

BioRAFT ChemTracker Module User's Guide

Prepared by BioRAFT Professional Services and University of Pennsylvania EHRS

Log-in to ChemTracker with your Pennkey at
<https://penn.bioraft.com>

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BioRAFT ChemTracker Module Introduction

The BioRAFT ChemTracker module provides a method for tracking chemical inventory with connection to a central database that provides easily accessible links to hazard data.

All inventory records entered prior to Summer 2019 were migrated into ChemTracker from the CISProLive Chemical Inventory Program.

Contact the Chemical Inventory Team

EHRs Chemical Inventory Team
cheminv@ehrs.upenn.edu

EHRs Customer Service Links:

General Information about Penn's Chemical Inventory Program:

<https://ehrs.upenn.edu/health-safety/lab-safety/chemical-inventory-program>

Barcode Sticker Requests (Free):

<https://ehrs.upenn.edu/health-safety/health-safety-forms/warning-sign-and-label-request-form>

Problem Container Form (For chemicals not found in database):

<https://ehrs.upenn.edu/policies-resources/chemical-inventory-problem-container-request-form>

Request Changes to BioRAFT Lab Locations (Spaces)

<https://ehrs.upenn.edu/health-safety/lab-safety/laboratory-inspection-program/request-changes-bioraft-lab-locations-spaces>

Chemical Inventory Tip Sheets:

See Resources for ChemTracker Users

<https://ehrs.upenn.edu/health-safety/lab-safety/chemical-inventory-program/resources-chemtracker-users>

Request Search of Chemical Inventories on Campus (Borrow/surplus chemicals):

<https://ehrs.upenn.edu/health-safety/health-safety-forms/chemical-surplus-or-borrow-request>

What Must Be Tracked in the Inventory?

Hazardous Chemicals

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.

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 must be tracked in your inventory.



Older chemical containers may not be labeled according to current standards. Some containers that do not have these hazard pictures are still hazardous and must be tracked in your inventory. If you're not sure, contact cheminv@ehrs.upenn.edu to ask!



For information about what these pictograms mean, see the chemical's SDS, or <https://www.osha.gov/sites/default/files/publications/OSHA3491QuickCardPictogram.pdf>

Tracking Hazardous Gases

ALL HAZARDOUS GASES must be tracked in your inventory.

See Appendix A for information about cylinder sizes.

Hazardous Gases Include any gas that is:

- Flammable
- Corrosive
- Toxic
- Oxidizing



Common examples of hazardous gases include:

Ammonia	Fluorine
Boron trichloride	Hydrogen (> 5%)
Carbon monoxide	Hydrogen fluoride
Chlorine	Methane
Dichlorosilane	Nitric oxide

Oxygen (>20 %)
Propane
Silane
Sulfur dioxide

Inert (non-hazardous) gases do not need to be tracked.

Examples of inert gases include:



Argon
Carbon dioxide
Nitrogen
Helium

Exempt Chemicals

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

- 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:

Growth media	Amino acids	Glass beads
Agar/Agarose	Sodium chloride	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 cheminv@ehrs.upenn.edu. **Remember: You are welcome to track non-hazardous materials in your inventory.**

Contact EHRS or use the [Problem Container Form](#) on the EHRS website if you cannot find the product in ChemTracker.

Viewing and Editing Your Chemical Inventory

All containers

From the BioRAFT homepage, expand the left side menu to view information relevant to your lab.

Click the “**ChemTracker**” tab to view your lab’s chemical inventory.

This page displays every chemical container in your lab’s inventory.

You can search for a specific record by clicking on **Container ID** and scanning or typing a barcode number.

ChemTracker | Add Inventory | Totals | Bulk Edit | Find Other Chemicals

Showing 1-25 of 32 results

Filters

Chemical Name: CAS Number: Chemical Hazards:

Chemical Synonym: Database Linkage Status: ☐ Controlled Substance?

