

## ***Table of Contents: Adding New Inventory***

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

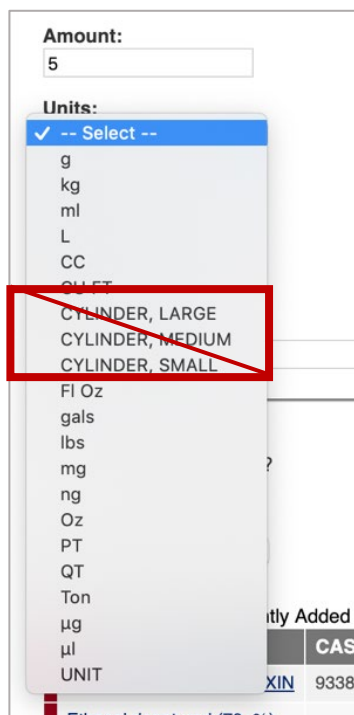
Continue

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~~
- Fl Oz
- gals
- lbs
- mg
- ng
- Oz
- PT
- QT
- Ton
- µg
- µl
- UNIT

Recently Added

	CAS
XIN	9338

Ethanol, denatured (70-90%)

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 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.



## 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: 

Container Status: \* 

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
<a href="#">Acetone 99%</a>	67-64-1	Liquid	4 l	<a href="#">Annenberg Center - 001</a>	<a href="#">23456789</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

## 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