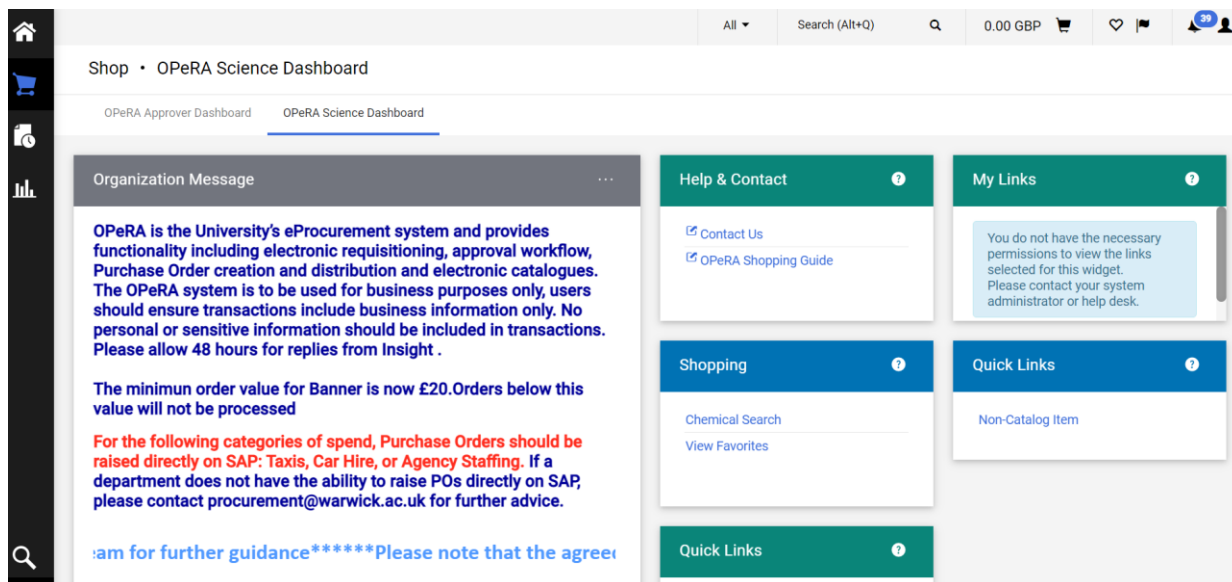
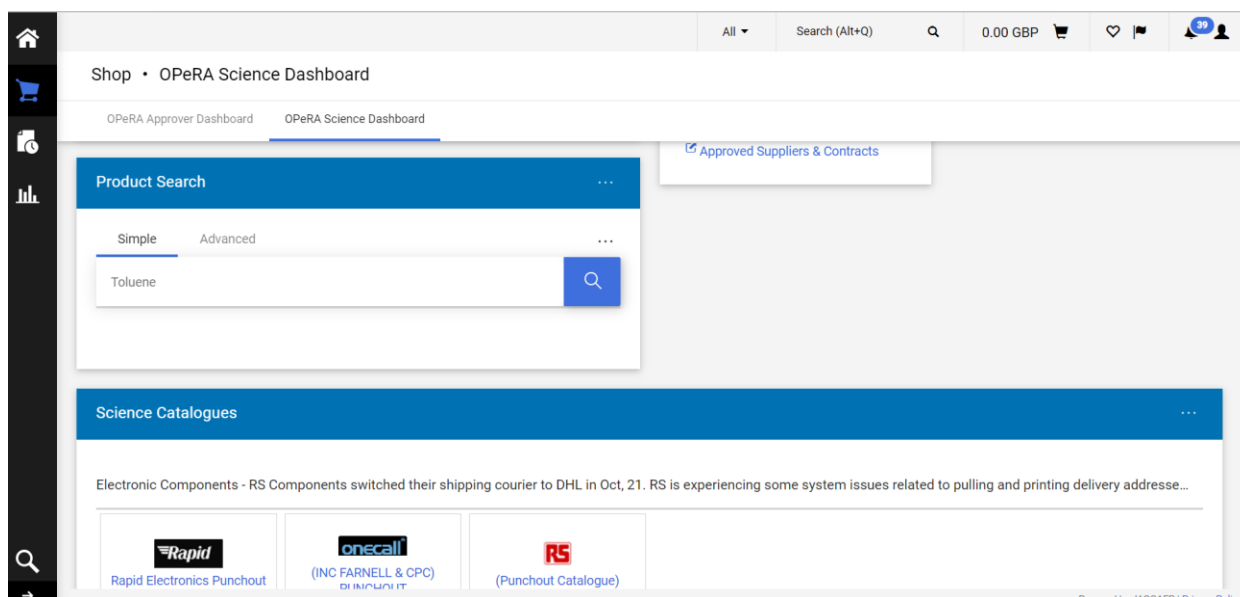


