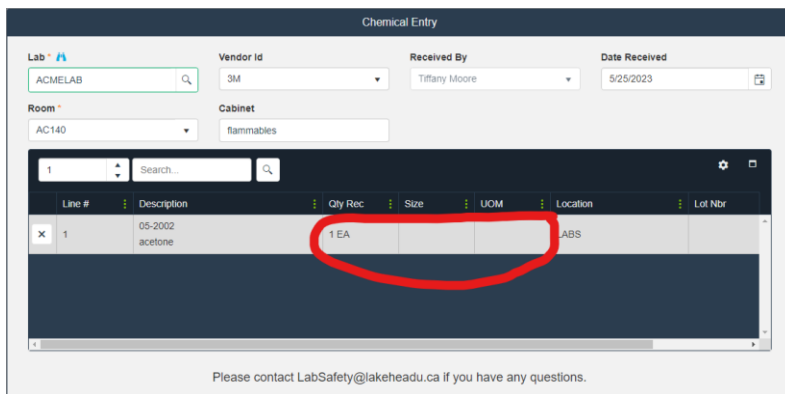
Click the *finish* button on the bottom of the window to add the item to your inventory. Your item and serial number will be on the top of the list on the serial number finder screen. Be sure to write this number on your reagent bottle.
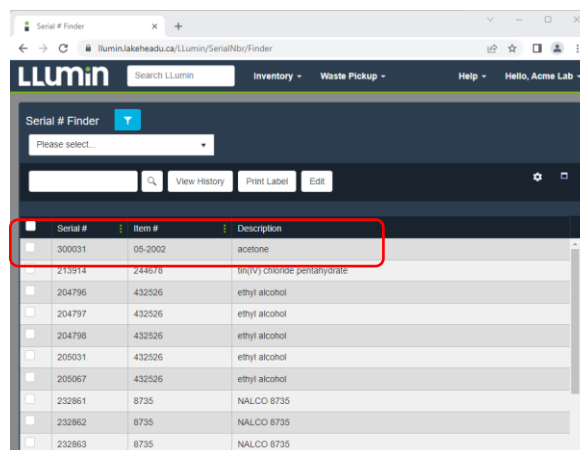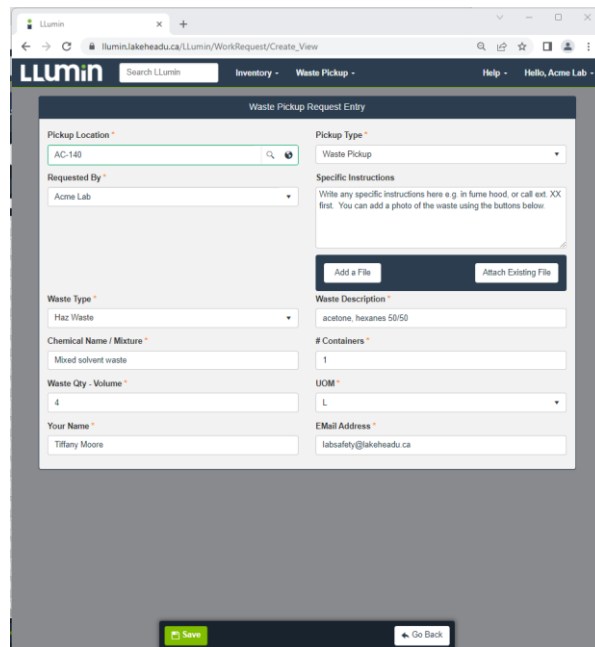
Waste Pick-up

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.

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.