Physical State: Location (Space):

Bench: Shelf: Specific Location Note:

Last Updated After: Last Updated Before:

Container IDs:

Comma-delimited (or one per line) list of Container IDs

Submit

Chemical Name	CAS #	State	Amount	Units	Location	Container ID	Edit	Remove	Bench	Shelf
Acetone 99%	67-64-1	Liquid	4	l	Annenberg Center - 001	23456789	Edit	Remove	FLSC1	
Acetonitrile	75-05-8	Liquid	100	ml	Annenberg Center - 001	C-20000077	Edit	Remove		


To edit a record, click on the “Edit” link:

Chemical Name	CAS #	State	Amount	Location	Container ID	Edit	Remove
Acetone 99%	67-64-1	Liquid	4 l	Annenberg Center - 001	23456789	Edit	Remove

Notice that you can scroll back and forth to view more headings for your list of containers.

You can view a subset of your containers by using the filters at the top of the ChemTracker page, and you can sort the results by clicking on any heading title that is underlined.



For a **full screen view** of your chemical inventory, click the pop-out icon at the top right of your inventory: 

Searching for Chemicals Outside of Your Lab

You will be able to see all chemical containers within **your lab's** inventory. You will not be able to search for chemicals in other labs' inventories. The EHRS Chemical Inventory Team can help you locate chemicals in our EHRS Surplus Inventory or in other labs across campus.

Search “Chemical Surplus or Borrow Request” on the [EHRS website](#) or [use the webform](#) to submit your search request. Remember that all chemical sharing is voluntary and requires the permission of the lab that owns the chemical as well as the approval of the PI for the lab that wishes to borrow or adopt the chemical. If you adopt the chemical into your lab from another lab, be sure that they remove the chemical from their inventory and that you add the chemical to yours.

Totals

Click on the **“Totals”** link to view the aggregate amount of each chemical in your lab’s inventory.

Notice that the total number of containers of each chemical is shown on the right side.

Tip: The **“Display Units”** dropdown allows you to change the units for the table (i.e., display in grams).

The screenshot displays the 'Passante Lab Chemical Totals' page. The top navigation bar includes links for View, Edit, ChemTracker, Dashboard, and Members. The 'Totals' link is highlighted with a red circle. Below the navigation bar, the page title 'Passante Lab Chemical Totals' is shown, along with a 'Showing 1-14 of 14 results' indicator. A filters section is present, containing dropdowns for Chemical Name, CAS Number, Building, Physical State, Location (Space), Chemical Hazards, and Display units. The 'Display units' dropdown is circled in blue. Below the filters, a table lists 14 chemicals with their respective CAS numbers, states, amounts, units, and total containers.

Chemical Name	CAS #	State	Amount	Units	Total Containers
Acetone	67-64-1	Liquid	4.00	L	1
Acetonitrile	75-05-8	Liquid	4.10	L	2
Chloroform	67-66-3	Liquid	12.00	L	3
Ethyl alcohol	64-17-5	Liquid	1.89	L	4
Ethyl ether	60-29-7	Liquid	20.00	L	2
Formaldehyde buffered aqueous solution, 3-20 wt. % in H2O		Liquid	0.19	L	1
Formaldehyde, 37% solution with 10-15% methanol		Liquid	4.00	L	1
Formic acid	64-18-6	Liquid	2.00	L	4
Hexaethylene glycol monododecyl ether	5168-89-8	Liquid	0.95	L	1
Hydrazine, anhydrous	302-01-2	Liquid	39.60	L	4
Hydrofluoric acid aqueous solution, 71-75%	7664-39-3	Liquid	16.00	L	4
Microposit 1400 series photoresist		Liquid	0.47	L	1
Mixture of Nitric acid (90%) and Hydrofluoric acid (10%)		Liquid	4.00	L	1
Water	7732-18-5	Liquid	113.27	L	1

Adding New Inventory

Chemical Look-Up

To add new inventory, click **“Add Inventory”** from the ChemTracker page.