OPeRA System - How to change the Hazard Level and Material Number for University of Warwick Science Departments

OPeRA ordering system – For this example we will complete a Chemical Order



Look for product you want to order from the Home Screen:



You can search by chemical name, or structure within OPeRA under Product Search.

Your search will pull out what is available from the OPeRA Catalogue:

The screenshot shows the OPeRA Catalogue search results for 'Toluene'. The search bar contains 'Toluene' and the results are displayed in a grid. The first result is 'Toluene' from MERCK LIFE SCIENCE UK LTD, with a price of 4.83 GBP. The second result is 'Toluene-4-sulfonic acid 3-benzyloxy-cyclobutyl ester; 95%' from ABCR (UK) LTD, with a price of 479.63 GBP. The third result is '5-(4-Fluoro-phenyl)-2-methyl-1-(toluene-4-sulfonyl)-1H-pyrrole-3-carbaldehyde; 95%' from ABCR (UK) LTD, with a price of 581.24 GBP. The search results are filtered by 'By Product Flag' and 'By Supplier'. The 'By Product Flag' section includes 'Hazardous material (844)', 'Toxin (87)', 'Controlled substance (79)', and 'Green (2)'. The 'By Supplier' section includes 'Scientific Laboratory Supplies Ltd. (499)', 'ABCR (UK) LTD (491)', and 'MERCK LIFE SCIENCE UK LTD (465)'. The search results are displayed in a grid with columns for product name, supplier, part number, and price. Each product has an 'Add To Cart' button and a quantity selector.

Add what you need to your Cart and change the quantity if required.

When the order has been acknowledged you will see the following:

The screenshot shows the OPeRA Catalogue search results for 'Toluene' with a success message. The search bar contains 'toluene' and the results are displayed in a grid. The first result is 'Toluene' from MERCK LIFE SCIENCE UK LTD, with a price of 4.83 GBP. The second result is 'Toluene-4-sulfonic acid 3-benzyloxy-cyclobutyl ester; 95%' from ABCR (UK) LTD, with a price of 479.63 GBP. The third result is '5-(4-Fluoro-phenyl)-2-methyl-1-(toluene-4-sulfonyl)-1H-pyrrole-3-carbaldehyde; 95%' from ABCR (UK) LTD, with a price of 581.24 GBP. The search results are filtered by 'By Product Flag' and 'By Supplier'. The 'By Product Flag' section includes 'Hazardous material (844)', 'Toxin (87)', 'Controlled substance (79)', and 'Green (2)'. The 'By Supplier' section includes 'Scientific Laboratory Supplies Ltd. (499)', 'ABCR (UK) LTD (491)', and 'MERCK LIFE SCIENCE UK LTD (465)'. The search results are displayed in a grid with columns for product name, supplier, part number, and price. Each product has an 'Add To Cart' button and a quantity selector. A red circle highlights a success message in the top right corner: 'SUCCESS 1 item has been added to your cart'. The message includes 'View Cart' and 'Checkout' buttons.

Place all orders into your cart.

To view your cart at any time, select the shopping trolley icon.

