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Adding New Inventory

Chemical Look-Up

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

Chemical Name	CAS Number	Product Name or Number
<u>Best for</u> When CAS or Product number is not available or is not found <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.	<u>Best for</u> Pure substances (not mixtures, solutions, or specialty products) <u>Tip</u> Requires hyphens.	<u>Best for</u> Mixtures, solutions, or specialty products <u>Tip</u> May or may not require punctuation (e.g. hyphens and commas), try both ways if needed.

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

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**.

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.

Note: Selections must be made with the mouse. Selecting a chemical with the Arrow keys and Enter/Return key does not open the Amount, Unit, etc. fields for editing.

Note: Sub-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."**

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.

If you still do not see a match, this means that BioRAFT does not recognize the material and has no safety information as a result. Please contact the EHRS Chemical Inventory Team using the Problem-Container Form. EHRS will create the chemical record for you and manually add safety information.

Required Fields

The following fields **_must_** be completed when entering new chemicals to your inventory:
- Location (space)
- Amount
- Units
- Unique Container ID (6-Digit EHRS Barcode Number)

Please be aware that ChemTracker does not require you to fill these fields before pressing submit. If you click submit without entering any one of these fields, it will display as blank in ChemTracker. Please avoid omitting this information to prevent the need for EHRS to address this missing information through routine audits and findings in lab inspections.

Add Chemicals

┌─ Look Up Chemical Name or CAS Number ─────────

Chemical: *

Ethyl alcohol (Liquid)

⦿ Chemical Name ◯ CAS Number ◯ Product Name or Number

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

Group Name: *

EHRS Environmental Health Group ▾   Reset

Location (space):

Mod V EHRS Building - 226 ▾   Reset

Amount:

1

Units:

PT ⌄

Container Count: ⑦

1 ⌄

Container Status: *⑦

Normal ⌄

Unique Container ID: ⑦

6-Digit EHRS Barcode Number

Specifying Container Size (Amount and Units)

The size of the container (amount and units) **must** be specified.

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

When adding a gas cylinder 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 Reference Chart: Common Gas Cylinder Volumes/Weights (click here for link) for common gas cylinder volumes. If you do not see your cylinder in the Reference Chart, contact the Chemical Inventory Team to ask what amount and unit to use.

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Unique Container ID (6-Digit EHRS Barcode Number)

All containers of hazardous materials are required to be labeled with 6-digit EHRS-provided barcode labels; see example below.
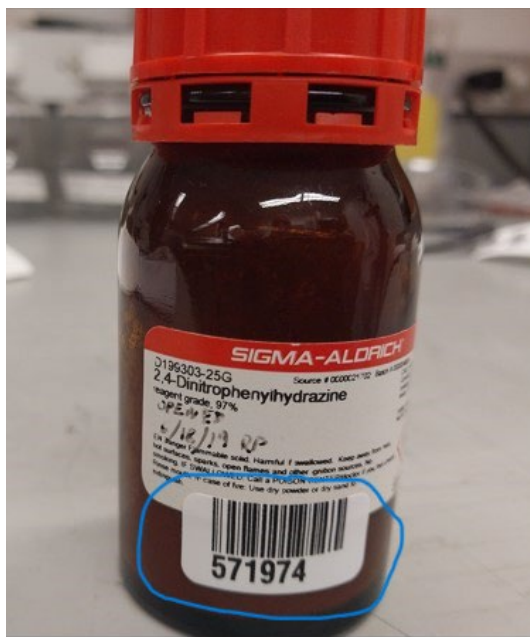
To request additional quantities of barcode labels, use the form on the EHRS website:
Warning Sign and Label Request Form.
(Inventory Barcode requests are at the bottom of the form)

Using a Barcode Scanner

Click in the **"Unique Container ID"** field and either 1) **type** the 6-digit EHRS barcode number from the provided label, or 2) **scan** the barcode in using your **barcode scanner**:

Amount:
`1`

Units:
`PT`

Container Count: ⑦
`1`

Container Status: * ⑦
`Normal`

Unique Container ID: ⑦
`*Enter your 6-digit EHRS barcode number here*`

If this field is left blank, the system auto-generates a unique ID number beginning with "*C-*" 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. See Section 3: Viewing and Editing your Chemical Inventory for instructions on how to do this (click here for link).

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

Creating Multiple New Containers

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.

Amount:
`1`

Units:
`PT ∨`

Container Count: ⓘ
`24 ∨`

Container Status: *ⓘ
`Normal ∨`

Unique Container ID: ⓘ
`*Enter the lowest number in your barcode sequence here*`

For example, if you are adding 24 containers of "Ethanol 200 Proof" with barcode IDs 600001-600024, enter 24 into the "Container Count" field and 600001 into the "Unique Container ID" field before submitting. ChemTracker will add 24 of these containers and increment the barcode ID as it does.

Assigning location within room (sub-location)

More detailed location information (refrigerators, benches, shelves, etc.) can be added in the **"Additional Details"** section, accessed by clicking the associated dropdown menu (see below).

Adding Additional Details

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

Stellar-Chance	Anat-Chem	Johnson
John Morgan	CRB	BRB
Smilow (including Perelman Center for Advanced Medicine & South Tower)		

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

If your lab had any previous records imported from CISPro, the sub-location information for those containers has been added to the "**Bench**" section in ChemTracker.

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
FLSC1
FLSC2
AC1
AC2
Shelf A
Shelf B
Shelf C

EXAMPLE