



# EcoOnline User manual

October 2017

## Content:

- New on EcoOnline
- How to log in to EcoOnline
- Change language
- Search for chemicals
- Add new location
- Add chemicals
- Add new users
- Risk assess a chemical

UNIVERSITETET I BERGEN





# New on EcoOnline?

- When registered in EcoOnline your user ID will be linked to your Feide-ID
- You will receive a e-mail from EcoOnline with a link to log on – **Do not use that link!**
- [Log on to EcoOnline using the link on the HSE-gateway](#)
- **Log in with your UiB username and password**

# How to log in to EcoOnline



The screenshot shows the EcoOnline login interface. At the top left is the 'Eco ONLINE' logo. At the top right are language options: 'English | Bokmål | Nynorsk | Sámeigiella'. The main heading is 'Login through Feide'. Below it, a message states: 'Eco Archive has requested that you login. You have chosen **University of Bergen** as your affiliation. [Change?](#)'. The form contains two input fields: 'Username' and 'Password', followed by a 'Login' button. To the right of the fields is a large keyhole icon. Below the keyhole icon is the text 'Forgot username or password?'. At the bottom of the form area are three links: 'Help', 'Privacy and cookies', and 'More information'.

Using a «[Feide](#)» connection

The screenshot shows the EcoOnline login interface with a background image of a landscape. At the top left is the 'Eco ONLINE' logo. Below it is a language dropdown menu set to 'Norsk'. There are four input fields: 'Firmakode', 'Brukernavn', and 'Passord'. Below these fields is a green 'Logg inn' button and a green link that says 'Glemt brukernavn eller passord?'.

Using a [common user account](#)

# How to change language in EcoOnline



When logged in, press on your name (1) and select «Velg språk» (2)

| Kjemikaliets navn          | Revidert   | Risikovurdert | Status             | H | B | M |
|----------------------------|------------|---------------|--------------------|---|---|---|
| Acelon                     | 09.03.2011 |               | 1 Ber kontrolleres |   |   |   |
| Bensin 98                  | 24.09.2014 | 01.08.2016    |                    |   |   |   |
| Fanol                      | 12.05.2014 |               | 1 Ber kontrolleres |   |   |   |
| Formaldehydvesning 38.5... | 24.08.2015 | 23.05.2016    |                    |   |   |   |
| FORMALIN 10%               | 01.03.2013 |               | 1 Ber kontrolleres |   |   |   |
| FORMALIN 10%               | 01.03.2013 | 20.05.2016    |                    |   |   |   |
| GLUTARALDEHYD EM 50%       | 14.04.2016 | 22.02.2016    |                    |   |   |   |
| Kraft vaskepulver          | 08.11.2013 |               | 1 Ber kontrolleres |   |   |   |
| Sodium etilene             | 24.07.2014 | 24.05.2016    |                    |   |   |   |

**Velg språk**

Norsk

Norsk  
Svensk  
Engelsk

Bekreft Avbryt

In this menu choose «Engelsk» and press «Bekreft»

# How to search for chemicals



Eco Archive ▾

Helse vest - UIB

Page search 🔍 ▾

- + Chemical inventory
- Administration **1**
- 🏠 My company
- 📊 Statistics
- 🔍 Local search **2**
- 🔍 Global search
- 📍 Locations
- ⚠️ Exposure
- 📖 Phrase library
- 📄 Reports
- 👤 Users
- 📄 SDS requests
- 🔗 Suggestions to EcoOnline
- ⚙️ Upstream reporting
- ★ Subscription
- 📖 Education
- ⚙️ Manage information
- 📖 User manual

Active products | Location | Multiple printout | Legislation | List of measures

Aministrative enheter > HMS-seksjonen > Testlokasjon > Test 2016

Product name | Revised

Search | Advanced search | Reports | Exposures

Local search

Product name

Company name

Use area (SDS)

**3** CAS no.

Article no.

Internal no.