A summary of your cart should be shown if you click on the shopping trolley icon:

My Cart

Toluene
Quantity: 1
Price: 4.83 GBP

View My Cart
Checkout

4.83 GBP

Search Results: 2036

By Product Flag

- Hazardous material (844)
- Toxin (87)
- Controlled substance (79)
- Green (2)

Select Multiple Filters

By Supplier

- Scientific Laboratory Supplies Ltd. (499)
- ABCR (UK) LTD (491)
- MERCK LIFE

Toluene
from MERCK LIFE SCIENCE UK LTD
Part Number: 32249-2.5L
4.83 GBP

Toluene-4-sulfonic acid 3-benzyloxy-cyclobutyl ester, 95%
from ABCR (UK) LTD
Part Number: AB572663-0001.00-GRM
479.63 GBP

5-(4-Fluoro-phenyl)-2-methyl-1-(toluene-4-sulfonyl)-1H-pyrrole-3-carbaldehyde, 95%
from ABCR (UK) LTD
Part Number: AB572790-0500.00-MGM
581.24 GBP

Place all orders into your cart.

When ready, proceed to checkout your order:

My Cart (2022-11-30 sfsjaf 01)

Methanol-d4
Quantity: 1
Price: 126.50 GBP

Toluene
Quantity: 1
Price: 4.83 GBP

View My Cart
Checkout

131.33 GBP

Search Results: 3402

Your Selections

- By Product Flag: Hazardous material (3402)

By Product Flag

- Hazardous material (3402)
- Toxin (446)
- Controlled substance (5)
- Green (2)

Remove Filter

By Supplier

- MERCK LIFE SCIENCE UK LTD (1904)
- ABCR (UK) LTD (1072)

Methanol-d4
from MERCK LIFE SCIENCE UK LTD
Part Number: 611646-25G
126.50 GBP

Methylamine, 2M in methanol
from ABCR (UK) LTD
Part Number: AB205675-0100.00-MLT
122.12 GBP

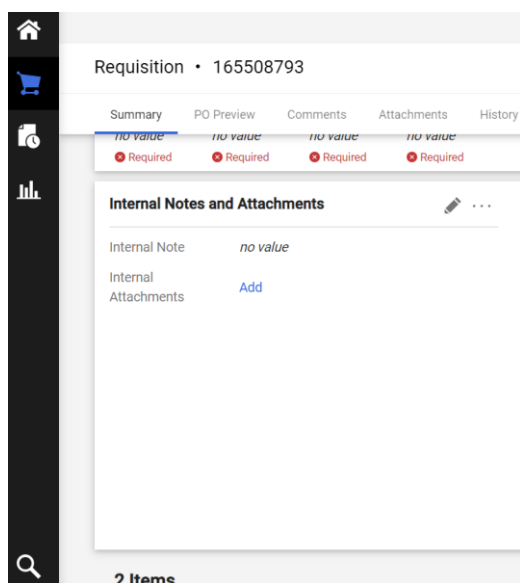
Methylamine, 2M in methanol
from ABCR (UK) LTD
Part Number: AB205675-0800.00-MLT
611.41 GBP

Click Checkout.

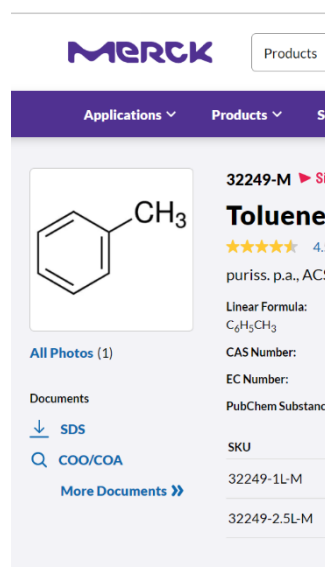
It is at this stage when you can alter the Hazard Level and Material Number Code defaults assigned to each catalogue item you have placed within your shopping trolley (cart).

When you go to the Checkout, scroll down the page and add all relevant fields required.

For the purposes of ensuring you meet all of the Health and Safety requirements, you will need to add internal notes as below, which could include the relevant safety data sheet (SDS), COSHH or Work Activity Risk Assessment which includes the material you want to order, and anything else your department requires for OPeRA 'top tier' or 'specialist notification' approval. Click 'Add' under Internal Attachments as indicated below. On the right is the Merck webpage which is where the SDS in this case, can be downloaded from.



The screenshot shows a requisition page for item 165508793. It has tabs for Summary, PO Preview, Comments, Attachments, and History. Below these are four rows, each with 'no value' and a 'Required' status. The 'Internal Notes and Attachments' section is visible, with an 'Add' button under 'Internal Attachments'. A search bar at the bottom indicates '2 Items'.