Select your **search criteria** (Chemical Name, CAS Number, or Product Name or Number)

<p>CAS Number <u>Best for</u> Pure substances (not mixtures, solutions, or specialty products)</p> <p><u>Tip</u> Requires hyphens</p>	<p>Product Number <u>Best for</u> Mixtures, solutions, or specialty products</p> <p><u>Tip</u> May or may not require punctuation (e.g. hyphens and commas), try both ways if needed</p>	<p>Chemical Name <u>Best for</u> When CAS or Product number is not available or is not found</p> <p><u>Tip</u> As you continue to type, the list of options in the dropdown menu will change; keep an eye out for your chemical in the list as you type</p>
--	---	--

Start typing the chemical name, CAS number or Product Number of the chemical you are adding. A list of options will appear based on your search. If there are no results, see the section of this manual regarding [Chemicals Not Found in Database](#).

View | Edit | ChemTracker | Dashboard | Members

ChemTracker | **Add Inventory** | Totals | Bulk Edit | Find Other Chemicals

Add Chemicals to Passante Lab

Look Up Chemical Name or CAS Number

Chemical: *

☒ Chemical Name ☐ CAS Number ☐ Product Name or Number

Start typing the chemical name to find the chemical in the database.

Location (space):

-- Select -- [Reset](#)

Amount:

Units:

-- Select --

Container Count: 1

Container Status: *

Normal

Unique Container ID:

[Additional Details](#)

☐ Controlled Substance?

[Submit](#) [Add Another](#)

Select the chemical from the dropdown list.

Then select the room number (from the **“Location (space)” dropdown**) to specify where this container will be stored.

If the space you are looking for is not listed, please use the Request Changes to BioRAFT Lab Locations Webform to have it added:

<https://ehrs.upenn.edu/request-changes-bioraft-lab-locations-spaces>

Note: Specific-location information (bench, cabinet, FLSC, refrigerator, etc.) is added later. See [Adding Additional Details](#) for more information.

Chemicals Not Found in Database

If the database does not have the chemical you are searching for, the dropdown will show **"None of the above."**

Add Chemicals to Passante Lab

Look Up Chemical Name or CAS Number

Chemical: *

None of the above

--None of the above--

☒ Chemical Name ☐ CAS Number ☐ Product Name or Number

Start typing the chemical name to find the chemical in the database.

Select "--none of the above--" only after you have searched by name, CAS Number, and Product number, and you still do not see the correct chemical on the list.

When you choose "--none of the above--", ChemTracker **may suggest unlinked chemical records that match your search**. If one of these looks correct, select it and continue adding your container to your inventory.

Add Chemicals to Passante Lab

Look Up Chemical Name or CAS Number

Chemical: *

ChemTracker

☒ Chemical Name ☐ CAS Number ☐ Product Name or Number

Start typing the chemical name to find the chemical in the database.

The following are results manually entered by users and not verified in the database. Adding a chemical not matched to the database has consequences for accuracy of regulatory reports.

- ☐ ChemTracker Example Unlinked Chemical (Solid)
- ☐ --None of the above--

Cancel Continue

Submit

Add Another

If you still do not see a match, the EHRS Chemical Inventory Team will create a chemical record for you. Submit your request through the [Problem Container Form](#) on the EHRS website.

Specifying Amount

Amount:
5

Units:
✓ -- Select --
g
kg
ml
L
CC
QUART
CYLINDER, LARGE
CYLINDER, MEDIUM
CYLINDER, SMALL
FI Oz
gals
lbs
mg
ng
Oz
PT
QT
Ton
µg
µl
UNIT

Recently Added	CAS
XIN	9338

Ethanol, denatured (70-9%)

The size of the container must be specified.

Enter the amount, then select the units from the dropdown.

When adding a gas to your inventory, you must add the amount as a specific volume.