Discontinued status

Search type  Starts with  Contains

Language

Search

1. Choose the admin button to the left

2. Press the local search

3. Fill inn CAS number or product name



**The rest of this manual is  
intended for employees who will  
add new chemicals, locations and  
risk assessing the chemicals**

# How to add a new location: 2 different ways

The screenshot displays the Eco Archive software interface. The top navigation bar includes a search bar, a notification bell, a message icon with '1443', and a profile icon. The main content area is divided into two sections. The first section, titled 'Test 2016', has a 'Location' tab selected. It shows risk levels for Health hazard, Fire risk, and Environmental risk, along with a laboratory selection table. The second section, 'Administration of locations', features a filter input and a list of locations, including 'Universitetet i Bergen'. Red annotations highlight specific elements: '1A' points to the 'Chemical inventory' menu item, '1B' points to the 'Location' tab, '1C' points to a black button in the top right of the first section, '2A' points to the 'Locations' menu item, and '2B' points to a black button in the top right of the second section.

Page search

+ Chemical inventory 1A

- Administration

My company

Statistics

Local search

Global search

Locations 2A

Exposure

Phrase library

Reports

Users

SDS requests

Suggestions to EcoOnline

Upstream reporting

Subscription

Education

Manage information

User manual

Helse vest - UIB

Active products Location Multiple printout Legislation List of measures

Test 2016 1B

1C

Health hazard: [Progress bar]

Fire risk: [Progress bar]

Environmental risk: [Progress bar]

Laboratory:

| Category   | Status         |
|------------|----------------|
| 1          | [Progress bar] |
| 2          | [Progress bar] |
| (Selected) | [Progress bar] |
| 3          | [Progress bar] |

Administration of locations

2B

Filter

+ Universitetet i Bergen

1: Choose the correct location (1A), select the «Location» tab (1B) and press the black button (1C) and «Add new location»

2: Choose the «Location» (2A) in the administration menu, and press the black button (2B) and «Add new location»

# Adding location continues

Eco Archive ▾ Helse vest - UIB

Page search 🔍 ▾

+ Chemical inventory

- Administration

- My company
- Statistics
- Local search
- Global search
- Locations
- Exposure
- Phrase library
- Reports
- Users
- SDS requests
- Suggestions to EcoOnline
- Upstream reporting
- Subscription
- Education
- Manage information
- User manual

+ Eco Local Publisher

**Eco ONLINE**

### Add new location

Location name\*

Contact\*

E-mail

Description

Address

Postcode

City

Tel\*

Fax

Internal no.

Geographic location

Country

Property information

| Municipality number  | Cadastral unit number | Property unit number | Leasehold number     | Condominium unit number | Residential number   |
|----------------------|-----------------------|----------------------|----------------------|-------------------------|----------------------|
| <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>    | <input type="text"/> |

Location type  **1**

Area of use

Add below  **2**

Assessment of Work Space

Assessment of processes and equipment

Number of persons exposed

Location description  Create expanded location description

**Fill in forms marked with \***

**1: Choose type of location**

**2: Define where the location belongs**

**Press «confirm»**



# How to delete a location:

Page search

- + Chemical inventory
- Administration 1**
- My company
- Statistics
- Local search
- Global search
- Locations 2**
- Exposure
- Phrase library
- Reports
- Users
- SDS requests
- Suggestions to EcoOnline
- Upstream reporting
- Subscription
- Education
- Manage information
- User manual

+ Eco Local Publisher

Active products | **Location** | Multiple printout | Legislation | List of measures

### Test 2016

Health hazard:

Fire risk:

Environmental risk:



Laboratory:

| Category     | Status |
|--------------|--------|
| 1            |        |
| 2            |        |
| (Selected) 3 |        |

1: Choose Administration

2: Choose Locations

### Administration of locations

Filter

- Universitetet i Bergen
  - + Administrative enheter 3**
  - + Det matematisk naturvitenskapelige fak
  - + Det medisinsk-odontologiske fakultet
  - + Det psykologiske fakultet
    - HMS-datablader
  - + SARS Centre
  - + Testlokasjon
  - + Universitetsmuseet i Bergen

3: Press the X to delete location

# How to add chemicals to a location:

Page search

- + Chemical inventory 1
- Administration 4
- My company
- Statistics
- Local search
- Global search 5
- Locations
- Exposure
- Phrase library
- Reports
- Users
- SDS requests
- Suggestions to EcoOnline
- Upstream reporting
- Subscription
- Education
- Manage information
- User manual

