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Disposing of Chemical Inventory

Disposing of a Single Container

First, access your lab’s chemical inventory viewing screen. See “Viewing and Editing you Lab's Chemical Inventory” (click here for link) for detailed instructions.

From here, either scroll through your inventory or use filters to find the container you are looking for. Entering the Container ID is recommended for quick lookup of one chemical container.

Click “Remove” and then click “Remove” again in the following pop-up window to confirm.
BioRAFT ChemTracker Module User’s Guide

![Image of ChemTracker Module interface](image-url)

- **Chemical Name**: [Field]
- **CAS Number**: [Field]
- **Chemical Synonym**: [Field]
- **Spaces**: [Dropdown]
- **Chemical Owner**: [Dropdown]
- **Physical State**: [Dropdown]
- **Product Name**: [Field]
- **Chemical Hazards**: [Dropdown]
- **Bench**: [Field]
- **Shelf**: [Field]
- **Specific Location Note**: [Field]
- **Controlled Substance**: [Checkbox]
- **Only Removed Containers**: [Checkbox]
- **Notes**: [Field]

**Message Pop-up**

Are you sure you want to delete container 800025?

- **Cancel**
- **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.

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. Unlike on the main inventory viewing page, you must click on the “Submit” button in the Filters section to apply filters.

Select the containers of interest (a “Select All” checkbox is also available), then click “Edit selected containers” in the bottom right corner. From there, indicate the changes you would like to make.
<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>CAS #</th>
<th>Amount</th>
<th>Unit</th>
<th>Location</th>
<th>Bench</th>
<th>Shelf</th>
<th>Last Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetone</td>
<td>67-64-1</td>
<td>4</td>
<td>l</td>
<td>Med V EHR Building - 226</td>
<td>test temp chemical</td>
<td>3/16/2024</td>
<td></td>
</tr>
<tr>
<td>Acetone</td>
<td>67-64-1</td>
<td>4</td>
<td>l</td>
<td>Med V EHR Building - 226</td>
<td>test temp chemical</td>
<td>3/16/2024</td>
<td></td>
</tr>
<tr>
<td>Thimerosal</td>
<td>54-64-8</td>
<td>1</td>
<td>g</td>
<td>Med V EHR Building - 229</td>
<td>test temp chemical</td>
<td>3/15/2024</td>
<td></td>
</tr>
<tr>
<td>WASH 1 BUFFER</td>
<td></td>
<td>1</td>
<td>l</td>
<td>Med V EHR Building - Missing Chemicals</td>
<td>3/15/2024</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 5 entries

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

Once a container is disposed of, the barcode is also disposed of 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.
ChemTracker Barcode Scanout Sign

Lab members can remove barcode stickers off empty containers and place them on the sign pictured below. The individual(s) in charge of keeping ChemTracker up to date would then have all the empty barcodes right in one place to bulk delete them from the system. The scanout sign can be printed from our “Resources for ChemTracker Users” page.
Reactivating Deleted Records

If you accidentally remove a record from ChemTracker, you may reactivate the container by performing the following steps:

Navigate to your lab's chemical inventory viewing screen. If on the Bulk Edit or Add Inventory screen, click the “ChemTracker” tab at the top. See Section 3: “Viewing and Editing your Lab's Chemical Inventory” (click here for link) for detailed instructions from other locations in BioRAFT.

Click on “Show Advanced Filters.”

Then select “Only Removed Containers.”

Click on the Container ID link for the record you’d like to reactivate:
Click “Edit” to access the reactivation feature:

Click “Reactivate” at the bottom of the screen:

Click “Yes” on the pop-up window that appears:
Units:
lbs

Are you sure you want to reactivate container 418250?

Yes  No

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Size</th>
<th>Uploaded on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

There are currently no attachments to list.