Do NOT use the unit designations *cylinder large*, *cylinder medium*, *cylinder small*.

Consult [Appendix A](#) in this manual for common gas cylinder volumes. If you do not see your cylinder in Appendix A, contact the [Chemical Inventory Team](#) to ask what amount and unit to use.



Container Status

Attention! As of August 2019, the ability to view other labs' inventory records has been disabled. No containers will be visible to other labs regardless of the container status.

Normal

This is the default container status. This designation means that other lab groups will be able to view that your lab has this chemical and the container location; **you are NOT required to share the chemical with another lab.**

Hidden

By designating a container "Hidden," the container will not appear in other labs' inventory searches.

Surplus

Designating a container "Surplus" denotes that it is available for anyone to use.

Unique Container ID (Barcode Number)

All containers of hazardous materials are required to be labeled with EHRS-provided barcode labels.



To request additional quantities of barcode labels, use the form on the EHRS website:

[Warning Sign and Label Request Form.](#)

(Inventory Barcode requests are at the bottom of the form)

Click in the “Unique Container ID” field and type or scan a **barcode** from the provided labels.

If this field is left blank, the system auto-generates a unique ID number, which will not correspond to the barcode label on the container and will make it difficult to identify the container in the future. If you notice this has occurred, you can edit the barcode number after the container is created.

Container Count: 
1 
Container Status: 
Normal 
Unique Container ID:

Hint: If you have more than 1 identical container, select the appropriate “**Container Count**”. You will only need to scan the *first* EHRS-provided barcode. The system will automatically generate the rest of the sequential “**Container IDs**.” You must still affix the corresponding labels to each container.

Look out for this!

Some barcode scanners are programmed to immediately “enter” after they scan. If yours does this, your container will be automatically submitted to the inventory when you scan the barcode. You’ll know this happens if the screen jumps to the “Chemical Inventory Recently Added” table at the bottom of the page.

If you still want to add additional details such as location specifics, expiration dates, or notes, just click the “**edit**” link and continue editing the container record.

If you do not need to enter additional details, your container entry is complete.



Chemical Inventory Recently Added

Chemical Name	CAS #	State	Amount	Location	Container ID	Edit	Remove
Acetone 99%	67-64-1	Liquid	4 l	Annenberg Center - 001	23456789	Edit	Remove

Adding Additional Details

Assigning location within room

More detailed location information (refrigerators, benches, shelves, etc.) can be added in the “Additional Details” section.

The “Bench” location field is only *required* for Flammable Liquids Storage Cabinets (FLSCs) and for Acid Cabinets (ACs) in the high-rise biomedical buildings:

Stellar-Chance
John Morgan

Anat-Chem
CRB

Johnson
Smilow

BRB

In all other locations, this field is optional.

If you *want* to specify sub-locations take note:

All additional location information should be added to the “Bench” section.

Adding location information to the other fields will lead to difficulties in searching for inventory by location.

Look out for this!

The “Bench” field is free-form text; therefore, if the name of a location is entered differently for the same location, it will create a new sub-location name.

There is no alert to tell you whether you are entering a new sub-location name, and no option to select from existing sub-locations within the room.

Inconsistencies in sub-location names can lead to difficulties in locating containers and in EHRS reporting.

To help avoid errors, common sub-location names have been standardized by EHRS. Use these abbreviations for chemical storage cabinets

Flammable Cabinet → FLSC

Acid Cabinet → AC

Base Cabinet → BC

Tip: If your lab has multiple chemical storage cabinets of the same type or any sub-location names that are more specific or complex, you should create a “cheat sheet” for lab members to reference when entering container information.

Don't forget to label your cabinets and shelves with the names, too!

Location Cheat Sheet	
Room	5678
FLSC	1
FLSC	2
AC	1
AC	2
Shelf	A
Shelf	B
Shelf	C
EXAMPLE	

Disposing of Chemical Inventory

Disposing of a Single Container

Select “**ChemTracker**” and enter the Container ID to find the chemical of interest and click Submit.