+ Eco Local Publisher

**Eco**  
**ONLINE**

Active products 3 Location Multiple printout Legislation List of measures

Aministrative enheter > HMS-seksjonen > Testlokasjon > Test 2016 2

Risk assessment

| Product name                 | Revised    | Risk evaluated | Status              | H | F | E |
|------------------------------|------------|----------------|---------------------|---|---|---|
| Formaldehyde solution, 36... | 24.08.2015 | 23.05.2016     |                     | △ | ■ | ■ |
| Phenol                       | 12.05.2014 |                | Needs to be checked | △ | ■ | ■ |

These products are not available in English:

| Product name         | Revised    | Risk evaluated | Status              | H | F | E |
|----------------------|------------|----------------|---------------------|---|---|---|
| FORMALIN 10%         | 01.03.2013 |                | Needs to be checked | △ | ■ | ■ |
| FORMALIN 10%         | 01.03.2013 | 20.05.2016     |                     | △ | ■ | ■ |
| GLUTARALDEHYD EM 50% | 14.04.2016 | 22.02.2016     | Needs to be checked | ■ | ■ | ■ |

Search Advanced search

Global search

Search only for words- or parts of words- you are completely sure of.

Product name

Company name

Area of use

CAS no.

Article no.

Search in

Search type  Starts with  Contains

View original internal version

Include inactive products

Language

Search 6

- 1: Choose "Chemical inventory"
- 2: Find your location
- 3: Choose the "Active products" tab
- 4: Choose the "Administration" menu
- 5: Choose "Global search"
- 6: Fill in and press "Search"

# How to add chemicals continues:

Page search

- + Chemical inventory
- Administration
  - My company
  - Statistics
  - Local search
  - Global search
  - Locations
  - Exposure
  - Phrase library
  - Reports
  - Users
  - SDS requests
  - Suggestions to EcoOnline
  - Upstream reporting
  - Subscription
  - Education
  - Manage information
  - User manual
- + Eco Local Publisher

Active products | Location | Multiple printout | Legislation | List of measures

Aministrative enheter > HMS-seksjonen > Testlokasjon > Test 2016

Risk assessment

| Product name                 | Revised    | Risk evaluated | Status              | H | F | E |
|------------------------------|------------|----------------|---------------------|---|---|---|
| Formaldehyde solution, 36... | 24.08.2015 | 23.05.2016     |                     | ▲ | ■ | ■ |
| Phenol                       | 12.05.2014 |                | Needs to be checked | ▲ | ■ | ■ |
| <b>Sodium chloride</b> 8     | 24.07.2014 |                | Needs to be checked | ■ | ■ | ■ |

These products are not available in English:

Search result

Show 10 lines Filter:

| Product name                                       | Article no.            | Area of use                       | Company name                       | Revised    |   |
|--|------------------------|-----------------------------------|------------------------------------|------------|---|
| Natriumchlorid, fli / Sodium chloride              | 866700                 |                                   | Frederiksen Scientific A/S         | 14.03.2014 | ▲ |
| Natriumchlorid, pulver / Sodium chloride           | 866800, 866850, 866900 |                                   | Frederiksen Scientific A/S         | 14.03.2014 | ▲ |
| SALT   |                        | Production of chemicals, water... | SOLBERG INDUSTRI AS                | 04.06.2012 | ▲ |
| Sea Salt Food                                      |                        | Food applications                 | Ab Hanson & Møhring                | 20.05.2015 | ▲ |
| SODIUM CHLORIDE BRINE                              |                        | Dishwasher Salt                   |                                    |            | ▲ |
| SODIUM CHLORIDE BRINE                              |                        | Chemical / technical use For ...  | SOLBERG INDUSTRI AS                | 19.05.2016 | ▲ |
| POTASSIUM CHLORIDE / SODIUM CHLORIDE BRINE         |                        |                                   | M-I Swaco Norge AS                 | 22.04.2010 | ▲ |
| SODIUM CHLORIDE BRINE                              |                        | Oil well drilling fluid additi... | M-I Swaco Norge AS                 | 14.03.2011 | ▲ |
| 183-49 Sodium Chloride Standard Solution 1000 mg/l | 18349                  | Water analysis                    | HACH LANGE Ltd.                    | 29.12.2014 | ▲ |
| SALT, FOOD GRADE                                   |                        | food processing                   | Akzo Nobel Functional Chemicals bv | 28.06.2010 | ▲ |
| Sodium chloride                                    | s9888                  | Laboratory chemicals, Manufact... | Sigma-Aldrich Norway AS            | 24.07.2014 | ▲ |

Showing 1 to 10 of 25 lines

Can't find the product you searched for?

