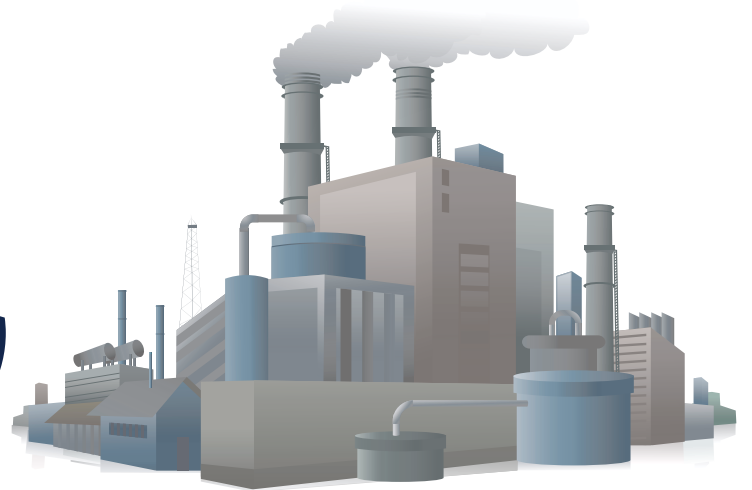


**KHA**

# HAZMAT INVENTORY

## APP USER GUIDE



**KHA—POWERING SAFER WORKPLACES SINCE 1985**



# HAZ-MAT INVENTORY

## TABLE OF CONTENTS

INTRODUCTION .....	page 2
APP INSTALLATION AND SETUP.....	page 3
CONDUCTING INVENTORY.....	page 4
USING THE CAMERA FUNCTION.....	page 5

### INTRODUCTION



We commend a well-maintained chemical inventory! KHA's HazMat Inventory app is a tool designed to make inventorying chemicals easier and more efficient.

Safety first - When inventorying chemicals be sure to exercise caution. It is important to utilize required personal protective equipment (PPE) when handling chemicals.

- Be sure to wear safety glasses as advised by your employer's safety program.
- Wash hands as needed to avoid unintentional irritation to skin, eyes, etc. from exposure to trace amounts of chemicals that may be present on chemical containers.



# HAZ-MAT INVENTORY

## INSTALLATION AND SETUP

Note: A cell signal or wifi connection is required to install the app. Support is available at:

- Toll free: 800-274-4995
- Email: support@kha.com

1. Download the app from either the Google Play Store or the Apple App Store



2. The HazMat Inventory app icon will now appear on your device's home screen. Sign into the app with your Online-SDS username and password, and go to 'Settings'.
3. In 'Settings' select your Online-SDS account URL from the dropdown menu.

Settings

URL Options

Select URL Option

Chosen URL :  
yourcompany.online-msds.com

User email :  
someone@company.com

Device Name :  
Pixel 5

Save Changes?

LOG OUT    Reset local storage

4. Your username/e-mail address and device name will be listed automatically below the URL dropdown.
5. Click 'Save Changes' and go back to the Dashboard.

**The app is now setup and you are ready to begin scanning chemicals.**

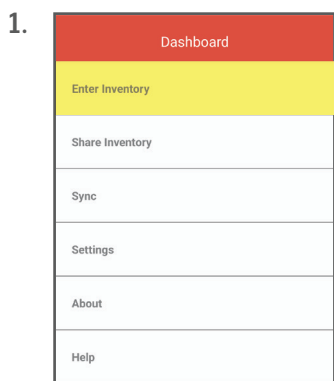


# HAZ-MAT INVENTORY

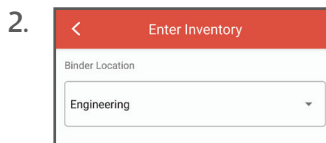
## CONDUCTING INVENTORY

Before you can begin inventorying chemicals, the organizational structure that your SDS will be sorted into must be established and up-to-date in your Online-SDS system. This same structure will be reflected in the HazMat Inventory app.