Then click “**Remove**” and click “yes” to confirm.

View Edit ChemTracker Dashboard Members

ChemTracker Add Inventory Totals Bulk Edit

Passante Lab Chemical Containers

Showing 1-17 of 17 results

Filters

Chemical Name: CAS Number: Chemical Hazards: -- Select Hazards(s) --

Chemical Synonym: Database Linkage Status: Controlled Substance?

Physical State: Location (Space): -- Select State(s) -- -- Select Location(s) --

Bench: Shelf: Specific Location Note:

Last Updated After: Last Updated Before:

Container IDs:

Comma-delimited (or one per line) list of Container IDs

Submit

Chemical Name	CAS #	State	Amount	Units	Location	Container ID	Edit	Remove	Bench	Shelf
Acetone 99%	67-64-1	Liquid	4	l	Annenberg Center - 001	23456789	Edit	Remove	FLSC1	
Acetonitrile	75-05-8	Liquid	100	ml	Annenberg Center - 002	C-20000077	Edit	Remove		
Acetonitrile	75-05-8	Liquid	4	l	Annenberg Center - 001	C-20000003	Edit	Remove		

Disposing of Multiple Containers (and Bulk Edit)

The bulk edit function is valuable for editing or deleting many records all together. Click **“Bulk Edit”** from your lab’s ChemTracker menu.

The screenshot shows the ChemTracker web application. In the top navigation bar, the 'Bulk Edit' option is highlighted with a red box. The left sidebar contains a menu for 'Passante Lab' with options like 'View Lab Profile', 'ChemTracker', 'Compliance Dashboard', 'Manage Members', 'Send Lab Message', 'Self Inspections', 'Manage Lab Forms', 'Research Tools', and 'My Account'. The main content area is titled 'Select Chemical Containers' and includes a 'Filters' section with fields for Chemical Name, CAS Number, Chemical Hazards, Chemical Synonym, Database Linkage Status, Location (Space), Physical State, Bench, Shelf, Notes, Last Changed After, and Last Changed Before. There is also a 'Container IDs (up to 1000):' text area. A 'Submit' button is at the bottom right of the filter section. Below the filters, a table shows a list of containers with columns: Select All, Chemical Name, CAS #, Amount, Unit, Location, Bench, Shelf, and Last Changed. The first row shows 'Acetone 99%' with CAS # 67-64-1, Amount 4, Unit l, Location Annenberg, Bench FLSCT, Shelf, and Last Changed 4/19/2019.

You can scan multiple barcodes into the container ID box (one per line) or use the filters to search for the containers you want to remove or edit.

Select the containers of interest or choose “select all”, then click **“Edit selected containers”** in the bottom right corner. From there, indicate the changes you would like to make.

The screenshot shows the 'Edit selected containers' screen. At the top, it says 'Showing 1 to 3 of 3 entries'. Below this is a table with columns: Select All, Chemical Name, CAS #, Amount, Unit, Location, Bench, Shelf, and Last Changed. The table contains three rows of 'CHLOROFORM, 99.8%' with CAS # 67-66-3, Amount 4, Unit l, Location Annenberg Center - 001, Bench, Shelf, and Last Changed 5/31/2019. Each row has a checked checkbox in the 'Select All' column. Below the table, it says 'Showing 1 to 3 of 3 entries' and '3 total containers selected.' in a green box. At the bottom right, there is a button labeled 'Edit selected containers' which is highlighted with an orange box.

To **dispose** of the containers, click “**Delete all selected**”.

ChemTracker | Add Inventory | Totals | **Bulk Edit** | Find Other Chemicals

Edit All Selected Containers

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would like to change. Once you have selected the desired containers, click "Edit selected container" at the bottom of the page. From there, changes to all the selected containers may be made.

3 total containers selected.

