ECOBIO MANAGER
We help you balance business and nature.

University of Oulu | 28.8.2019 | Taru Halla & Ville Soininen
AGENDA 28.8.2019 MASTER USER TRAINING AT 14:00-16:00

• Set up of Ecobio Manager chemicals management service for the University of Oulu, project status and schedule

• Support service

• User groups of the University of Oulu + the role and account rights of the master user.

• Management of users in Ecobio Manager service

• Structure of the chemicals management system

• Presentation of the other properties of the system
TRAINERS

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SET UP OF ECOBIO MANAGER CHEMICALS MANAGEMENT SERVICE FOR THE UNIVERSITY OF OULU, PROJECT STATUS AND SCHEDULE
ECOBIO MANAGER CHEMICALS MANAGEMENT SERVICE FOR THE UNIVERSITY OF OULU

- Set up of the service (approximately 5000 chemicals and 50 chemical lists)
- Software as a service (SaaS) and its continuous maintenance
- User training
- Continuous user rights
- Support service through email and phone during regular office hours (9-15), from 1.9.2019
- Annual co-operation meetings with the customer, 2 pcs
KEY OBLIGATIONS RELATED TO CHEMICALS

- The employer must keep available an **up-to-date list of the chemicals used in the workplace**. The list shall include classification information of the chemicals and information regarding the chemicals for which safety data sheet is available. (Vnp 715/2001, § 5)
- The employer must provide **guidance on the safe use and handling of chemicals**. If necessary, the employer must prepare written instructions on the handling and safe use of hazardous chemicals. (Vnp 715/2001, § 5)
- VNa 715/2001 6§ requires **chemical risk assessments** to be performed (health, fire and environmental risks)
- The user (company) must **evaluate the implementation of risk management measures** stated in the SDS and attached exposure scenarios. The user has an obligation to archive the Safety Data Sheets at least 10 years. (REACH Regulation, (EC) No 1907/2006)
- The user (company) must follow **restricted substances** among the chemicals used in the workplace and implement corrective actions in order to mitigate the risk or replace the substance. (REACH Regulation, (EC) No 1907/2006)
SUPPLY OF SOURCE MATERIAL TO ECOBIO

- Information on all chemicals in use (excel format) and their safety data sheets (PDF-format) are provided to Ecobio through Microsoft Teams.

- Expired safety data sheets will not be imported to the service. All SDSs provided by the University of Oulu should comply with the requirements of CLP regulation (e.g. not SDSs with R- and S-phrases only)

- Chemical information in excel format:
  - Location information of chemical: Chemical lists will be created based on this information (e.g. campus, faculty, floor, room, storage cabinet for chemicals)
  - Trade name of the chemical (exactly the same as in SDS)
  - Alternative names of the chemical
  - Language of SDS (Finnish or English)
  - Supplier of chemical
  - Date of SDS
  - Storage temperature (optional)
  - Amount (optional)
  - Cost center (optional)
STATUS OF SUPPLYING AND STORING OF SOURCE MATERIAL

- From these, different SDS were 3794 (duplicates have been removed)
- 3049 SDSs have been saved using a mass storage method, these SDSs have been added to specific chemical registers.
- Chemical registers have been obtained from 30 units, and SDSs from 24 units. Therefore at least part of the SDSs could have been linked to 24 chemical registers.
- In addition, registers have been obtained from five new units. These registers include together at least 1400 chemicals, but these have not been processed yet. These chemicals will be saved during the next mass storage process.
- The goal is to have those chemical lists and MSDs which have delivered by September 2, 2019 into the system before general and main user trainings.
SCHEDULE

✔ Managers’ event 14.2.2019
✔ Laboratory managers’ event 11.3.2019
✔ Spring 2019: Tailoring service for the University of Oulu
✔ Summer 2019: Technological testing of the service
✔ Summer 2019: Handling and input of SDS information to the service (will be continued as far as missing SDS information is concerned)
✔ 28.8.2019: Master user training
☐ 1.9.2019: Support service in operation
☐ 19.-20.9.2019: Training of general and main users
☐ 7.-8.11.2019 Reserved for additional training, if needed
SERVICE LOGIN AND USE

- Master user performs login on www.ecobiomanager.com with own username (email address) and password.


- Recommended web browser: Chrome
SUPPORT SERVICE
SUPPORT SERVICE

Email: support@ecobiomanager.com
Tel. 020 756 9455

In use from 1.9.2019

Urgent responses will be provided within two (2) hours. Otherwise responses are given at latest on the next working day.

Support is in use during regular office hours (9-15).

In addition, it is possible to order updating service for the existing SDS or subscribe completely new SDS into the system by contacting Ecobio. These requests are considered as additional services. SDS subscribe or updating request can be done after system login or simply by writing an email to support@ecobiomanager.com.
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USER GROUPS
### USER GROUPS OF THE CHEMICALS MANAGEMENT SYSTEM

