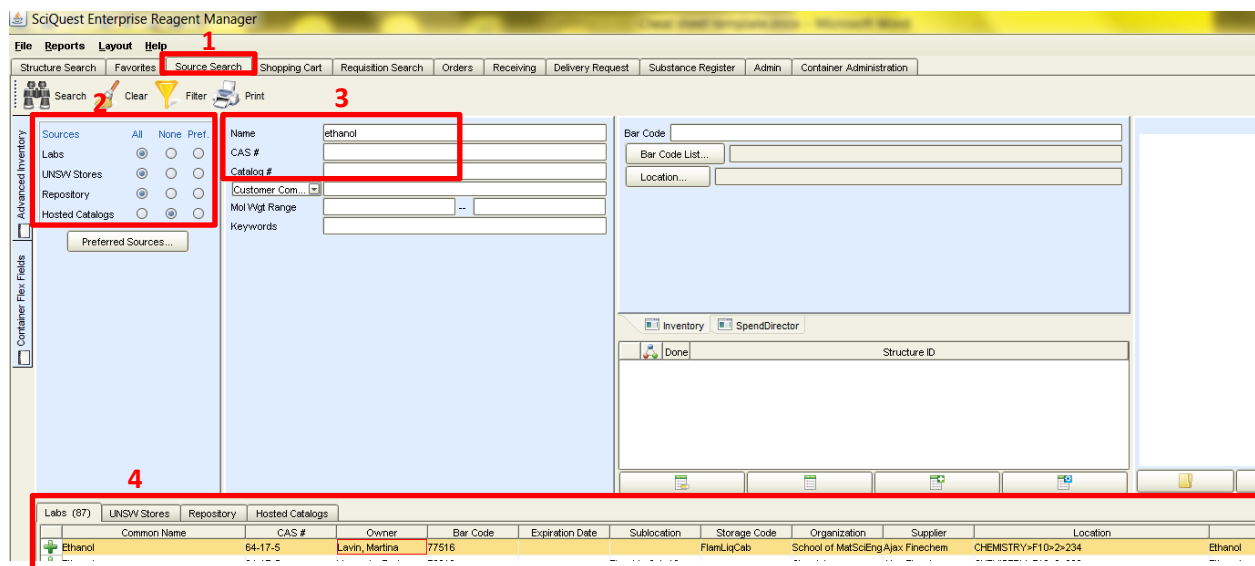


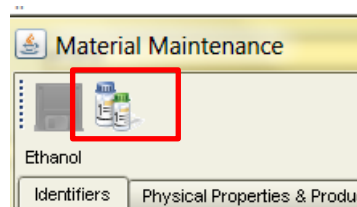
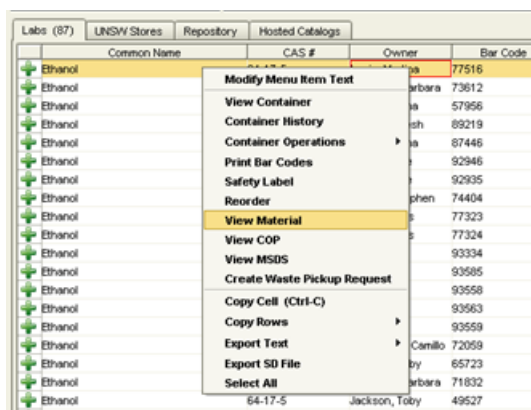
# Creating a Container

There are two methods to create a container: either by using the Source Search tab or by using the UNSW Substance Register tab. **Note:** You cannot create a container unless the Substance is already on the UNSW substance register i.e. it already exists at UNSW.