Any changes made below will be applied to all of the chemical containers selected to modify. Any data entered for these fields will **overwrite** data currently existing for these chemical containers. Leaving a field blank means the original values for that field are kept.

Chemical

Look Up Chemical Name or CAS Number:

☒ Chemical Name ☐ CAS Number ☐ Product Name or Number

Start typing the chemical name to find the chemical in the database.

Location (space):

-- Select --

Select a group to pick a space

Amount:

Units:

-- Select --

Bench:

Shelf:

Specific Location Note:

Expiration Date:

Format: 2019-08-06

Notes:

These changes cannot be undone in bulk.

Once a container is disposed, the barcode is also disposed and cannot be used again.

Bulk edits to **Location (space)**, **Amounts**, **Units** and **Bench** can also be made in **Bulk Edit**.

Once the changes are complete, click “Apply changes” and follow the prompts to complete.


Any changes made here will be applied to all the containers and overwrite existing data for those containers (such as replacing the existing notes). These changes cannot be bulk undone. However, single container records can be edited individually.

If a field is left blank on the edit page, the existing information in that field will be preserved for all records being edited.

Reactivating Deleted Records

If you accidentally remove a record from ChemTracker, go to the “View Inventory” window.

Click on “Show Advanced Filters.”



Chemical Name:

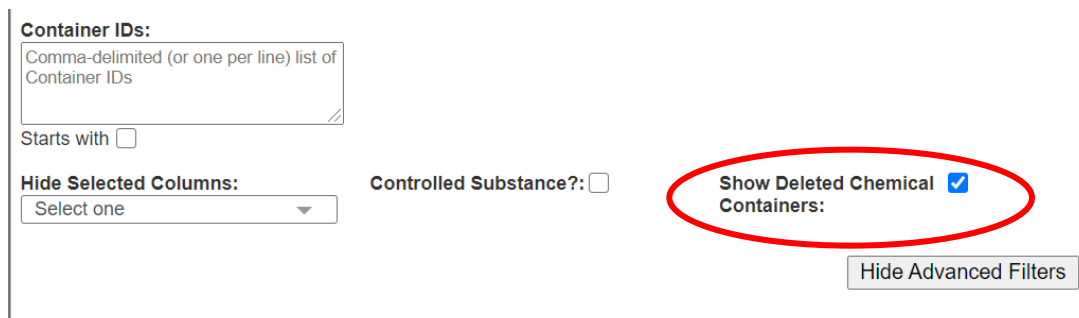
CAS Number:

Chemical Synonym:

Spaces:

Show Advanced Filters

Then select “Show Deleted Chemical Containers.”



Container IDs:

Starts with ☐

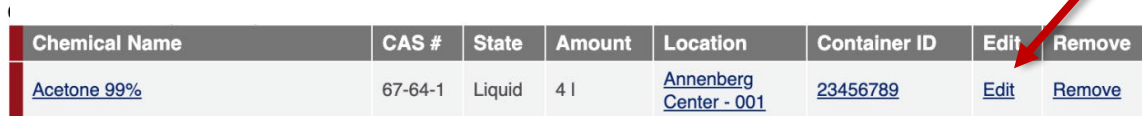
Hide Selected Columns:

Controlled Substance?: ☐

Show Deleted Chemical Containers: ☒

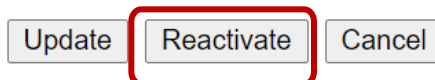
Hide Advanced Filters

Click on the “Edit” link for the record you’d like to reactivate:



Chemical Name	CAS #	State	Amount	Location	Container ID	Edit	Remove
Acetone 99%	67-64-1	Liquid	4 l	Annenberg Center - 001	23456789	Edit	Remove

Click “Reactivate” at the bottom of the screen.



