

FREQUENTLY ASKED QUESTIONS

I AM NOT YET A CHEMICAL INVENTORY USER

Why must I create a chemical inventory?	2
Must we use the CisPro live system?	2
Can I upload a spreadsheet or inventory information from another system?	2
How much will this cost?	2
Must every chemical be tracked in the inventory or only “hazardous” ones?	2
Must I use barcodes?	3
Am I required to share my inventory information with other lab groups?	3

I AM A CURRENT CISPRO LIVE CHEMICAL INVENTORY USER

Where can I get copy of the user manual I was given during my training?	4
Why can't I log-in to CisPro Live?	4
How do I keep my inventory current and refresh my information Regularly?	4
How are “Locations” barcodes used and how do I get them?	4

FREQUENTLY ASKED QUESTIONS

I AM NOT YET A CHEMICAL INVENTORY USER

WHY MUST I CREATE A CHEMICAL INVENTORY?

COMPLETION OF CHEMICAL INVENTORY IS REQUIRED FOR ALL PENN LABORATORIES.

In order to comply with granting agencies and regulatory requirements, including the Philadelphia Fire Code that mandates the maximum allowable quantities for certain classes of chemicals, accurate inventories of laboratory chemicals are needed. Therefore, labs must conduct chemical inventories to assure regulatory compliance.

Furthermore, accurate chemical inventory tracking reduces the amount of time and money your lab may otherwise waste on over-ordering, stockpiling, or disposing of expired chemicals.

MUST WE USE THE CISPRO LIVE SYSTEM?

Yes. Campus-wide tracking and reporting on chemical inventory is possible only if there is a unified system.

CAN I UPLOAD A SPREADSHEET OR INVENTORY INFORMATION FROM ANOTHER SYSTEM?

No. At this time, it is not possible to upload your spreadsheet into CISPro. All chemical containers must match a material record that is already in the system. If a chemical in your inventory is not found in the system, an EHRS Chemical Inventory Team member will create the record for you.

HOW MUCH WILL THIS COST?

The CISPro Live system is available to all University of Pennsylvania research labs **free of charge**.

The only recommended equipment purchase is an **inexpensive barcode wedge scanner**. EHRS has pre-purchased barcode scanners that are available for purchase (\$36 at the time of publishing). Any keyboard/wedge scanner will work with the system, special features are not required.

If you do not wish to purchase a barcode scanner, barcode numbers (6 to 10 digits) are printed on the barcode label and can be entered using your computer keyboard.

Pre-printed barcode labels are provided by EHRS and are also **free of charge**.

MUST EVERY CHEMICAL BE TRACKED IN THE INVENTORY OR ONLY "HAZARDOUS" ONES?

Penn requires your lab to track any hazardous research chemicals in your laboratory. This includes all solvents and other flammable liquids, corrosives and hazardous gases (such as hydrogen, chlorine, ammonia, methane). All solid and liquid chemicals with hazard warnings on the bottle and/or Safety Data Sheet must be tracked in your inventory.

Inventory amount is tracked by container size (i.e. "worst case scenario" quantities of chemical).

Consumer products such as Clorox bleach, glass cleaner, glass washing detergents, etc. are not required to be included in the chemical inventory. Non-hazardous materials such as cell-culture media, neutral-pH aqueous solutions, and agar are not required to be included in the chemical inventory either.

You are welcome to use your inventory to track any of these materials for your lab's own information!

FREQUENTLY ASKED QUESTIONS

MUST I USE BARCODES?

Yes. The CISPro Live system recognizes each container—and its associated material, package, and size information—as a unique number code taken from the pre-printed label you assign to it. You may type this number instead of scanning the barcode label, but the number is how the container is identified and tracked.

If you are concerned about how the barcode labels may work with your containers (e.g. reagents that are stored in the refrigerator or are too small to accommodate the sticker) we can offer you some solutions. There is no requirement that the sticker be affixed to the container, only that container identity, location, owner, and disposal are accurately tracked. Ask EHRS if you have a situation that may require a creative solution to the use of barcode labels.

AM I REQUIRED TO SHARE MY INVENTORY INFORMATION WITH OTHER LAB GROUPS?

As a default, container information is kept hidden from other lab groups. You will only be able to view containers in your own inventory or in the inventory of labs for which you've been given permission (e.g. a shared lab facility). It is however possible to see the name of the lab that has a given chemical.

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I AM A CURRENT CISPRO LIVE CHEMICAL INVENTORY USER

WHERE CAN I GET COPY OF THE USER MANUAL I WAS GIVEN DURING MY TRAINING?

The user manual is posted in the [Chemical Inventory Software section](#) of the EHRS website.

WHY CAN'T I LOG-IN TO CISPRO LIVE?

Log-in issues may happen because:

- 1) *You are using the incorrect password.* Passwords are a minimum of eight characters in length and must contain at least one numeric digit. EHRS cannot retrieve your password, but we can change it for you. Contact us for assistance if needed.
- 2) *Too many users are logged-in to the system at the time you are trying to access it.* Penn's CISPro license only allows a certain number of simultaneous log-ins. If you receive an error telling you that too many people are logged-in, please report this to EHRS by emailing cheminv@exchange.upenn.edu.
- 3) *Other fields are not correct on the log-in screen.* Consult your CISPro user manual. The product name is "Accelrys CISPro Live" and the customer name is "upenn"

HOW DO I KEEP MY INVENTORY CURRENT AND REFRESH MY INFORMATION REGULARLY?

Your inventory is only as good as the work practices you use to keep it current. A good practice is to assign a limited number of people to take responsibility for receipt of new chemicals and for scanning-out empty containers. It is critical that labs with many inventory locations practice good management in returning containers to the correct location and record any intentional relocation of containers in CISPro.

Contact EHRS at cheminv@ehrs.upenn.edu if you are interested in performing a re-scan of your inventory. Our office owns a piece of equipment (Janam "smart scanner") that is available for loan. The smart scanner allows you to re-scan every barcoded container into its current physical location. Missing containers and containers that have apparently moved from their last known location will be flagged and can be electronically "moved" into their new/real physical location.

A few weeks of advance notice is necessary to ensure that equipment and staffing is available to help you with your re-scan.

HOW ARE "LOCATIONS" BARCODES USED AND HOW DO I GET THEM?

All unique locations in CISPro are given a code that is preceded by the letters "LS" (e.g. LS1235). EHRS can provide you with printed location barcodes upon request.

Labs with many sub-locations within their rooms may find these helpful for moving containers from one location to another (See the user manual section "Moving chemicals one-by-one"). The keyboard/scanner function in the tools menu will allow you to scan the operation barcode "MOVE". You then scan the container barcode followed by the barcode of the new location.

Location barcodes are also useful for inventory re-scans using the Janam Smart Scanner (see "How do I keep my inventory current [. . .]?" in this FAQ document). Contact EHRS at cheminv@exchange.upenn.edu for a print-out of your location codes.