<table>
<thead>
<tr>
<th>Target group</th>
<th>Reading rights</th>
<th>General user (student)</th>
<th>General user (staff)</th>
<th>Main user</th>
<th>Master user</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorities, other external</td>
<td>Authorities, other external</td>
<td>Students</td>
<td>Staff working in laboratory</td>
<td>Exemple persons, who take care of the order of the chemicals. Units can desice how many.</td>
<td>Person in charge for chemical matters, 1-2 per faculty/separate unit</td>
</tr>
<tr>
<td>parties</td>
<td>parties</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extent of the role</td>
<td>Only reading permission</td>
<td>Restricted right to see</td>
<td>In addition to previous accounts, more extensive rights to see SDS information in different units.</td>
<td>In addition to previous accounts, right to add chemicals to the system and right to add new usage locations to the system.</td>
<td>Doesn’t participate to operative actions/ acts also as a main user. Master user governs different user rights.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDS information in the teaching laboratories. Possible to make task specific /personal risk assessments and export data to Excel.</td>
<td>In addition to previous accounts, more extensive rights to see SDS information in different units.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibilities</td>
<td>-</td>
<td>Reading permission for SDSs and printing possibility e.g. for short safety cards and labels.</td>
<td>Reading permission for SDSs and printing possibility e.g. for short safety cards and labels.</td>
<td>Risk assessments of chemicals, SDS update/ supply of updated data for the service provider. Updating totally new chemicals/providing data of new chemicals for the service provider.</td>
<td>Adding employees to general users and main users. Co-operation with the Authorities.</td>
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<tr>
<td>Training</td>
<td>-</td>
<td>Obtained an orientation to laboratory work practices and the use of the system.</td>
<td>In addition, training on the use of system and University instructions concerning legal health examinations. Participation to other trainings concerning laboratory safety.</td>
<td>In addition to previous accounts, training on potential user properties of the main user.</td>
<td>Training regarding the maintenance properties of the system and in many cases general and main users’ training and other training concerning laboratory safety.</td>
</tr>
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<td></td>
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</tbody>
</table>
MANAGEMENT OF THE USER RIGHTS

- Master users govern users in the system’s ”Management” part.
- Usernames for the Master users are created by the service provider (Ecobio).
- Master users perform login with their username (email address) and password on www.ecobiomanager.com
- Other users perform login with Shibboleth-authentication (separate link). User is automatically stored as a general user (student).
- By default, the general user (student) will only see certain chemical registers after the first login.
- In Management section, it is possible to control reading permissions of certain chemical registers. It is possible to control, which chemical registers are displayed by default for the main users and general users (student and staff).
- It is also possible to share rights for different user groups to see classified chemicals.
MASTER USER – PERSONAL LOGIN ACCOUNT

• The Master user will get user rights through Ecobio, which provides him/her access to the “Management" part where
• A master user can alter a general user to a user who has more rights (general user - staff) or main user.
• Master user can create reading accounts to external parties
• Master user has the most the extensive rights, he can see all information of the system of the University of Oulu and perform modifications.
MAIN USER – PERSONAL LOGIN ACCOUNT

• Main user can not see the user management section
• Master user can change a general user to a main user
• Main user can see all chemical registers, which are selected for that role. Confidential chemicals are exceptions unless separate rights are given to that person.
• Otherwise main user has similar rights to Master user.
• Main user has an access to trade name collection / units / suppliers / reports etc. In other words, he can remove and add chemicals to collection (has access to modify collection)
• Main user can select own favourite chemicals
• Main user can see all risk assessments.
GENERAL USER – PERSONAL LOGIN ACCOUNT

• Each user is initially in the role of a general user (student) and only sees the chemical registers selected for the general user.
• Master user can change the general user’s rights to more extensive general user’s rights (staff) and to main user.
• Cannot create units or suppliers, nor add chemicals to the collection
• Is able to perform a risk assessment and see own risk assessments
• The general user can select his favorite chemicals for his own list
• Can see /print reports from his own unit (QR codes, safety information, chemicals excel) → i.e. all the reports obtained from the chemical index sheet of the service. General user does not have access to Reports sheet.
READING RIGHTS – PERSONAL LOGIN ACCOUNT

• Reading rights can be created to external users, who don’t have Shibboleth accounts.
• Is able to view chemical registers, for which he has rights.
• Reading rights user can not see or carry out risk assessments nor see suppliers, reports, units, collection. Reading right user can see only chemical register /registers.
MASTER USER AND USER RIGHTS MANAGEMENT

- Ecobio creates user accounts for master users
- Master users login with username (email address) and password on www.ecobiomanager.com
- Master users govern users in system “Management” section.
- Master user can change a user to a general user with more rights (staff) or main user. User needs to be logged into the service with Shibboleth authentication at least once.
- Master user can create reading right accounts to external parties.
- Master user can modify chemical register rights for different roles, i.e define, which chemical registers are seen as default for main user and general user (student or staff)
- Master user can provide access for the confidential chemicals
- Master users have the most extensive rights; They can see all the information of the system of the University of Oulu and perform modifications.
MASTER USERS AND USER RIGHTS MANAGEMENT

● In order to add roles the faculties/separate units must collect lists of main users (they add new SDS information and chemicals to the specific registers of an unit and perform chemical risk assessments). They will be added to Microsoft Teams to an own sheet, to the same Excel document as Master users.

● In addition, a list of general users (employees needing information of the chemical system in their work) will be collected, for which you can find a template in Teams, which can be copied and saved (naming e.g. a faculty/special unit level). Most important is, that following information can be found:
  ● List of general users
    ● name
    ● email address
    ● Possible limitations to rights (default, that the person can see all chemicals of the university, but can be limited to e.g. faculty chemicals)
  ● List of main users
    ● name
    ● email address
    ● (it is not recommended to limit rights in role view due to the responsibilities of the role)
  ● List of students, who need a general user view for the chemicals management system due to training purposes.
    ● name
    ● email address
    ● validity time for the account (unless there is employment relation)
USER MANAGEMENT IN ECOBIO MANAGER – SERVICE
PRESENTATION OF THE OTHER PROPERTIES OF THE SYSTEM
TRAINING OF GENERAL AND MAIN USERS

At Kontinkangas 19.9. P117 in Finnish
at 10-12 general users and main users
at 13-15 main users

At Linnanmaa 20.9. AT128 (Agora) in English
at 9-11 general users and main users
at 12-14 main users

Remote access: oulu.zoom.us/my/vimma1