Managing High-Turnover Containers (not available in all buildings)

THIS METHOD MAY NOT BE USED FOR FLAMMABLE LIQUIDS IN HIGH-RISE BIOMEDICAL LABORATORY BUILDINGS (*Smilow, BRB, Johnson, CRB, JMB, Anatomy-Chemistry, and Stellar Chance*). 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.

Example: At any time, you have a maximum of two 4-liter bottles of 2-propanol and two 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 ChemTracker and then marking them as disposed.

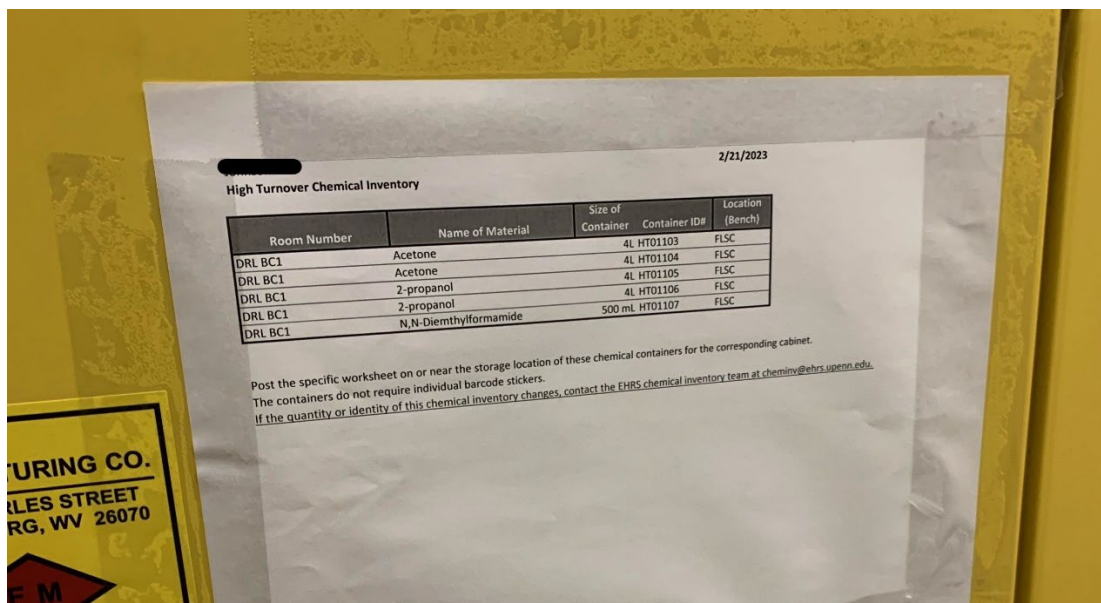


Rather than adding each container to your inventory as you receive it and removing when empty:

- EHRS would create four *representative* containers in your ChemTracker inventory, starting with the letters “HT.”

Chemical Name	CAS Number	State	Amount	Units	Location	Container ID	Edit	Remove	Bench
2-Propanol	67-63-0	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01105	Edit	Remove	FLSC
2-Propanol	67-63-0	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01106	Edit	Remove	FLSC
Acetone	67-64-1	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01104	Edit	Remove	FLSC
Acetone	67-64-1	Liquid	4	l	David Rittenhouse Laboratory - BC1	HT01103	Edit	Remove	FLSC

- The information and high-turnover barcodes would be on a *sheet of paper* instead of on the bottles.
- The paper is attached to the cabinet where the bottles are stored; see example below.



Contact the Chemical Inventory Team (cheminv@ehrs.upenn.edu) to create container records for these materials.

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 stored.

Contact EHRS if you need us to make any changes to your high-turnover inventory.

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

Lab Moves/Reconciling Your ChemTracker Inventory

If a lab is discarding any containers as part of their lab move/relocation, they are responsible for scanning them out/removing them from their ChemTracker records.

Labs should notify the chemical inventory team (cheminv@ehrs.upenn.edu) prior to giving away containers to other labs. The chemical inventory team will provide guidance on how the involved labs can add/remove ChemTracker records, or they can complete the electronic transfer on the labs' behalf.



