Information for employees and students working at the Faculty of Science (W&N)

This AMD information sheet describes the registration of hazardous substances within the Faculty of Science (W&N): How to get access to the GROS system, and how it works.

1   Registration of hazardous substances

1.1   What is GROS?

According to the environmental permit (which refers to the guideline PGS-15), the registration of hazardous substances is mandatory. A clever basis for registration is proper organisation. For this reason the software system GROS ("Gevaarlijke stoffen Registratie en Opsporings Systeem", System for the registration and tracking of hazardous substances) was purchased. GROS is linked to the electronic ordering system (SAP/SRM) and the purchase platform GHX.

1.2   Why registration?

As a professional organisation we will have to fulfil the requirements according to the permit. But there are also advantages of the registration for the user: You know what is in stock and its location, and it prevents unnecessary purchases.

> *If you do not possess a substance yourself, you may see who does (without location). Perhaps you could borrow some from someone for a pilot experiment?*

2   How do I get access to GROS?

Upon appointment you will be asked to fill in a form for electronic ordering and/or registration as a GROS user. In the form questions are asked about:

1. The ULCN account. This is required to log in into GROS.
2. Your "default" lab room. This will become the room in GROS where the chemicals, ordered through SAP/SRM, are registered and delivered to. This can, therefore, never be an office room.
3. The appointed level. This determines what you may do within GROS. The default level for researchers is 3. Students have less rights, department GROS managers have more.

In addition to the form, your department's GROS manager will have to make an account for you in GROS itself. If this has been done as well, *and* you are registered as a GROS user by the ISSC, you may log in and use the functions within GROS.

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3   How does GROS work?

3.1   How does the system work?

GROS is a data management system. It can show you how much of which substances we have in stock overall, or in a certain room. This may be necessary, for example, in case of fire. Researchers usually us the system as a "bottle (jars) finding"-system.

All rooms in which there are chemicals, are already entered in the GROS system. Upon ordering chemicals through the purchase platform, the data of the product will be read automatically and linked to a hazardous substance in the internal database. Then, the ordered number of jars of this article, so-called "pots", are created and virtually "readied". A pot is anything containing the chemical, like a jar or bottle.

> *GROS has an internal hazardous substances database (BIG) with validated MSDS data! Please use these data for your risk analysis. Internet data are often less reliable.*

3.2   How to work with GROS in the lab?

We compiled a manual for the use of GROS: Manual employees_GROS_FAC W&N (in Dutch). In this manual you will find a step-by-step explanation of the more important actions. In some departments you will find a GROS pc and a label printer. You can always search for pots using your own pc as well.

Upon delivery the readied pots receive the "allocated" (uitgegeven, "U") status, and are virtually placed on your default order location. The electronic registration goes down to room level. Do you have multiple storage cupboards, freezers, or even labelled shelves? Then please put the pots in GROS on these locations, like chemical cupboard (CC) 3 on shelf 2, as well, upon delivery of the pots!
All pots receive a GROS label with a barcode which may be read with a scanner. These labels may be printed on the dedicated label printer linked to the GROS pc on the department itself. The timely removal of the empty pots from the system (status "spent") prevents pollution. The AMD advices a regular clean-up of GROS (at least once a year).

As you can see, a proper functioning of the system, therefore, depends strongly on everyone's discipline to label jars of chemicals, putting these in their proper places, and keeping the chemicals registration up to date.

4   Questions about GROS

In case of any questions about GROS, please contact the GROS managers at the AMD using the mail address: gros@science.leidenuniv.nl