CISPro Live User Instructions

University of Pennsylvania

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To ask a chemical inventory question, have new locations created for your lab, or requests more barcode labels, email: cheminv@ehrs.upenn.edu

WHAT MUST BE TRACKED IN THE INVENTORY?

You must track inventory of any research chemicals that are **physical**, **environmental**, **or health hazards**. This includes all solvents and other flammables, reactive substances, corrosives, irritants, toxics, etc.



The *minimum* that must be tracked for each container in your inventory • Chemical identity

- o Container size
- o Building and Room number

Examples of the new GHS hazard pictograms and the older CHIP hazard pictograms are shown below.

If a manufacturer has labeled a chemical container with one or more of these symbols, the chemical <u>must</u> be tracked in your inventory.



For information about what these pictograms mean, see the chemical's SDS, or https://www.osha.gov/Publications/HazComm_QuickCard_Pictogram.html

This also includes ALL HAZARDOUS GASES.

Hazard	lous Gases Include:			
	Oxygen (> 21%)	Hydrogen (>	5%)	
Any Co	ncentration of:			
	Carbon Monoxide	Methane	Nitric Oxide	
	Chlorine	Fluorine	Boron Trichloride	
	Ammonia	Propane	Silane	
	Sulfur Dioxide	Dichlorosilane	Hydrogen Fluoride	
Non-H	azardous Gases (th	at do NOT need	to be tracked) Include:	
Argon	Nitrogen	Carbon Dio	xide Any inert gas	

EHRS has created material records for the hazardous gases listed above. If you have other flammable, oxidizing, corrosive, or toxic gases that are not listed above, or if you do not see the Package Record information you need, please use the **Problem Container Form** on the EHRS website. **DO NOT CREATE YOUR OWN PACKAGE RECORDS OR MATERIALS FOR GASES.**

Below are some examples of containers that **do not** need to be tracked in the inventory system:

- ACTOR Determent Determent
- Chemicals in small quantity that are sold as part of a kit
- **Stock solutions** and other mixtures of chemicals that were prepared in your lab and/or transferred into a new container (such as **wash bottles** of solvents)
- Household products such as Clorox, Windex, baking soda, paints, etc.
- Products with **no chemical hazards**, such as:
 - o **Growth media**
 - o Agar/Agarose
 - o Amino acids
 - o Sodium Chloride
 - o Glass beads, sand, etc
 - Glucose, sucrose, starch, etc.



These are just a few examples. If you're not sure whether a material is hazardous, check if the container has a hazard warning on the label. If you are still unsure, inquire at <u>cheminv@ehrs.upenn.edu</u>.

Remember: You are welcome to track non-hazardous materials in your inventory. Contact EHRS or use the <u>Problem Container Form</u> on the EHRS website if you cannot find the product in CISPro!

I. LOG-IN INSTRUCTIONS

Log into CISPro at https://accounts.accelrys.com/		41.4
Product: Accelrys CISPro Live	Log in to your Accelrys application	n
Customer Name: upenn	Accelrys CISPro Live Customer	
User Name:	Deerward	
The P.I.'s Penn Key Name	r asswurd	
or generic user name for your lab.	Login	
,	Copyright ©2014 Accelrys. All rights reserved. Privacy Statement Customer Support	\$accelrys*
Password:		
The first time you log in you will be asked to replace your temporary password with a permanent password. Temporary: password1		
YOUR USERNAME:		
YOUR NEW PASSWORD:		
Password must be a minimum of 8 characters a	nd include at least one number	

EHRS can change this password for you if you lose it, forget it, or need to change it.

The Home Screen: The Home Screen is where your will search existing inventory and enter new inventory.

Home Material Search Name Begins: Create.New Search View Inventory W. Inventory Search Help W. Inventory Bx. Location UserC. Monual About and CAS # Begins: Search Bx. Location About and Formula Begins: Search Massing HSDS Massing HSDS Massing Massing HSDS Container Search Barcode: Search Massing HSDS Search Structures Search Kerkbard/sched Mone Becuests Expired Containers Minimum Reorder Materials Maximum Level Materials Expired Containers Minimum Reorder Materials Maximum Level Materials	🕰 CISPro	ChemSW Material Management System			Logged in as: testuser [Upenn Main Camp
Material Search Name Begins: Materials View Inventory Builder: Manual About Heip Material About and CAS # Begins: Search Missing Builder: Missing Search Barcode: Missing Search Search Missing Missing About Container Search Barcode: Search Search Missing Search Missing Missing Missing Container Search Barcode: Search Missing Toole Container Crouxis Missing Search Search Container Crouxis Toole Container Crouxis Toole Container Crouxis Search Search Toole Container Crouxis Toole Container Missing Search Search Toole Container Crouxis Toole Container Missing Search Search Toole Container Crouxis Toole Container Missing Search Search Toole Missing Toole Container Crouxis Tis menu is also available by clicking the Mission in the top-left corner of every page. Tis menu is also available by clicking the Mission Full-sage worklist Heinimum Reorder Materials Maximum Level Materials	Home				
Expired Containers Minimum Reorder Materials Maximum Level Materials Expiration: today 4) (kefresh)	Material Search Name Begins: and CAS # Begins: and Formula Begins: Container Search Barcode:	(Search) (Search) Search Structures	Raterials View Mr. Li Grade, New Mr. Li Search B. Starth Manage Inventory Block Manage Inventory Aboo Score - Local Belo Manage Inventory Aboo Search by Ascole Reco Transfer/Discose Container Groups Media Bestion Material Decompany Material Decompany Material Bestion Material Decompany Material Decompany Material Decompany Material	Inventory Help wentory Users Manual socition About Bd Whimmum Mainmum stas soard/Scanner Stas gure Vendors	
Expiration: Loday Refresh	Expired Cont	ainers Minin	num Reorder Materials	Maximum Level Materi	als
Full-page worklist	Expiration: today	Refresh			
	Full-page worklist				