1 2 3 Next

7: Choose the chemical and press the Green arrow

8: The chemical has been added to your location

# How to edit product information. Add info about amount, etc:

The screenshot shows the Eco Archive web application interface. The top navigation bar includes 'Eco Archive', 'Helse vest - UIB', and a notification icon with '1443'. The breadcrumb trail is 'Aministrative enheter > HMS-seksjonen > Testlokasjon > Test 2016'. A table lists products with columns for 'Product name', 'Revised', 'Risk evaluated', and 'Status'. The products listed are 'Formaldehyde solution, 36...', 'Phenol', and 'Sodium chloride'. A context menu is open over the 'Sodium chloride' row, with the 'Edit product information' option highlighted in blue. A red box highlights this option, and a red circle highlights the black admin button in the top right corner of the table. Below the table, the 'Edit product information - Sodium chloride' form is visible, with various fields for product details. A red box highlights the 'Edit product information' tab in the navigation bar. The left sidebar contains navigation options like 'Chemical inventory', 'Administration', 'My company', 'Statistics', 'Local search', 'Global search', 'Locations', 'Exposure', 'Phrase library', 'Reports', 'Users', 'SDS requests', 'Suggestions to EcoOnline', 'Upstream reporting', 'Subscription', 'Education', 'Manage information', and 'User manual'. The bottom left corner features the 'Eco Local Publisher' logo.

| Product name                 | Revised    | Risk evaluated | Status              |
|------------------------------|------------|----------------|---------------------|
| Formaldehyde solution, 36... | 24.08.2015 | 23.05.2016     |                     |
| Phenol                       | 12.05.2014 |                | Needs to be checked |
| Sodium chloride              | 24.07.2014 |                | Needs t             |

These products are not available in English:

Local product information | Global product information | Synonyms | Legislation | Exposure Scenario

Edit product information - Sodium chloride

Select location: Test 2016

Product group: Not defined

Process category: Not defined

Environmental release category: Not defined

Sector of use: Not defined

Internal no.:

Status: None selected

Received date: [ ][ ][ ]

Expiration date: [ ][ ][ ]

Durability: [ ][ ][ ]

Opened: [ ][ ][ ]

Application status: Other

1: Press the black admin button and choose

2: Edit product information

Fill in information about amount and annual usage.

Press "confirm"



# How to add/edit users

The screenshot shows the 'User administration' page in the Eco Archive system. The left sidebar contains a navigation menu with 'Users' circled in red and labeled 'a'. The main content area has a 'Create new user' button circled in red and labeled 'b'. Below this is a table of users with columns: Name, User name, Type of licence, E-mail, and Location. A black admin button on the right side of the table is circled in red and labeled 'c'. The table shows several users, including 'Setg' and 'SARS Centre'.

| Name | User name | Type of licence | E-mail | Location   |
|------|-----------|-----------------|--------|--|
| Setg | Setg      | Read            | null   | Universitetet i Bergen - Det medisinsk-odontologiske fakultet - Klinisk Institutt 2 - Laboratorisbygget - 5. etasje NLE          |
|      |           |                 |        | Universitetet i Bergen - SARS Centre   |
|      |           |                 |        | Universitetet i Bergen - Det matematisk naturvitenskapelige fak. - Institutt for biologi - HIB ny - 325-27C/1/2 - Miljøteknologi |
|      |           |                 |        | Universitetet i Bergen - Universitetsmuseet i Bergen - Arboretet og Botanisk Hage, Milde   |
|      |           |                 |        | Universitetet i Bergen - Det medisinsk-odontologiske fakultet - Institutt for biomedisin   |
|      |           |                 |        | Universitetet i Bergen - Det matematisk naturvitenskapelige fak. - Molekylærbiologisk institutt                                  |
|      |           |                 |        | Universitetet i Bergen - SARS Centre   |
|      |           |                 |        | Universitetet i Bergen - Det matematisk naturvitenskapelige fak. - Molekylærbiologisk institutt                                  |
|      |           |                 |        | Universitetet i Bergen - SARS Centre   |
|      |           |                 |        | Universitetet i Bergen - Det medisinsk-odontologiske fakultet - Institutt for klinisk odontologi                                 |

Add new user:

- Press «Users» (a) and the black admin-button (b) and «create new user»

Edit user:

- Press «Users» (a) and find the correct user and press the black admin-button (c).



