KLARA – a tutorial on how to find information

Find the system: www.su.se/klara and log in with department account.
To find SDS and search for chemical products at other departments at SU – "Chemical database"

Go to chemical database

Type name or CAS of your chemical product in the text field to the left and then click on your product in the search result list. The Product presentation page will appear in the right window.

Please pick one of the
On the Product presentation page you’ll find hazardous information about your product. Click **SDS** to find SDS from different suppliers of this specific product.

**Choose preferred SDS**
To search for chemical products at other departments at SU, click on **Local information**

A list of departments storing this chemical product appears and there is also a contact person given.
To search for chemical products at the own department, print reports/lists or to perform a risk assessment – “Chemicals”
To search for chemical products at the department

Click on "Registration" and then on "Search products"

Move cursor over the name of the department – a "Search here" button will appear. Click on it.
In the right hand window you will get a list over the hits at the department.

1) In the list you can see where the substance you were looking for is situated.
2) Click on the blue circle containing an “i” to find the safety data sheet.

Search for the chemical product by writing the name or CAS-number in the box.
To perform a **risk assessment**

1. Click on **Risk assessment** twice.
2. Find your research group in the left hand window and click on “New risk assessment”
3. In the middle window, type the name of the risk assessment and click on the correct folder (if any present). Click “Save assessment”.

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In the middle window, type the name of the risk assessment and click on the correct folder (if any present). Click “Save assessment”.
In the middle window you now have a form to fill in for systematic risk assessment. Click on the circle with an “i” to get help.

In the right hand window you are able to search for chemical products to be added to your risk assessment (section 3. Products).