II. OVERVIEW OF ENTERING YOUR INVENTORY

Search Material by CAS (preferred) or name.

• Import material from CHEMCAT if not found.

Choose package that matches your container.

- Select "ANY" if vendor is not important to you.
- Configure package if none match your container.

Choose size that matches your container.

• Create new size if none match your container.

Assign barcode to your container.

Example of a container for which material and package information are already in the system



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III. SEARCHING FOR A MATERIAL

A material will be part of Penn's material list if it was previously entered into the system by another user. To search the material list:

1. From the HOME SCREEN:

Searching by CAS# is generally recommended.

For non-hazardous materials such as those commonly used in biological work, there may not be a CAS# associated with the product. See <u>Appendix A: CAS Number Non-Applicable</u> for a list of common materials that can be found by searching the name.

🕰 CISPro	ChemSW Material Management System				Logged in a
Home					
Material Search Name Begins: and CAS # Begins: and Formula Begins:	1330-20-7	Search	Materials Create <u>New</u> Search Avaiable MSDS Miss in MSDS Score - Local Marage Inventory Search by Barcode Transfer/Dispose Container Groups	View Inventory My Inventory By Location Expired Missina Below Minimum Above Maximum Reports Tools Keyboard/Scapper	Help User's <u>Manu</u> <u>About</u>
Container Search Barcode:	Search Structures	Search	Receive Material Move Requests Reconciliations <u>Waste Containers</u>	Handheld ChemCat Preferences System Translate this page Configure Locations Configure Vendors	

Click "Search" and continue to the section: "IV. SELECTING A MATERIAL" on page 6

If the search returns "No Results Found" use the **Problem Container Form**

Don't stress if you're having trouble finding a material or package in the system. Simply submit a "Problem-Container Form" from the chemical inventory section of the EHRS website, and we'll import or create the material and package for you.

http://www.ehrs.upenn.edu/programs/labsafety/cheminv/problemcontainer.html

IV. SELECTING A MATERIAL

Use the following instructions when your search returns material records that match your container.

Material-search results are listed down the left side of the screen. The number of results will vary depending on how specific your search was. In this case, there are multiple Xylenes listed. You can narrow your search criteria by searching by part number, CAS, Catalog number or product number by clicking on the pull-down list that says "name" as a default. You may also search a combination of two variables by clicking on "advanced" and adding a row.

1. Select the material record that matches the name and CAS# for the container you are adding.

HINT: You may see multiple materials that seem to match your chemical. It is most important that the CAS# and name are correct (please notice that synonyms are given in the dropdown menu for name). Some material IDs include better hazard information than others. Some material IDs have the wrong CAS listed! Some material IDs may already include the package information for your container.

In general, selecting the **most GENERIC material name** is best unless the specifics are shown in the list of search results and are important to you. In the example below the highlighted result is the best choice.

!!You will specify the size and product information in the next step, so you do not need to select a material with the product grade and size in the name!!

Search Results:	Identity	Hazards		Physica	al	Structure
372-48-5		Material ID #: 65	578			
2-FLUOROPYRIDINE 99%		Stock No: M	6578			
372-48-5		Synonyms: 2- 2- Py m	-FLUOROPYRIDI -fluoro-pyridin yridine, 2-fluoro- <u>tore</u>	NE		
		Last Updated: 05	5/03/2013			
		Primary CAS#: 3	72-48-5		<u>Componer</u>	nts (0)
		Regulatory Lists:				
			Refresh			
	Ex	piration Interval:		months •	(0/blank indi	cates no default expiratio
	Open Ex	piration Interval:		days 🔻	(0/blank indi	cates no open expiration
		Scope:	ocal		_	
Rows: 20 Set		(Lock Scope			
		Resources:				
You will se	e a box like this at the b	ottom of the list	7			
if there ar	e multiple pages of resul	te				

NOTE: Although it appears that you can edit some fields on the material page, the changes will not save. You cannot edit information for a material!

When you have highlighted the correct material on the list, proceed to the section called "V. CREATING

<u>A NEW CONTAINER</u>" on page 7.

V. CREATING A NEW CONTAINER

These are the instructions for creating a barcoded container.