The screenshot shows the Merck website for Toluene (32249-M). It features a chemical structure of a benzene ring with a methyl group (CH₃). The product name 'Toluene' is prominently displayed, along with a 4.5-star rating and the text 'puriss. p.a., ACS'. Technical details include the Linear Formula (C₆H₅CH₃), CAS Number, EC Number, and PubChem Substance ID. A 'Documents' section offers links to download the SDS, COO/COA, and more documents.

Open a new window to obtain relevant SDS' from the respective suppliers within the OPeRA Catalogue.

In the Merck Toluene SDS, for this example, we have the following Hazard or H-Phrases – these are always in Section 2 of the SDS:

2.2 Label elements

Labelling according Regulation (EC) No 1272/2008

Pictogram



Signal word

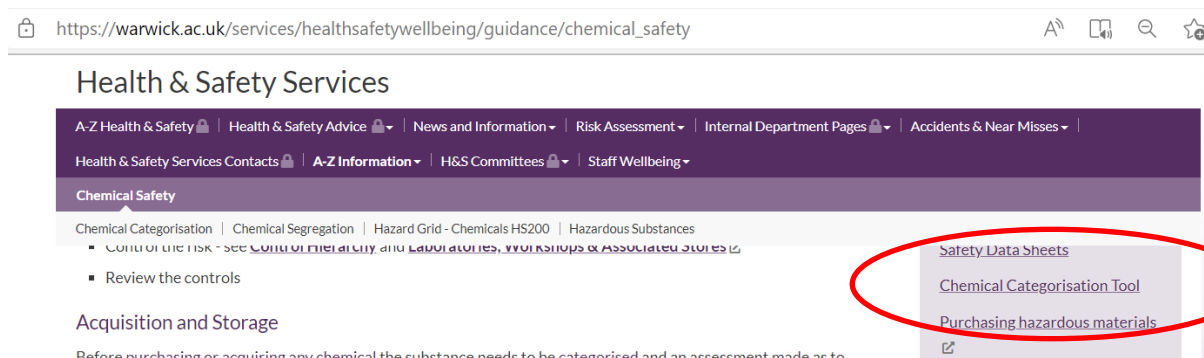
Danger

Hazard statement(s)

H225 Highly flammable liquid and vapor.
H304 May be fatal if swallowed and enters airways.
H315 Causes skin irritation.
H336 May cause drowsiness or dizziness.
H361d Suspected of damaging the unborn child.
H373 May cause damage to organs (Central nervous system) through prolonged or repeated exposure.
H412 Harmful to aquatic life with long lasting effects.

Precautionary statement(s)

Use the Chemical Categorisation Tool to determine the Hazard Level:



The screenshot shows the Warwick University Health & Safety Services website. The URL is https://warwick.ac.uk/services/healthsafetywellbeing/guidance/chemical_safety. The page has a navigation menu with categories like 'A-Z Health & Safety', 'Health & Safety Advice', 'News and Information', 'Risk Assessment', 'Internal Department Pages', and 'Accidents & Near Misses'. Under 'Chemical Safety', there are links for 'Chemical Categorisation', 'Chemical Segregation', 'Hazard Grid - Chemicals HS200', and 'Hazardous Substances'. A red circle highlights the 'Safety Data Sheets', 'Chemical Categorisation Tool', and 'Purchasing hazardous materials' links.

Adding the H-Phrases for Toluene provides the following Hazard Level:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/chemical_safety/chemical_categorisation_tool/

Health & Safety Services

A-Z Health & Safety | Health & Safety Advice | News and Information | Risk Assessment | Internal Department Pages | Accidents & N
Health & Safety Services Contacts | A-Z Information | H&S Committees | Staff Wellbeing

Chemical Safety > Chemical Categorisation

if the MSDS states that the material is not classified as hazardous:

H225, H304, H315, H336,
H361d, H373, H412

This material is not classified as hazardous according to regulation (EC) No 1272/2008

Classify Clear

University hazard category:


This section provides the Opera hazard category (Low / Medium / High) into which the substance falls.