## Method 1 (using the Source Search tab)



1. Click on the Source Search tab
2. Search only in internal inventory (either labs, stores or repository with Hosted Catalogs set to 'None')
3. Enter the name, or CAS or MDL number etc. in the appropriate field
4. Right-click on the container returned in the results set and choose View Material which opens up the 'Material Maintenance' tab




5. Click on the icon for the container to create a new container
6. This opens up the Container dialog box. Now go to Step 6 below




# Creating a Container

**Method 2 (using the UNSW Substance Register tab).** *Note: certain roles do not have access to this tab*

Phrase Number	Type	Phrase Text
000	H&P Hazards	Non-Hazardous
200	H&P Hazards	Unstable explosive.
201	H&P Hazards	Explosive; mass explosion hazard.
203	H&P Hazards	Explosive; fire, blast or projection hazard.
220	H&P Hazards	Extremely flammable gas.
221	H&P Hazards	Flammable gas.
224	H&P Hazards	Extremely flammable liquid and vapour.
225	H&P Hazards	Highly flammable liquid and vapour.
226	H&P Hazards	Flammable liquid and vapour.
228	H&P Hazards	Flammable solid.
240	H&P Hazards	Heating may cause an explosion.

1. Before you create a container your substance must first be on the UNSW Substance Register. Click on the “Substance Register” tab
2. Press the “clear” button (to ensure review status and creator site is set to All)
3. Type in either the substance name or CAS number in the Name/Identifier” field then press 
4. *If the substance is not found then first create a new material by following the ‘Create a new Material procedure’*
5. Right-click on the material returned in the search result window and select “ Create Container”

Common Name	Substance Type	Physical State	Suppress Contain...	Reviewed By	Review Date	CAS #	Registr...
Ethanol			<input type="checkbox"/>	ERMSUPERUSER, ...	05-Dec-2013	64-17-5	21-Nov-

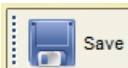
6. The “Container” dialog box will appear and mandatory field marked with (\*) will need to be filled:
  - a. “**Label name**”: the name that will appear on the label
  - b. Enter value for “**Current Amt**”, “**Original Amt**” and choose the **Units** from the drop down menu
  - c. “**Purity**”: Enter concentration here if desired
  - d. Owner defaults to the logged in user but this can be changed by clicking on the  button next to the owner
  - e. Location is selected by pressing the  button on both the “use” and “storage” field
  - f. Enter the Expiration date for an unstable chemical (e.g. peroxide former)
  - g. “**Suppliers**”: Press  button to search for a supplier

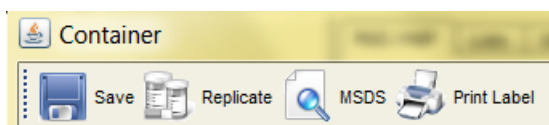
## Creating a Container

The screenshot shows the 'Container' software interface with the following sections and highlighted areas:

- 6a:** \*Label Name: Ethanol
- 6b:** \*Current Amt: [ ] [ ]
- 6c:** \*Original Amt: [ ]
- 6d:** Owner Tuong, Trung; Phone: 93855923; Email: n.tuong@unsw.edu.au; Site: CHEMISTRY; Building: F10; Room: LG10 Chemistry Receiving Rm; Organization: UNSW Kensington>Faculty of Science>Chemistry
- 6e:** Use: LG10 Chemistry Receiving Rm>LG>F10>CHEMISTRY; Storage: LG10 Chemistry Receiving Rm>LG>F10>CHEMISTRY
- 6f:** Expiration: [ ]
- 6g:** \*Supplier: [ ]

Other visible fields include Tare, Gross, Purity, Storage Code (FlamLiqCab), Product Description, Structure Identifiers (64-17-5, MFCD00003568, SQ50081), and Additional Names (Common Name: Ethanol, Synonyms: Ethyl alcohol, C2H6O).

7. Press the "Save" button  at the top left side of your screen
8. Notice the appearance of additional icons including the print label icon



9. Press the "Print Label" button to print out a barcode label for the container. Select either a "Container Basic" (which just includes the barcode and the name of the substance) or "Container Detail" label which includes additional information such as organisation and location.