- 1. Click on the word "Containers" on the green "Containers" tab
- 2. Click on the link "Create Container"

0.00			Containers						8
4 > + 😁 ht	tps://cisprolive1.chemswlive.com/CISPro/	main_conts.asp			C	Q. Google			
6-0 🖽 🗰 Cispi	ro Piranha Stang Procedure SEAS class	rm Historical Arary System Penr	n Libraries Space Voice M	Aail: Nice Services Fire code	Airgas Product Catalog	SPO CSB	HSDB Search	TOXNET	>>
Cont	ainers								+
Se CISPro Mate	rial+ Receive+ Tools+ Help Ho	me Logout					MSDC	Logout as tes	tuser
	Search For Materials:								
	Material ID 🛟 Exa	ct 🗧 🕄 181	× Search	Clear Advanced+					
	Materials With Containers								
Viewing	g + XYLENE (XYLOL) LG 500	ML							
Search Results:	Identity	Picture	Docs	Propertie			Containe	rs	
SOOML	Filter: My Inventory Groups 🔹 Defa	ult Inventory Group	ther Sites				Create 0	Container Supp	liers
	No Containers.						and the second s		
									_
	Hints								
	 Click the barcode link to see m 	sore information and options about t	that container. 2						
	 Use the Create Containers link sizes. 	to add more container inventory to	o the viewed material. The s	supplier links lets youd define a	dditional vendors and p	ackage			
	Sinces.					3			
		Use	of this website implies you	r agreement with the <u>Terms of</u>	Use.				
		CISPro@	and ChemSW@ are U.S. F	Registered Trademarks of Chem	SW, Inc.				

- 3. You are now viewing the **package** information.
- 4. If you see a package that has the correct manufacturer, product grade, and size option, click "Receive". Continue to the next page of the instructions: <u>VI. Assigning a Barcode</u>

◄ ► + I ttps://cisprolive1.			Select Receipt	Package Size				
	chemswlive.com/CISPro/red	ceive_choose_tname.asp?stan	idardid=181&mode=b		c	Q* Google		
6→ Ω Ⅲ Cispro Piranha Stan. Select Receipt Package Size	.g Procedure SEAS classre	n Historical Arary System	Penn Libraries Space	Voice Mail: Nice Services	Fire code Airgas Product Catalog	SPO CSB	HSDB Search	TOXNET
CISPro Materials Home 1	Help Logout							
Select Receipt Package 9	ize for XYLENE ()	YLOL) LG 500ML						
Ster Sumler: (Isil) Referb	ize for Areene (A							
Show previously received packages	only							
		Des dura No (Can de	Manufactures	Constitute	Clas			
Tradename	Product Description	Product No/Grade	Manufacturer	Supprier	Size			
Configure Deckages		WLC95136-06	ALDON - Irrom VW	() ALDON - (from VWR	S00 ML container (XXUU20-)	500ML]	IVEN	Size
Configure Packages								

If you do not see a package record with the correct supplier and/or product grade:

Click "Configure Packages" link under the chemical name. Then See "<u>VII. CREATING A NEW PACKAGE</u>" section on Page 10.

If the manufacturer is correct, but the container size is not shown in the "Size" drop-down menu:

Click on "New Size" See "<u>VIII. CREATING A NEW SIZE</u>" section on Page 12.

VI. ASSIGNING A BARCODE

After you've selected or created the correct package for your container, use these instructions to assign a barcode number to it.

If you created a new package and/or a new size, make sure to select the package and size you want! After returning to this screen, the default is not the record you created!

- 1. Click "Receive" on the package page to continue to the barcode-assignment screen
- 2. Click inside the barcode text-box to put your cursor there before you scan!

000	User Assigned Container Barcodes
◄ ► + Ontps://cisprolive1.chemswlive.co	SPro/receive_barcodes.asp?nextpage=receive_material.asp&standardid=181&use_gross=0&packdetailid=201&seqnop. C 🔍 🔍 Gr Google
6+0 []] IIII Cispro Piranha Stang Procedure	classrm Historical A. rary System Penn Libraries Space Voice Mail: Nice Services Fire code Airgas Product Catalog SPO CSB HSDB Search TOXNET
User Assigned Container Barcodes	
CISPro Back Materials Home Help User Assigned Container Bard Enter the (optional) container bard	put bs , one per line:
(Praceed with Receiving)	YOU MUST CLICK HERE BEFORE SCANNING
	Use of this website implies your agreement with the <u>Terms of Use</u> . CISPro® and ChemSW® are U.S. Registered Trademarks of ChemSW, Inc.

3. Scan the barcode label (provided by EHRS) that you have applied to the chemical container. It will appear in this box. Then click "Proceed with receiving".

Note: You can enter multiple barcodes (one on each line) for chemical containers having all the same product information (same material, same vendor, same product grade, same size). This will create multiple containers at the same time—each with its own unique barcode number.

