

Document ID:	2/2021
Document category:	CPS DIRECTOR INSTRUCTION
Document name:	Rules for keeping records of chemical use in the CHEMAX system
Document applies to:	Centre of Polymer Systems
Date issued:	31 March 2021
Applicable as of:	1 April 2021
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Pages:	1
Appendices:	0
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Article 1

Opening provisions

- (1) This Director Instruction sets out the rules for keeping records of chemical use in the CHEMAX System. The System provides for the management of chemicals and mixtures, including all related documents, in particular material safety data sheets.

Article 2

Rules for using the CHEMAX System

- (1) The System for managing chemicals in the CPS building is run at <http://chemax.ad.utb.cz:8080/#/index>.
- (2) The IT Engineer is the register administrator authorising users to access the system.
- (3) The guarantor for the direction of research is required to designate a person responsible for using the CHEMAX System on behalf of that direction.
- (4) If the applicant is buying a chemical that is not registered in the system, they are required to make this information available on the purchase request form. The Administrative Department shall ensure that the material safety data sheet is emailed to the applicant.
- (5) If the chemical is being entered for the first time into the system, the person responsible shall fill in the following fields, as a minimum: Commercial name (and possible synonyms), CAS, location, sector, manufacturer, quantity, the GHS hazard statements, the GHS precautionary statements and symbols and insert the material safety data sheet.

- (6) The person responsible is obliged to keep the records pertaining to the direction of research up to date in the system (i.e., including writing off the quantities taken). An inventory of chemicals shall be carried out at each 30th day of November of the respective calendar year.