The HazMat Inventory app's "Enter Inventory" menu allows you to individually scan the chemicals you encounter while conducting your inventory. The steps outlined below detail how to scan/enter a chemical.



1. From the Dashboard, click 'Enter Inventory'



2. Select the binder, from the dropdown list, for which you are taking inventory. Then click 'Continue'



3. Next, you will be prompted to scan the barcode for the inventory item. If no barcode is available, click the No Barcode button.

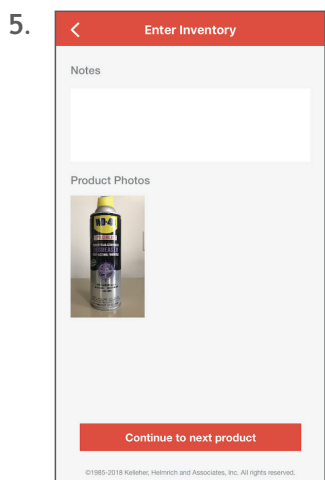
**Note:** The app primarily reads UPC-12 barcodes.



4. Now, you will be prompted to take photos of the chemical.

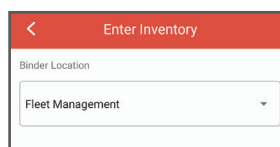
Tap the button to turn on your device's camera light when scanning in poorly lit areas.

Please review 'Using the Camera Function' section of this document (p.4).



5. Finally, add any notes for the product in the text box (optional). You will also see thumbnails of the pictures you took. Click 'Continue to next product'. The app will take you back to the Enter Inventory menu.

*Repeat steps 1-5 for each inventory item.*



### NOTE:

Always make sure to check that you are scanning to the correct binder within your system. Always update this setting to reflect your current location when you move to a new area for inventory (if you have more than one binder).



# HAZ-MAT INVENTORY

USING THE CAMERA FUNCTION

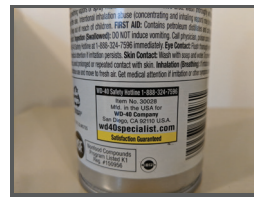
KHA's HazMat Inventory App uses your device's camera for inventory scanning. Below are instructions on how to best take a picture within the app.

## Take pictures of the product from all sides.

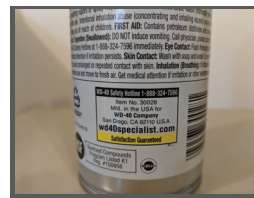
Begin with the front of the product and rotate clock-wise, taking a picture of each side of the packaging. For cylindrical containers, these can be tricky due to their curved surface. For cylindrical containers, multiple pictures will be required to capture the necessary information. See examples below.



Begin with a photo of the front of the container. Try to fill the camera view with the packaging and make sure the camera is in focus. Also try to take the pictures with a clean background. Having other items in the background can impede the system's ability to read the information on the container for inventory.



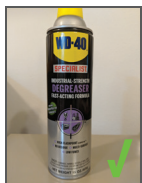
Next, locate the product code on the container and take a photo of it.



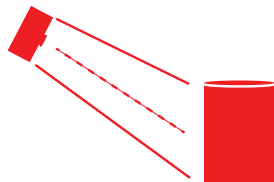
Next, locate the manufacturer information on the container and take a photo of it. (In this example, both the product code and manufacturer info. is located in the same place.)

**NOTE: The HazMat Inventory App utilizes image analysis technology. To avoid issues in the reconciliation process, it's good practice to take photos with a clean background.**

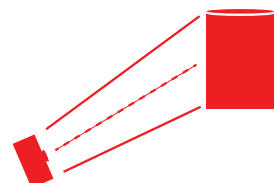
**Make sure your photos are well lit. You can use the camera light during the photo process to help improve image quality in poorly lit areas.**



Taking a level picture improves the image analysis accuracy.



Pictures taken from too high can impede image analysis.



Pictures taken from a low angle can impede image analysis.

**THANK YOU FOR CHOOSING  
KHA WE APPRECIATE THE  
OPPORTUNITY TO SERVE YOU!**