CISPro Hazard Info Ma	Katarials I Home I Help I Logout							
Receive Material								
Tradename XYLEN Label Name (<u>write</u> Supplier ALDOD Manufacturer Löt# Owner (<u>bare</u> Notas	INE (XYLOL) LG 500ML INE OVIDU L							
f of container(a)	(size limit + 2445)							
1 (more lines)	Soo ML							
Receiving: 500 ML container [X: User-defined barcodes: test16	XX0020-500ML] (Submit) (Cance)							
	Use of this website implies your agreement with the <u>Terms of Use.</u> CISPro® and ChemSW® are U.S. Registered Trademarks of ChemSW, Inc.							

- 4. Verify the correct location and inventory group is shown or select the correct location from the drop down menu.
- 5. Click "submit."

9

6. The material is now part of your inventory.

000																								R	ecei	pt S	tatu	s																					A
► +	+ 🙆	http	s://c	ispre	olive	1.ch	ems	vliv	con	n/CIS	Pro/	/rec	eive	lab	pels	.asj	p?ro	ws=	1&re	eceip	ptlo	t=M	181	X-(018	pac	kdet	taili	d=2	01&	orde	riter	mid=	è.						¢	. (Q. C	lgoo	e -					
⇔ m Ⅲ	I Ci	ispro ceipt !	Pir Statu:	anha s	Sta	19	Pro	edu	e !	SEAS	elas	srm	1 H	listo	srica	al A	ra	ry Sy	sten	n 1	Pen	n Li	brar	ies	Sp	ace	Ve	lce	Mai	l: N	lice :	Servi	ices	Fli	e cod	e	Airga	s Pr	oduc	Cata	log	SPO	CS	в	HSDB S	earch	то	XNET)) +
CISPIO	Ma	ateri	ats I	Ho	ne	He	ip i	Log	out																																								
XYLENE ((XYL	OL)	LG 5	00M	L (S.	ML	6	in	er D	(XOI	020)-50	OM	11)																																	_
Your rece	eipt	lot/	M18	1X-	001	cor	nple	ted	with		ont	air	iers	cre	satr	ed.																																	
Character			Te	0-1		-			A			-																																					
Choose		ibei	10	Pri	nt:	-ue	ntair	er L	Dei		Print	9																																					
		00000	>																																														
Receive	e ar	noth	ier [Mat	eri	1																																											
-																																																	
Return	to	Con	tain	ers																																													
1																																																	
			Γ.							Γ.																																							

- 7. Ignore the print label option. We use pre-printed barcode labels. You cannot print a label.
- 8. Continue to add materials to your inventory by selecting "receive another Material" or use the link at the top to return to the HOME screen (recommended).

HINT:

The Material Search page will look like the screenshot below if you click "receive another material". The first time you see this screen, you will have to adjust your search criteria (name, CAS#, begins, exact, etc.) from the pull down menus. The next time you see this page, it will default to whatever criteria you used in your last search.

CISPro Materialy Materials Home Help Logout
Material Search Search For Materials: Name Begins Begins Search Clear Advanced
Nothing found, try new search.
Examples: Begins <i>ethyl</i> Exact water Contains <i>perox</i>
<u>Create New Material</u>
Cancel
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VII. CREATING A NEW PACKAGE

Use these instructions when the product number, manufacturer, or supplier shown for the material is not the same as your container, or when there is no package option.

1. After clicking "Configure Packages" you'll see the package configuration screen. DO NOT EDIT

ANYTHING ON THE SCEEN BEFORE YOU CLICK "New Package" (see step 2)

2. At the top, click on "Package" and "New Package"

Note: You must go to "New Package" before you can make any changes! Do not try to edit the fields on the screen until you've selected "New Package" from the menu!



- 3. Type the manufacturer's name in the "Search Vendors" box, then click on the button "Search Vendors"
- 4. The vendor, if found, will now be listed in the pull-down menu next to "Manufacturer"

HINT: Select "ANY" from the pull-down menu if the vendor is not found, or if you do not wish to specify a vendor.

5. Select the manufacturer and enter whatever supplier, product info, and description you desire for that package.

Note: Packing group and UN# are not required.

CISPro	Back Materials Home Help Logout				
	Packages for Xylenes:				
Fisher Chemical X5500 NONE test package -	Package ID	[new]			Obsolete
xylenes	Manufacturer	NONE •	Search Vendors:		
	Supplier	NONE V			
	Product Number/Grade	test package - xylenes			
	Description	test package - xylenes			
	Packing Group	n/a 🔻			
	UN#	n/a 🔻			
		Save			
	Also: Material Containers View MSDS				
			Use of this website implies your agree	ment with the <u>Terms of Use.</u>	
		CISP	ro@ and ChemSW@ are U.S. Register	red Trademarks of ChemSW, Inc.	

