

CIDB Glossary of Terms

Account Number – code used to track grant or departmental purchase information

Action - deed to be performed by a User

Add – to submit new data or a record, or program-specific entities to the CIDB

Clone – to copy a Catalog Item, with the intent to keep similar product information but change amount and units.

Collect – to physically retrieve requested/ordered Item

Deliver – to physically transport Item from internal source (e.g. Receiver, Stock Manager)

Detach – to physically and permanently remove a Tag or Label

Dispense - to reduce quantity of hazardous product from Item

Dispose – to virtually eliminate from an active Inventory by discarding or depleting an Item, and to detach its label. The Item is automatically placed into the CIDB record repository.

Edit/Update – to correct or revise an Item

Hold – to physically and temporarily place an Item into a Location for future distribution

MultiEdit – to correct or revise multiple Items at once, by changing the Value for a selected Field

Order – to express intent to acquire an Item from Vendor

Print – to produce a document or Label for distribution from a printer

Receive – to physically accept package(s) to campus and prepare Item(s) for delivery

Relocate – to change Location with same ownership (term used for Transfer on Scanner)

Request – to express intent to acquire an Item from internal source, (e.g. Stock Manager)

Remove – to physically and permanently eliminate an Item or a Container from the University by transport to an approved Hazardous Waste site.

Restore – to virtually re-add an Item that was disposed in error.

Store – to physically and permanently place an Item into its end Location (with respect to ownership) and to add to a Room, Vehicle, or a sub-location such as Receptacle/Reserve Area within the CIDB

Transfer - to change ownership of an Item

Vend – to sell and distribute an Item

Verify – to proofread and agree to the accuracy and validity of a record (e.g. new record added to Catalog).

View – to see Item records or SDS

Article – a manufactured item other than a fluid or particle: [§1910.1200(c)]

(i) *which is formed* to a specific shape or design during manufacture; [§1910.1200(c)]

(ii) *which has end use function(s)* dependent in whole or in part upon its shape or design during manufacture; [§1910.1200(c)]

(iii) *which under normal conditions* of use does not release more than very small quantities,

e.g. minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this section), and does not pose a physical hazard or health risk to employees.
[§1910.1200(c)]¹

Catalog – a list of all available Items that a User may purchase and add to their Inventory in the CIDB.

Chemical Identity – a name that will uniquely identify a chemical. This can be a name that is in accordance with the nomenclature system of the International Union of Pure Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS), or a technical name.²

CIDB - Chemical Inventory Database. (*Program Vendor: Vertere*)

Container – a physical vessel used to store a hazardous product of specific unit measurement.

Criteria - the technical definition for the physical, health, and environmental hazards.²

Field – an identifier for Values within a table. These attributes are used for defining searches/queries or entering data.

GHS – “the Globally Harmonized System of Classification and Labelling of Chemicals”.²

Group – a program-specific entity in which Users and Items are assigned, i.e. an organizational unit within the CIDB. Examples of Groups include Division, Subdivision, Department, etc.

Division – a Group representing main branches of organization per *Departmental Code Listing-Tree*

Subdivision – a Group representing Colleges (academic) and immediate subgroups of Divisions (e.g. Admin & Finance, Student Affairs, etc.), per *Departmental Code Listing-Tree*

Department – a Group representing a discipline within a College (academic) and/or organizational unit within a non-academic Group. Departments are immediate subgroups of Subdivisions, per *Departmental Code Listing-Tree*

Hazard category – the division of criteria within each hazard class, e.g., oral acute toxicity includes five hazard categories and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.²

Hazard class – the nature of the physical, health, or environmental hazard, e.g., flammable solid carcinogen, oral acute toxicity.²

Hazardous product – a received product with a unique identifier by names or numbers, which has the potential to be physical, health, or environmental hazard as defined by the OSHA Hazard Communication Standard. A hazardous product can be a pure chemical, mixture, or substance. An article may become a hazardous product if physically altered by a process or

operation.

Inventory – a physical collection of Items owned by an individual User. An Inventory is also a virtual list of Items owned by an individual User

Item – a container-level record containing a hazardous product. An Item is also a physical, hazardous product that is or will be tagged and tracked through the CIDB. Each item has an individual owner, status and location.

Non-Stock Item – a container intended for use by an individual User, generally for research or projects

Stock Item – a container intended for universal or frequent usage

Label – an appropriate group of written, printed or graphic information elements concerning a hazardous product, selected as relevant to the target sector(s), that is affixed to, printed on, or attached to the immediate container of a hazardous product, or to the outside packaging of a hazardous product.²

Life Cycle – the interval between when the Item is ordered/requested by the User to when the Item is no longer in an active Inventory, i.e. consumed, depleted, or disposed as waste, and untagged. The Life Cycle is also known as “womb to tomb”. During the Life Cycle, the Status of an Item changes from On Order to Disposed.

Location – a physical area for Inventory Items to be used/stored (temporarily or permanently). Also, a Location may represent a virtual area to store Inventory Items temporarily within the CIDB in order to track Item progress from womb to tomb, or to archive obsolete virtual areas.

University – a business entity. A University is a physical and program-specific Location that is made up of Buildings.