# How to add user continue:

Eco Archive - Helse vest - UIB

Page search

+ Chemical inventory

- Administration
- My company
- Statistics
- Local search
- Global search
- Locations
- Exposure
- Phrase library
- Reports
- Users
- SDS requests
- Suggestions to EcoOnline
- Upstream reporting
- Subscription
- Education
- Manage information
- User manual

### Create new user

Name\*  **Your full name**

User name\*  **xxxxxx@uib.no NB! Always remember @uib.no in user name**

E-mail\*

Language for the Welcome mail: English

Type of licence\*: Read

Choose location(s): None selected

Personal user

Multiuser

Eco Exposure permissions:

- Access to information **Access to information: Only relevant persons (leaders, etc)**
- Register exposures **Register exposures: You need this if you are going to register exposures for other people.**
- Administer licences **Administer licences: Only given to EcoOnline coordintores**
- Eco Exposure licence **Eco Exposure licence: Need this if you are going to register exposure.**

**!** If you don't enter a personal ID number, the user will receive an email with instructions for how to add one. Until an ID number has been added, the user cannot be linked to an exposure.

Personal ID number

Confirm personal ID number

Position

Workplace: None selected

Save



# Email confirmation

- When you add a new user, they automatically receive an email from EcoOnline with login information.
- They should **ignore** that email because this email takes them to EcoOnline's website, and our Feide login does not work there.
- Recommendation: When registering a new user, *always* send an email with information and link to the correct login to the new user.
- Link to login can be found on the HSE-gateway:  
<http://www.uib.no/en/hms-portalen>

# How to risk assess a chemical:

The screenshot shows the Eco Archive web application interface. The sidebar on the left contains navigation options, with 'Chemical inventory' and 'Test 2016' highlighted by red circles and the number 1. The breadcrumb trail at the top reads 'Aministrative enheter > HMS-seksjonen > Testlokasjon > Test 2016', with 'Test 2016' also highlighted by a red circle and the number 1. The main content area displays a table of products with columns for 'Product name', 'Revised', 'Risk evaluated', and 'Status'. The 'Sodium chloride' product is highlighted, and a context menu is open over it, with 'Risk assessment' selected and highlighted by a red circle and the number 4. The 'Risk assessment' menu item is also highlighted by a red circle and the number 2. The admin button (black square with a white 'i') is highlighted by a red circle and the number 3.

| Product name                 | Revised    | Risk evaluated | Status              |
|------------------------------|------------|----------------|---------------------|
| Formaldehyde solution, 36... | 24.08.2015 | 23.05.2016     |                     |
| Phenol                       | 12.05.2014 |                | Needs to be checked |
| Sodium chloride              | 24.07.2014 |                | Needs to be checked |

| Product name         | Revised    | Risk evaluated | Status              |
|----------------------|------------|----------------|---------------------|
| FORMALIN 10%         | 01.03.2013 |                | Needs to be checked |
| FORMALIN 10%         | 01.03.2013 | 20.05.2016     |                     |
| GLUTARALDEHYD EM 50% | 14.04.2016 | 22.02.2016     | Needs to be checked |

- 1: Choose your location (Chemical inventory)
- 2: Choose the "Risk assessment" menu
- 3: Press the black admin button behind the chemical you will risk assess
- 4: Choose "Risk assessment"





# Risk mapping of chemicals

The screenshot shows the Eco Archive web application interface. The top navigation bar is blue and contains the Eco Archive logo and the text "Helse vest - UIB". Below the navigation bar is a dark sidebar with a search bar and menu items: "+ Chemical inventory", "+ Administration", and "+ Eco Local Publisher". The main content area is white and displays the title "Risk assessment - Sodium chloride". Below the title is a list of radio buttons for selecting an assessment type: "Risk assessment", "Product assessment", "Risk mapping", and "External assessment". The "Risk mapping" option is selected. A red arrow points from a callout box to the "Risk mapping" option. The callout box contains the text "Choose Risk Mapping" and a "Confirm" button. A question mark icon is visible in the top right corner of the main content area.

Eco Archive ▾

Page search 🔍 ▾

- + Chemical inventory
- + Administration
- + Eco Local Publisher

Risk assessment - Sodium chloride

?