6. Click "Save". The screen will refresh and the "Add New Size" box will appear.

If you receive the error message "Error: UNIT OF MEASURE ID is required", contact EHRS at <u>cheminv@ehrs.upenn.edu</u> to report the problem. Include the exact name of the material and/or the material ID# which can be found at the top of the Identity tab for the material. EHRS can quickly resolve this problem for you.

mical X5500 Package ID	13213		Obsolet
Manufacturer	Fisher Chemical - (from FISHER)	Search Vendors	
Suppler	Fisher Chemical - (from FISHER)		
Product Number/Grade	x5500		
Description			
Packing Group	0/8 *		
UN#	D/a T		
Minimum Inventory Level	No Level(s) Set		
In Unit Initial Container		Dispension	
RowCount Qty Unit Description	talog No UPC	Only	
1 × 500 HL container	X5500 1+H142X55002	Costs	
Add New Size			
Unit Count			
Initial Quantity			
Units L	·		
Container Description			
container Description			
Catalog No			
UPC			
Saug He	WW \$700		
Jave In	SH SU		
Also: Material Containers Men MSDS., Recei	NR .		
		Use of this website implies your agreement with th	a Terms of Use.

Proceed to "VIII.CREATING A NEW SIZE" on page 12.

VIII. CREATING A NEW SIZE

Use these instructions to create a new package size if the size of your container is not shown.

Use the "Add New Size" box to enter the information for your container.

- 1. Unit Count would be used for unopened packages that contain multiple bottles of the same product (such as 4 x 4L bottles). Leave this blank or enter 1 for single containers.
- 2. Initial Quantity is the container size. Check your units! (See error warnings below if the correct units aren't shown in the drop down.)
- 3. Descriptions and Catalog No are optional, but may be helpful when searching this product in the future. (The Catalog No usually includes size information, and thus should be entered
- 4. UPC is not required.
- 5. Click "Save New Size"



6. Click "Receive" to continue creating this container.

UNIT OF MEASURE PROBLEMS:

If you receive the error message "Error: UNIT OF MEASURE ID is required" when configuring a package or if **no units are listed in the drop down "Units"**, contact EHRS at <u>cheminv@ehrs.upenn.edu</u> to report the problem. Include the exact name of the material and/or the material ID# which can be found at the top of the Identity tab for the material. EHRS can quickly resolve this problem for you.

If the **wrong unit of measure types** are listed in the pick-list (**DISC, EACH, ... KIT, UNIT, etc**), this means that the material was incorrectly added to CISPro as a "SUPPLY" instead of a "CHEMICAL". The material record *may not be used* for new containers. Make a note of the material in question and contact an EHRS Chem Inventory administrator via <u>cheminv@ehrs.upenn.edu</u> to correct the issue.

Return to "VI. ASSIGNING A BARCODE" on page 8.

IX. VIEWING YOUR INVENTORY

These instructions show you how to browse the chemical containers in your inventory

- 1. On the home screen you can navigate the containers for which you are the owner by clicking "My Inventory"
- 2. Clicking "By Location" allows you to view all containers for which you have permission to view (Your lab, shared facilities, EHRS Surplus Chemicals, etc.). You will not see containers for other labs unless you have been given permission in CISPro to view them.



3. Clicking on barcode links takes you to the Container Information page

	My Inventory	y Worklist			
	Barcode ID	Label Name	Quantity	Description	Expiratio
	00710DE	Gold(III) chloride hydrate	500.000 MG	container	
6	08808KD	Methylp-toluenesulfonate	100.000 GM	container	
	00124HG	Propene	100.000 GM	container	
	<u>53H3475</u>	Sodium borohydride	10.000 GM		

4. Clicking on *material* links takes you to **the material record** (all packages and containers of the material)

Material Name	Barcode ID	Net Quantity
1,2-Ethanedithiol	<u>099034</u>	25 ML
3-Aminopropyltriethoxysilane	<u>099064</u>	100 ML
3-hydroxy-tyramine hydrochloride	<u>108006</u>	1 GM
Acetic Anhydride	<u>099076</u>	1 L
Acetonitrile	<u>099041</u>	4 L
Acetonitrile HPLC grade	099036	11

X. MOVING CONTAINERS (one-by-one)

Use these instructions for changing the location of a container within your lab group's inventory

Method 1:

- 1. On the Home Screen, click in the Container Search "Barcode:" field.
- Scan or type the barcode for the container you wish to move.
 (or navigate to the Container Information page by any other method of searching or browsing)
- 3. Click on the button for "Current Location" on the Container Information Page

CISPro Back Materials Home Help Logout	
Container Information	
Material	Dimethyl Ketone
Label Name	Dimethyl Ketone 🔻
Description	
Barcode ID	098015
Received	10/01/2013
Expiration	mm/dd/yyyy
Status	Lab Use Only
Owner	Dmochowski, Ivan (ivandmo)
Reserved	T
Current Location	Cret,363
Home Location	[none]
*Ouantity	20 I container

- 4. Select the new location from the location tree.
- 5. Click "Move"

Method 2: (you will need to request location barcodes or location codes from EHRS in order to use this method)

1. On the Home Screen, click on the "Keyboard/Scanner" menu

rch		Materials V Create <u>New</u>	fiew Inventory My Inventory	Help User' <u>s Manual</u>
Segins:		Search Available MSDS Mission MSDS	By Location Expired Missing	About
Jegins:		Scope - Local	Below Minimum	
Begins:	Search	Manage Inventory Search by Barcode	Above Maximum Reports	
arch		Transfer/Dispose T Container Groups Receive Material Move Requests	Kevboard/Scanner Handheld ChemCat	\leftarrow
ircode:	Search	Reconciliations	Preferences System Translate this page Configure Locations	
Search Structures			Configure Vendors	
ontainers Minim	um Reorder Materials	Махі	imum Level Material	s
V • Refresh				

