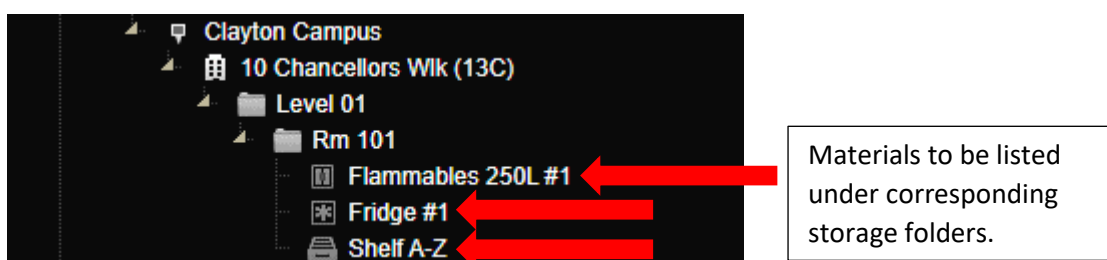


## Guidance for Setting up a folder structure in Chemwatch

Below are examples of common folder structure arrangements that can be set up in Chemwatch (CW) by the Domain Administrators. The folder structure must follow the prescribed format outlined in the [Chemwatch Procedure](#). Variations in sub-folder structure (below the Room level) are allowed for shared areas providing there is no duplication of storage folders i.e. only one folder is set up in CW per a corresponding storage facility as present on site.

Storage facilities (e.g. cabinets, fridges, freezers, shelves) must be identified and labelled on site before corresponding folders in CW are set up.

**Scenario 1:** Occupancy arrangement where delineation of ownership of chemical inventory is not required.

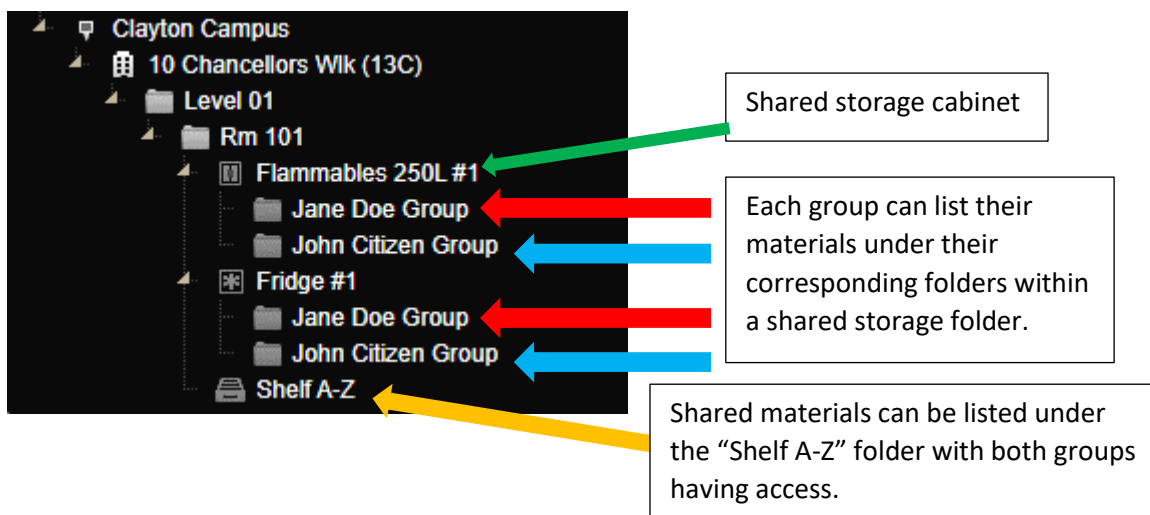


In the [manifest template](#) (Red Block), the above folder pathway would be recorded as follows:

(Red Block)				
Manifest/Folder Structure (Maximum Level 9 child structure)				
Note example: Level 3 is child folder of Level 2, Level 2 is child folder of Level 1				
Level 1 (Parent)	Level 2	Level 3	Level 4	Level 5
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Flammables 250L #1
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Fridge #1
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Shelf A-Z

**Scenario 2:** Multiple occupants who share the same storage facilities and want to differentiate the ownership of their chemical inventory for each group.

Folders denoting organisational units (e.g. research groups) are optional as they do not represent a physical location where chemicals are stored.



Each group can be assigned their own folders and will not see the manifest of the other group. In this scenario, both groups can also be assigned access to the shared folder (Shelf A-Z) if they have communal chemicals stored there. If there are communal or shared chemical stored in the Flammables 250L #1 folder, both groups will see these materials.

Individual group's sub-folders can be set up under any storage folder if required.

In the [manifest template](#) (Red Block), the above folder pathway would be recorded as follows:

**(Red Block)**  
**Manifest/Folder Structure (Maximum Level 9 child structure)**  
**Note example: Level 3 is child folder of Level 2, Level 2 is child folder of Level 1**

Level 1 (Parent)	Level 2	Level 3	Level 4	Level 5	Level 6
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Flammables 250L #1	Jane Doe Group
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Fridge #1	Jane Doe Group
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Shelf A-Z	
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Flammables 250L #1	John Citizen Group
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Fridge #1	John Citizen Group
Clayton Campus	10 Chancellors Wlk (13C)	Level 01	Rm 101	Shelf A-Z	

Extra folder level is added

To avoid naming variations and duplicate folders being set up, Domain Administrators can pre-populate the manifest template by adding the location pathways to the storage folders. Individual groups can then list their chemicals against these corresponding locations.

For further instructions, visit the [Establishing a Chemical Register in Chemwatch](#) webpage.