HIGH

This information should be loaded into Opera when ordering chemicals. The category is derived from the H-codes provided and takes no the severity of a hazard which may accompany an increase in quantity of a given substance.

The H-code should also be input to the " Comments" box on Opera to confirm that you have checked and understood the hazards associa

Applicable GHS symbols:





So here we have **High Hazard** for this particular chemical substance.

Back in OPeRA. Review your Cart and scroll down to 'Item Details' for this item.

In this example, we can see Toluene has a Hazard Level default set to Not Hazardous. Note that this is the standard default hazard level for all items you add to your cart so you will need to check each item carefully each time you go to Checkout.

So to alter the Hazard Level, go to the pencil icon (indicated) and edit the order to change the Hazard Level or Material Code (if the defaults indicated are incorrect):

1	Toluene	32249-2.5L	2.5L EA	4.83	1	EA	4.83	...	
ITEM DETAILS 									
Manufacturer Name	SIGMA-ALDRICH	Contract:	no value		Internal Note	no value			
Manufacturer Part Number	32249	Material Number	74525 / Chemicals - General		Internal Attachments	Add			
CAS	108-88-3	Hazard Level	Not Hazardous						

Upon clicking the 'pencil' icon, the following pop-up will appear:

Edit Line 1: Item Details

1 Toluene 32249-2.5L 2.5L EA 4.83 1 EA 4.83

Contract: Internal Note

Material Number: 74525 (Chemicals - General)

Hazard Level: Not Hazardous -

Deliver To: * Farren C

Buttons: Save, Close

Go to the Hazard Level and change 'Not Hazardous' to 'High':

Edit Line 1: Item Details

1 Toluene 32249-2.5L 2.5L EA 4.83 1 EA 4.83

Contract: Internal Note

Material Number: 74525 (Chemicals - General)

Hazard Level: 3-High -

Deliver To: *

Profile Values: Not Hazardous

Organization Values: 1-Low -, 2-Medium -, 3-High -, Not Hazardous -

Buttons: Save, Close

Then click Save.

In your requisition now, the Hazard Level is indicating High Hazard as can be seen by the following screenshot:

Requisition • 165508793

Summary | PO Preview | Comments | Attachments | History

Item	Catalog No.	Size/Packaging	Net Price	Quantity	Ext. Price
1 Toluene	32249-2.5L	2.5L EA	4.83	1 EA	4.83

ITEM DETAILS

Manufacturer Name	SIGMA-ALDRICH	Contract:	no value	Internal Note	no value
Manufacturer Part Number	32249	Material Number	74525 / Chemicals - General	Internal Attachments	Add
CAS	108-88-3	Hazard Level	3-High		

REPEAT THE PROCESS FOR ALL OTHER ORDERS THAT ARE NOT HAZARDOUS.

If the Material Code is also incorrect you follow a similar process:

Edit Line 2: Item Details

2 Methanol-d4 611646-25G 25g EA 126.50 1 EA 126.50

Contract: Internal Note

Material Number: 74523
Chemicals - Biochemical reagents
[Click here to search for a commodity code](#)

Hazard Level: Not Hazardous -

Deliver To: * Farren C

Save Close

Upon clicking the spyglass where the Material Number is listed, you will get a drop-down list appear:

Edit Line 2: Item Details **Commodity Code Search**

74522	Books & Publications	+
74523	Chemicals - Biochemical reagents	+
74524	Chemicals - Formulated products	+
74525	Chemicals - General	+
74526	Chemicals - Radiochemicals-open sources	+
74527	Chemicals - Radiochemicals-sealed sources	+
74528	Chemicals-Strict licensed substance	+
74529	Cleaning - general products	+
74530	Consbls-Agrochems/Fertilisrs/Pesticids..	+

Close

You can select from this list by clicking on the + icon.

Commodity Code Search

74522	Books & Publications	+
74523	Chemicals - Biochemical reagents	+
74524	Chemicals - Formulated products	+ select
74525	Chemicals - General	+

Both Hazard Level and Material Number can be altered at the same time. Once you have selected the appropriate ones for your item, they will appear, as selected within your cart. Simply then process the order as normal.