- 2. Scan or type the Operations Barcode "MOVE" from the Operations Barcodes Page
- 3. Scan or type the barcode of the container you wish to move.
- 4. Scan or type the location barcode for the new location. (You must request location barcodes or code numbers from EHRS if you wish to use this function)

XI. FINDING A CHEMICAL

1

These instructions show you how to search for a chemical in your lab, in another lab, and in EHRS Surplus Chemicals

- 1. Follow the instructions in section III. SEARCHING FOR A MATERIAL to find the material options
- 2. Select one of the material choices on the left side of the screen
- 3. Click on the "container" tab to see containers

The containers shown by default are those that are in YOUR inventory, or in any inventory group you have permission to view (such as "EHRS Surplus Inventory")

Remember: you must click on *each* of the material choices on the left side of the screen to see the containers entered for *that* material record.

Viewing	Materials W (Methyl)	iith Contain SUlfOX	ers ide) d(5						
earch Results: Methyl sulfoxide) d6	Identi	ty	Ha	zards	Physical	Structure	Doc	s	Properties	Containers
2206-27-1 Methyl sulfoxide)-d6	Filter: Site In	ventory	Y	_				-		Create Container Supplier
2206-27-1	BARCODE	DESCR	IPTION	PRODU	CTNO QUANT	ΠΥ	EXPIRES	OWNER	LOCATION	
ETHYL SULFOXIDE)-D6, 9	098883			174890	50.000	ML container		0	- Building Lab Locat	ion
ML	098889			174890	50.000	ML container		Owner	Duilding, Lab Locat	
2206-27-1	098891			174890	50.000	ML container		Owner	Building, Lab Locat	ion
nethyl sulfoxide-d6	098893			174890	50.000	ML container		Owner	Building, Lab Locat	ion
2206-27-1	103275			174890	50.000	ML container		Owner	Building, Lab Locat	ion
METHYL SULFOXIDE-D6	153622				25.000	GM		Owner	Building, Lab Locat	ion
<u>x0.75</u>	158323				1.000 e	ach container		odmin	EHRS Surplus Chem	nicals
2206-27-1	158347				1.000 e	ach container		aditiin	Building Job Locat	
nethylsulfoxide-D6	162171			174890	50.000	GM		Owner	Building, Lab Locat	1011
2206-27-1	162172			174890	50.000	GM		Owner	Building, Lab Locat	ion
	and the second second			111050	50.000	Sector 1				

To find out if *a different lab* has the chemical you are looking for, filter the list by "Owner" using the drop down at the top of the container table.

If a PI's name appears in the dropdown list, it means that lab has containers of the selected material in their inventory. <u>You will not be able to see the other lab's *container information* in CISPro, but you can contact the labs shown on the list to inquire about the chemical.</u>

In other words: If you select the PI's name, the container table will be <u>blank</u>, because you do not have permission to view their inventory information! You can only see the lab name.

Viewing → (Methyl sulfoxide) d6								
Search Results: <u>(Methyl sulfoxide) d6</u>	Identity	Haza	rds	р	hysical	Structure		
2206-27-1 (Methyl sulfoxide)-d6	Inter: Owner	v Dr	nochowski	,Ivan ▼]			
2206-27-1	BARCODE	ESCRIPTIO Dr	nochowski	,Ivan	CTNO	QUANTITY		
(METHYL SULFOXIDE)-D6, 9	<u>098883</u>	Ga	ai,Feng			50.000 ML container		
<u>50ML</u> 2206-27-1	<u>098889</u> 098891	Mu	urray,Chris	topher		50.000 ML container 50.000 ML container		
Dimethyl sulfoxide-d6	098893	Sn	nith,Amos			50.000 ML container		
2206-27-1 DIMETHYL SULEOXIDE-D6	<u>103275</u>	То	mson,Neil			50.000 ML container		
10X0.75								
2206-27-1								
Dimethylsulfoxide-D6 2206-27-1								

Remember: you must click on *each* of the material choices on the left side of the screen to see the containers entered for that material record.

XII. TRANSFERRING CONTAINERS TO ANOTHER OWNER

Follow these instructions to transfer ownership of a container to another lab group and to change the location of the cotnainer to that lab's default location.

The owner and location of a container can only be changed by the *current owner* of the container:

- 1. On the Home Screen, click in the Container Search "Barcode:" field.
- 2. Scan or type the barcode for the container you wish to move.
- (or navigate to the Container Information page by any other method of searching or browsing) 3. Click on the "Owner" button.

