

# Investment Fund for Core Needs (IFCN)

## Entry #129

### A. PROPOSAL SUMMARY

**Title: Purchase of Chemical Inventory System**

**Project Lead Name:** Dawn Lee  
School of Science and Mathematics

**Project Lead email address:** dlee@brockport.edu

**Amount Requested: \$14233**

**Checked**

**Name of Sponsor 1:** Jose Maliekal  
Science & Mathematics

**Name of Sponsor 2:** Beau Willis  
Administration and Finance

**Name of Sponsor 3:**

#### A-1. Description of the Initiative

To purchase Vertere, a chemical inventory system (software, hardware, and database migration), and pay for a student employee to verify that the migration was successful, update the inventory, and provide Environmental Health and Safety (EHS) with electronic access and a room-by-room printed inventory of all chemicals housed in Smith and Lennon Halls. A longer-term goal is to bring this system into use campus-wide, thus having the entire campus' chemical inventory in one database, and potentially replace the use of MSDSOnline for the campus' Safety Data Sheet (SDS) library.

#### A-2. Impact Statement: What change will this project deliver in the short term? What are the expected longer term impacts?

Short term: Updating the inventory will help our EHS department to satisfy local/state/federal regulations, and the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) integration in Vertere will allow us to have the most up-to-date safety information available for our chemicals. Allowing faculty read-only access to their pertinent areas will relieve strain on the two current administrators, and allow for sharing of chemicals, thus potentially cutting costs and reducing waste. It should also be noted that LITS has told us that we absolutely must transition to a new system, as there are serious security issues with continuing to host a 2008 server on our network, and they can't migrate our current system to a new server.

Long term: Merging the entire campus inventory into Vertere will allow EHS to more easily compile required reports, and allow the campus to save money through better inventory control. Allowing

members of the campus to modify their own inventory will help ensure that the inventory is updated in real-time, thus giving us a more accurate snapshot of the inventory during any future emergency situations.

## B. STRATEGIC ALIGNMENT

B-1. To be a Great College at which to Learn

B-2. To be a College engaged with its Community

B-3. To be a Sustainable Institution for the 21st Century

A large part of sustainability is the proper management of our physical goods, which has the potential to reduce costs considerably.

Currently, if our faculty want to try a reaction on a small scale, they will purchase the smallest bottle of a chemical that is available. However, this is often hundreds of grams more than needed. Often this excess will then have to be disposed of as hazardous waste, thus costing even more money on the way out of the campus.

If the systems' user accounts are set up appropriately, they could be able to see if someone else has this chemical already, and potentially borrow some from that faculty member instead of buying this gross excess.

Vertere's cloud-based functionality will allow us to cut down on printing costs and time spent processing paperwork, and the physical inventory process should be less time-consuming than it currently is in CISPro.

We also could utilize the purchasing record aspect of Vertere to see if there is opportunity for bulk purchasing - if multiple departments are purchasing the same chemical, we could save costs by merging these into one order, paying less for buying a case, rather than individual packs.

B-4. To be a Great College at which to Work

Part of being a Great College at which to Work is for the institution to be a safe College at which to work. Vertere will improve the risk management of our departments, and eventually the campus as a whole. The science departments in particular house a large amount of very hazardous chemicals, and maintaining an accurate inventory is of utmost importance to ensure that they are appropriately purchased, used, stored and disposed of. This can be achieved in a much more satisfactory manner with Vertere, which allows for multiple user accounts, web accessibility, GHS hazard information, and may also be able to .

Case in point: just over ten years ago, there was a wiring fault in the fire protection system for our Volatile Storage Building (VSB), and the halon suppressant went off. We were not sure if there was a fire in the building, and Monroe County Hazmat operated under the belief that there was. The very first thing that they requested was a list of all of the chemicals housed in the VSB. With Vertere, we can access this from any web-enabled device, providing instantaneous access to the real-time inventory.

## C. IMPLEMENTATION PLAN AND BUDGET

C-1. Identify the specific activities to be funded from the Investment Fund, estimated time-line for implementation, and for activities anticipated to be ongoing, plans for continued funding.

**Item 1:** Vertere license, year 1

**Item 1 Amount:** \$2500

**Item 2:** Data migration service

**Item 2 Amount:** \$2500

**Item 3:** Barcode printer, scanner, labels & ribbon

**Item 3 Amount:** \$2863

**Item 4:** Familiarization training

**Item 4 Amount:** \$395

**Item 5:** Personnel (TS student, estimated 100 hours total)

**Item 5 Amount:** \$975

**Item 6:** Vertere license, year 2

**Item 6 Amount:** \$\$2,500.00

**Item 7:** Vertere License, year 3

**Item 7 Amount:** \$\$2,500.00

**Item 8:**

**Item 8 Amount:** \$

**Item 9:**

**Item 9 Amount:** \$

**Item 10:**

**Item 10 Amount:** \$

**TOTAL EXPENSES, ALL ITEMS: \$14233**

**Matching Fund:** \$

**In-Kind Services:** Provide FTE and name of personnel who have committed to in-kind services.

## D. ASSESSMENT PLAN:

### D-1. What are the anticipated outcomes and specific measurements for success?

The outcomes that have their goal completion as the measurement for success are:

- Successful migration and updating of the inventories for Smith and Lennon Halls
- Creation of and training for EHS and Science department faculty
- Creation of user accounts for other College faculty/staff who maintain chemical inventories
- Implementation of campus-wide use of Vertere

Outcomes that are not as concretely measured include:

- Cost savings to campus:
  - Printing used to maintain the inventory
  - Utilization of bulk purchasing to save costs
  - Increased borrowing of chemicals vs purchasing new containers
  - Decrease in hazardous waste disposal costs
- Increased efficiency of personnel to maintain the inventory and for EHS in generating accurate regulatory reports
- Improved efficiency in communicating hazards of chemicals to faculty, staff and emergency responders

## E. ADDITIONAL INFORMATION

### E-1. Please provide any additional information to assist in the review of the proposal, including why the initiative cannot be funded from divisional resources.

Please note that we are requesting funding to purchase the license of Vertere for three years, which is our estimate on how long it will take to create the campus-wide inventory.

We have been aware for 2.5 years that CISPro was being discontinued. When we obtained pricing for Vertere at that time, both Dean Maliekal and EHS indicated to us that \$15,000 was outside of the scope of their budgets. They have confirmed with us that this continues to be the case.

While the initial startup costs, including three years of license fees, is requested, if we are able to use Vertere as the campus' SDS library, this would eliminate the need for MSDSOnline, which the campus currently pays \$2500/year for. EHS has said that they would be willing to instead pay for the yearly license fees if we pursue this option.

**Upload up to three supplemental files here (not required):** [On file]

**Signature of Project Lead:** [on file]

**Email:** dlee@brockport.edu

**Signatures of sponsors are on file in the Administration and Finance Division.**

**Sponsor 1 Comments:** Thank you very much for developing and submitting the proposal. This has my full and complete support.

**Sponsor 2 comments:**

**Sponsor 3 Comments:**

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