Building – a unique structure or designation per *R25 Building Spreadsheet*. A Building is a physical and program-specific Location which contains several sub-locations such as Floors and Rooms.

Building Archive - a program-specific Location for storing obsolete or inactive Locations.

Building "On Order" – a program-specific Location for adding Items that have been purchased with no final destination for storage currently known

Floor – a physical and program-specific Location for Rooms within a Building as designated per *R25 Building Spreadsheet*.

Room – a physical and program-specific Location for Items to be stored/used as designated per *R25 Building Spreadsheet*.

Receptacle/Reserve Area – a physical and program-specific Location for Items to be stored/used, which is a storage unit or subsection of a Room (e.g. Cabinet, Fridge, Hood, etc.)

Mixture – a mixture or a solution composed of two or more substances in which they do not react.²

Pictogram – a graphical composition that may include a symbol plus other graphic elements, such as a border, background pattern or color that is intended to convey specific information.²

PO Number – a User-defined Value that represents an Internal Purchase Order used to order an Item, which will be used to identify Item(s) once received. A PO Number may be alphanumeric in nature.

Requisition ID - a physical, User-defined Value that represents the origin and/or the chronological order in which a request is made

Report – a physical or virtual document containing User-selected Items, which extracts data from specified Fields

Responsibilities – duties assigned to a Role within the CIDB; Responsibilities are assigned by Administrator

Right – a program-specific function which assigns capability to a Role within the CIDB

Role – a program-specific position which carries assigned Rights within the CIDB; a Role is assigned to a User

[Site] Administrator - Role that is responsible for installation, configuration, maintenance, and oversight of CIDB

Area [CIDB] Coordinator – Role that is responsible for one or more of the following duties: data entry, ordering, accepting deliveries directly or from Receiver, Item ownership and transfers, and/or disposal. Unlike others, the Role is not found within the CIDB, but it is assigned to at least one User within a department.

Area Leader/Stock Manager - Role that is responsible for purchase, storage, transport, and disposal of a Stock Item; Area Leader is responsible for several buildings while Stock Manager is responsible for one

Basic User - Role that has access to the CIDB with only search rights within their Group

Budget Officer - Role that is responsible for purchase audits and budget reconciliation

Catalog Editor – Role that is responsible for updating Catalog and Vendors

Chair/Department Head - Role that is responsible for oversight of a Group (specifically Departments)

Dean/Subdivision Head - Role that is responsible for oversight of a Group (specifically Colleges [academic], or non-academic Subdivisions)

Lab Manager/Shop Steward - Role that is responsible for the purchase, distribution/storage, and disposal of an Item. A Lab Manager is responsible for academic science laboratories. A Shop Steward is responsible for non-science shops and studios.

PI/Owner - Role that is responsible for the purchase, use, storage, transport, and/or disposal of an Item (science, research; non-science). PI/Owners are ultimately responsible for maintaining accurate accounting of all Items in their Inventory.

Purchaser - Role that is responsible for the purchase, distribution/storage, and disposal of an

Item; Role has ability to tag items

Receiver - Role that is responsible for initial receiving and delivery of Items; Role has ability to tag items.

Signal Word - a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The GHS uses 'Danger' and 'Warning' as signal words.²

Status - current condition of an Item, as it relates to its availability

On Order - condition of an Item representing its initial purchase from Vendor or request from an internal source (by Lab Manager, Owner, PI, Purchaser)

Received - condition of an Item representing its confirmed arrival (by Receiver) to a Building from Vendor, and maintained/used by an individual User

Received (Damaged in Transit) - condition of an Item representing its confirmed arrival (by Receiver) to a Building from Vendor, with later discovery of damage rendering the Item unusable.

Collected – condition of an Item representing its confirmed pick-up (by PI/Owner)

Delivered - condition of an Item representing its confirmed delivery (by Receiver) to an Area Coordinator or Location selected by its Owner

Stock - condition of an Item representing its confirmed arrival (by Receiver) to a Building from Vendor, and maintained by Area Leader/Stock Manager for use by multiple Users

In Use/Stored - condition of an Item representing its confirmed arrival (by Owner) to a Location selected by its Owner or Area Coordinator

Available for Sharing – condition of an Item representing its availability to be given to other Owner(s)

Substance – chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.²

Tag – a barcode number that is a unique identifier within the CIDB. Examples for Tags include Item, Group, Location, etc. Tag may also refer to the label containing the barcode number.

Group Tag – Barcode number assigned to Group

Item Tag – Barcode number assigned to Item

Location Tag – Barcode number assigned to Location

User Tag – Barcode number assigned to User

Technical name – a name that is generally used in commerce, regulations and codes to identify a substance or mixture, other than the IUPAC or CAS name, and that is recognized by the scientific community. Examples of technical names include those used for complex mixtures (e.g., petroleum fractions or natural products), pesticides (e.g., ISO or ANSI systems), dyestuffs (Color Index system), and minerals.²

User – a real-world person who will: a) own/manage Items b) handle Items c) use/manipulate data within the CIDB, and/or d) have oversight of Groups.

Value – a specific data or object choice.

Vendor - an external source used to obtain an Item.

¹ Term is defined per OSHA Hazard Communication Standard

² Term is defined per Global Harmonization System standards.