CISPro		
ontainer Information		
	Material	Dimethyl Ketone
I	Label Name	Dimethyl Ketone 🔻
	Description	
ļ	Barcode ID	098015
	Received	10/01/2013
	Expiration	mm/dd/yyyy
	Status	Lab Use Only
C	Owner	Dmochowski, Ivan (ivandmo)
	Recorved	
(Current Location	Cret,363
Hon	ne Location	[none] change
	*Ouantity	20 L container

- 4. Search the last name of the P.I. whose lab is receiving the chemical.
- 5. Select the correct P.I. from the "New Owner" drop down list.
- 6. Click to check the box for "Change to New Owner" and for "Change to New Owner's Default Location"

!!Notice!! The incorrect default location name may be displayed. Depending on your permission-level, you may see the container's *original* location name shown after "Change to New Owner's Default Location:". This is okay. The container will still be transferred to the new owner's actual default location.



If the container will be stored somewhere other than the New Owner's Default Location, the New

Owner is responsible for updating the container's location in CISPro.

XIII. DISPOSING OF CONTAINERS

Follow these instructions for permanently removing a container from the inventory system. The barcode cannot be recalled after you mark it as "disposed". If you wish to re-enter it, it must be given a new barcode number.

There are two simple ways of disposing of a container.

Method 1:

- 1. If you have the barcode number for the container. Scan it or type it into the Container Search field on the home screen.
- 2. This brings you to the Container Information page.
- 3. Select the check-box for "disposed container"
- 4. Click "Save"
- 5. The container has been removed from your inventory.
- 6. If the container is empty, discard as usual. If it contains expired or unusable material, place it in your satellite waste accumulation area to be removed from your lab as chemical waste.



Method 2:

On the Home Screen, click on the "Keyboard/Scanner" menu



- 1. Scan or type the Operations Barcode "DISPOSE" from the Operations Barcodes Page
- 2. Scan or type the barcode of the container you wish to discard.
- 3. Click "Submit"

Based on feedback from labs using CISPro Live, EHRS suggests *centrally managing container disposal*. If your lab is having difficulty keeping up with container scan-out, we highly recommend this method.

For Details See These Instructions

http://www.ehrs.upenn.edu/media_files/docs/pdf/4_2016central-disposalrecommendation.pdf

OPERATIONS BARCODES





(Request Location Barcodes or code numbers from EHRS to use the MOVE operation)

Chem Material	ISW Management System			Logged in as: ki
rch Begins: Begins: Begins:	Search	Materials Create New Search Available MSDS Scope - Local Manade Inventory Search by Barcode Transfer/Dispose Container Groups	View Inventory My Inventory By Location Expired Missina Below Minimum Above Maximum Reports Tools Kevboard/Scame)	Help User's Manual About
arcode: Search Stru	Search	Receive Material Move Requests Reconciliations	Handheld ChemCat Preferences System Translate this page Configure Locations Configure Vendors	
ontainers	Minimum Reorder Materials	Ма	iximum Level Materia	ls

Access the Keyboard/Scanner function screen from the Home Screen:

Appendix A: CAS Number Non-Applicable

Some materials do not have an assigned CAS number in CISPro, but they can still be found by searching the name.

The list below contains some of the common materials found in biological and biomedical labs. If you are searching from the home screen using the "Name Begins" field, this table may be helpful. You can type the beginning of the material names shown below to find the substance.

- 0.5 M EDTA, pH8.0
- 30% Acrylamide/Bisacrylamide solution (variety of concentrations)
- Acrylamide/Bisacrylamide (40%) 29:1
- Agar
- AGAROSE
- Benedict's reagent
- Bio-rad protein assay dye reagent concentrate
- Bluing Solution
- DPBS (variety of concentrations)
- GRAM CRYSTAL VIOLET
- Hematoxylin (variety of formulations)
- HEPES Buffer
- LB (Broth and Media)
- Luciferase Assay Substrate
- Luria Broth
- phenol:chloroform:isoamyl alcohol 25:24:1

- QIAzol Lysis Reagent
- RNA Sample Loading Buffer
- Scintillation Fluid
- SDS Running Buffer
- Silver Stain Plus -- Range of Products
- TAE buffer (variety of concentrations)
- TBE buffer
- TRIS 1 Molar Buffer
- Tris-Buffered Saline (variety of concentrations)
- Tris-EDTA Buffer (variety of concentrations)
- Tris-glycine SDS (variety of concentrations)
- Tris-HCl, 1M solution
- Yeast Extract
- Yeast from Saccharomyces cerevisiae
- Yeast nitrogen base w/o amino acids and ammonium sulfate

Appendix B: High-Turnover Containers

THIS METHOD MAY NOT BE USED FOR FLAMMABLE LIQUIDS IN BIOMEDICAL LABORATORY BUILDINGS. Those buildings are required to track individual containers of all flammable liquids!

Some labs have a high turnover of certain commodity chemicals, especially solvents. If you keep a stock of these chemicals—and the quantity is consistent—you may wish to have a *representative* inventory of those containers. **Contact the Chemical Inventory Team** (cheminv@ehrs.upenn.edu) to create container records for these materials.

<u>Example</u>: At any time, you have a maximum of five 4-liter bottles of acetone in your flammable liquids storage cabinet. You empty these at a rate of 1 bottle every week or two, and you don't want to keep entering them into CISPro and then marking them as disposed.