The chemical inventory team offers a service called “reconciliation” which helps labs to “true-up” inventory records that are believed to be out-of-date due to poor record keeping, poor training, relocation, etc.

If your lab recently moved, the first step would be to submit a [Request Changes to BioRAFT Lab Locations \(spaces\) webform](#).

Next, the chemical inventory team will electronically bulk edit your inventory and send you an export of your inventory on a spreadsheet. You will then annotate on the spreadsheet what has been disposed of and the new locations for your other chemicals and send back to the chemical inventory team.

Another option for labs that have moved or with out-of-date inventories would be for your lab to scan the chemicals that remain in your lab, and the chemical inventory team will reconcile it remotely for you. Instructions for this are included below:

1. Decide the room(s) where your chemicals will be stored.
2. Create a text document (e.g. in MS Word) or Excel file.
 - a. Type in the name of a storage location (e.g. "Bench"). Remember to use names that are consistent with those you are already using in ChemTracker.
 - b. Under the location name, list all the barcode numbers for the containers that you want "moved" to that location. **One barcode number per line.**
 - i. You can easily do this by using your barcode scanner. Just put the cursor where you want the barcode number to go and scan the EHRS inventory barcode sticker that's on the container. The scanner should "type" the number into the document for you.
 - c. Repeat this process for each of the locations.
 - d. Send the chemical inventory team (cheminv@ehrs.upenn.edu) your document as an attachment.
3. EHRS chemical inventory staff will then process your request and let you know when it's complete.

Appendix A: Gas Cylinders

Reference the following table to enter the volumes (in liters) or weights of your hazardous gases.

Gas	Cylinder Description	Cylinder Size	Amount	Units
Oxygen Gas (greater than 21%)		Cylinder size 10	340	L
Oxygen Gas (greater than 21%)		Cylinder Size E	660	L
Oxygen Gas (greater than 21%)	7 inch x 33 inch	Cylinder Size 80	2407	L
Oxygen Gas (greater than 21%)	9 inch x 51 inch	Cylinder Size 200	7107	L
Oxygen Gas (greater than 21%)	9 inch x 55 inch	Cylinder size 300	9543	L
Hydrogen Gas (greater than 5%)	7 inch x 19 inch	Cylinder Size 35	878	L
Hydrogen Gas (greater than 5%)	7 inch x 33 inch	Cylinder Size 80	2095	L
Hydrogen Gas (greater than 5%)	9 inch x 51 inch	Cylinder Size 200	5578	L
Hydrogen Gas (greater than 5%)	9 inch x 55 inch	Cylinder Size 300	7391	L
Carbon Monoxide		Cylinder Size 150A	400	L
Carbon Monoxide	6 inch x 23 inch	Cylinder Size 10	850	L
Carbon Monoxide	7 inch x 33 inch	Cylinder Size 80	2000	L
Carbon Monoxide	9 inch x 51 inch	Cylinder Size 200	5100	L
Carbon Monoxide	9 inch x 55 inch	Cylinder size 300	6800	L
Methane	7 inch x 19 inch	Cylinder Size 35	1132	L
Methane	7 inch x 33 inch	Cylinder Size 80	2831	L
Methane	9 inch x 51 inch	Cylinder Size 200	7400	L
Methane	9 inch x 55 inch	Cylinder size 300	10100	L
Nitric Oxide		Cylinder Size 35	226	L
Ammonia		lecture bottle	283	L
Ammonia	9 inch x 51 inch	Cylinder Size 200	5578	L
Propane Gas	Single use Fatboy tank with standard torch fitting		16.92	oz
Propane Gas	Liquefied Gas		100	G
Propane Gas	Liquefied Gas		300	G

If you do not see the specifications for the gas cylinder you are trying to enter, contact the Chemical Inventory Team, cheminv@ehrs.upenn.edu.