- Risk assessment
- Product assessment
- Risk mapping
- External assessment

Choose Risk Mapping

Confirm



Page search

- + Chemical inventory
- + Administration
- + Eco Local Publisher

**Test 2016**  
**Risk mapping - Sodium chloride**

Hazard statements : No information available. Please check original document. ?

N.B. Remember to choose phrases below; the phrases above are not automatically transferred. [Open SDS](#)

Available phrases  Hazard statements  Risk phrases ?

Hazard statements

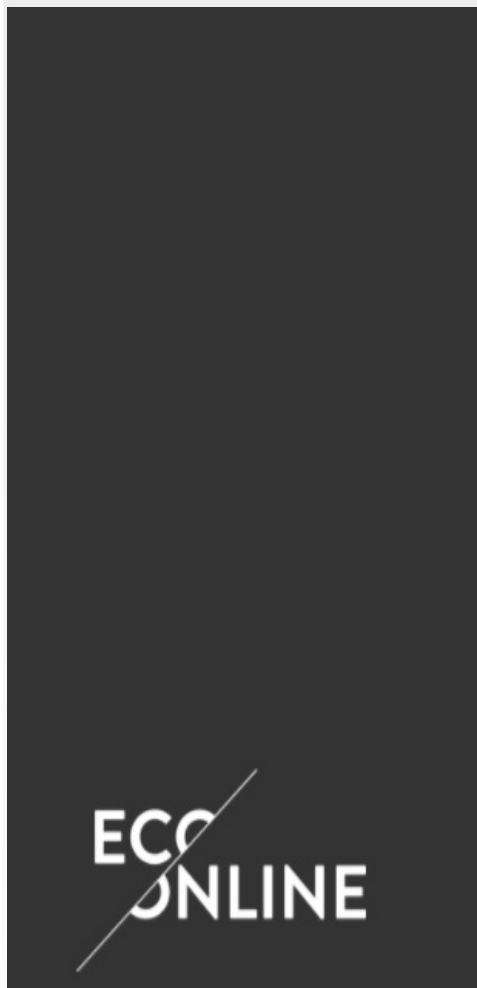
Special risks and properties

Exposure limits (in Section 8 in the SDS)  (If Yes then readings must be considered)

Use  ?

Yearly use  ?

Open SDS and make sure that Hazard statements is correct.



Amount in stock  ?

Substitution assessed  ?

Conclusion  ✕

Status  ?

Change status to «empty box»

Comment

What it looks like on your screen when the product has been risk mapped:

The screenshot shows the Eco Archive software interface. The top navigation bar includes 'Eco Archive', 'Helse vest - UIB', and notification icons. A left sidebar contains a search bar and a filter menu with options like 'Chemical inventory', 'Universitetet i Bergen', and 'Testlokasjon'. The main content area displays a table of products with columns for 'Product name', 'Revised', 'Risk evaluated', 'Status', and 'Risk assessment'. The 'Risk assessment' column contains three sub-columns: 'H' (Health), 'F' (Fire), and 'E' (Environment). Each sub-column has a color-coded box (green for low risk, yellow for medium, red for high) and a warning triangle icon. A red circle highlights the 'H', 'F', and 'E' boxes for the 'Sodium chloride' product, which are all filled with green, indicating low risk.

| Product name                                 | Revised    | Risk evaluated | Status              | H | F | E |
|--|------------|----------------|---------------------|---|---|---|
| Formaldehyde solution, 36...                 | 24.08.2015 | 23.05.2016     |                     | ⚠ | 🟡 | 🟢 |
| Phenol                                       | 12.05.2014 |                | Needs to be checked | ⚠ | 🟡 | 🟢 |
| Sodium chloride                              | 24.07.2014 | 24.05.2016     |                     | 🟢 | 🟢 | 🟢 |
| These products are not available in English: |            |                |                     |   |   |   |
| Product name                                 | Revised    | Risk evaluated | Status              | H | F | E |
| FORMALIN 10%                                 | 01.03.2013 |                | Needs to be checked | ⚠ | 🟡 | 🟢 |
| FORMALIN 10%                                 | 01.03.2013 | 20.05.2016     |                     | ⚠ | 🟡 | 🟢 |
| GLUTARALDEHYD EM 50%                         | 14.04.2016 | 22.02.2016     | Needs to be checked | ⚠ | 🟡 | 🟢 |

The H/F/E information boxes are completely filled with color (H=health, F=fire, E=environment)



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