Rather than adding each container to your inventory as you receive it and removing it as you use it.

- EHRS would create five *representative* containers in your CISPro inventory.
- The information and high-turnover barcodes would be on a *sheet of paper* instead of on the bottles.
- The paper is attached to the flammable liquids storage cabinet where the bottles are stored.

Example:

Material	Package information	Size	Barcode
Acetone [67-64-1]	Sigma-Adrich Chromsolv for HPLC >99.9%	4 Liter	
Acetone [67-64-1]	Sigma-Adrich Chromsolv for HPLC >99.9%	4 Liter	121401199
Acetone [67-64-1]	Sigma-Adrich Chromsolv for HPLC >99.9%	4 Liter	121460190
Acetone [67-64-1]	Sigma-Adrich Chromsolv for HPLC >99.9%	4 Liter	
Acetone [67-64-1]	Sigma-Adrich Chromsolv for HPLC >99.9%	4 Liter	Five unique barcode labels

• Now you don't need to add new containers or dispose of empty ones unless your maximum quantity or package-information changes

Include the following information when contacting the Chemical Inventory Team about High-Turnover containers:

- 1. The name of the material
- 2. The volume/amount of *a single container*
- 3. The number of containers of the above stated size
- 4. Any additional label information you would like included (for example: grade, vendor, etc)
- 5. The location where these materials will be housed

Contact EHRS with any changes to your high-turnover inventory.

High-turnover inventories will be checked by Inventory Team members periodically to ensure accuracy.

Appendix C: Requesting FREE Chemicals from EHRS Surplus Chemicals

To dispose of commercial chemicals that are in their original container (labeled and in good condition) AND are not expired:

- Mark the container as "disposed" in CISPro
- Place the upright container in the secondary containment bin in your lab's satellite waste accumulation area.

EHRS will remove the container during your waste pick-up. If they determine it is suitable for redistribution, they will add the container to their inventory location: "EHRS SURPLUS CHEMICALS".

When you search for a material in CISPro, containers within the EHRS SURPLUS CHEMICALS location are available for request, free of charge!

Request containers by emailing: <u>cheminv@ehrs.upenn.edu</u>

The following information must be provided in your message:

- Chemical Name
- Barcode Number
- Container size
- Name of person making request
- P.I.'s name and email address
- *The name of the CISPro Location where you will be storing the chemical: *Building Name & Room Number*

*EHRS will change the container's location and owner in CISPro and deliver the chemical to the specified room. If the container is stored in a sub-location (such as cabinet>shelf>bin) the **lab group is responsible for assigning the container's sub-location** when they receive the chemical.

Requests will generally be processed within 1 week.

Notice: EHRS will contact the PI of the lab making the request. The PI must authorize the transfer of the chemical before we can process your order.



GLOSSARY OF TERMS

Barcode (barcode label)	For our purposes, a barcode [label] is a pre-printed sticker with a machine-readable code for a 6-digit number. Each container in the inventory is assigned a unique barcode number. Barcode numbers can be typed into the system manually if a barcode scanner is not available. EHRS supplies labs with barcode labels to prevent duplication of numbers.
C.A.S. Number (Chemical Abstract Service Number)	 Each CAS Registry Number (often referred to as a CAS Number): Is a unique numeric identifier Designates only one substance Has no chemical significance Is a link to a wealth of information about a specific chemical substance
Container	Refers to a <i>real physical container</i> of a material in the inventory. Each container is given a unique barcode number. An example of a container would be the specific 4-L amber-glass bottle of benzene that is sitting on the shelf in the flammable cabinet with a barcode label on it. Each lab is the "owner" of the containers in their inventory.
Inventory Group	For our purposes, each lab group is a unique Inventory Group . The last name of the P.I. or facility name is generally used as the name of the Inventory Group . EHRS manages permissions for an Inventory Group to control who has access to view and modify the containers in that group.
Material Benzene [CAS 71-43-2]	For our purposes, a material is a unique chemical substance. The material list in CISPro is a global list shared by all users. The Material identity itself includes no information about the vendor, size, or packaging of the product. (See: Package) An example of a material is the chemical substance <i>Benzene [CAS 71-43-2]</i> .
Package	 Vendor and packaging information (including product number and grade) for a material is specified by the package record. A material may include one or more package records. Each package record may have one or more different sizes, unit counts, and catalog numbers associated with it. Examples of package information for the material benzene would be: SIGMA-ALDRICH, 12 x 100 mL bottle, anhydrous, 99.8% in Sure/Seal bottles, Catalog no: 401765-100ML SIGMA-ALDRICH, 6 x 1 L in glass bottle, CHROMASOLV® Plus, for HPLC, ≥99.9% Catalog no: 270709-100ML
	 Note: If the package information corresponding to your container is not listed for the material, you can configure a new package. If the package information is correct, but the size of your container is not listed, you can add a new size. Package and size information in CISPro is shared by all users. Adding a new package or size makes it available to all users. If you are not concerned with tracking vendor/supplier information for your containers, package records with "ANY" listed as vendor may be used.