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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 your 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.

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.

ChemTracker | Add Inventory | Totals | **Bulk Edit** | Reconciliation

Select Chemical 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.

Filters

Chemical Name:	CAS Number:	Chemical Hazards: -- Select Hazard(s) --
Chemical Synonym:	Database Linkage Status:	Location (Space): -- Select Location(s) --
		Chemical Owner: -- Select Owner(s) --
Physical State: -- Select State(s) --	Bench:	Shelf:
Notes:	Last Changed After:	Last Changed Before:

Container IDs (up to 1000):

Comma-delimited list of Container IDs

→ Submit

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.

Showing 1 to 5 of 5 entries

Show 250 entries   Search:

Select All	Chemical Name	CAS #	Amount	Unit	Location	Bench	Shelf	Last Changed
☐	Acetone	67-64-1	4	l	Mod V EHRS Building - 226	test temp chemical		3/15/2024
☐	Acetone	67-64-1	4	l	Mod V EHRS Building - 226	test temp chemical		3/15/2024

☑	Acetone	67-64-1	4	l	Mod V EHRS Building - 226	test temp chemical		3/15/2024
☑	CleanCell M	1310-58-3	2	l	Mod V EHRS Building - Missing Chemicals			3/15/2024
☐	Thimerosal	54-64-8	1	g	Mod V EHRS Building - 229	test temp chemical		3/15/2024
☐	WASH 1 BUFFER		1	l	Mod V EHRS Building - Missing Chemicals			3/15/2024

Showing 1 to 5 of 5 entries

3 total containers selected.

Edit selected containers

To **dispose** of the containers, click "**Remove 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 | Add Inventory | Totals | **Bulk Edit** | Reconciliation

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

Chemical Owner:
-- Select --
Select a group to pick a chemical owner

Amount:

Units:
-- Select --

Bench:

Shelf:

Specific Location Note:

Expiration Date:

Format: 2024-03-15

Product Name:

Container Status: * ⓘ
Normal ⌄

Lot Number:

Notes:

These changes cannot be undone in bulk.

Cancel | Apply changes | Remove all selected
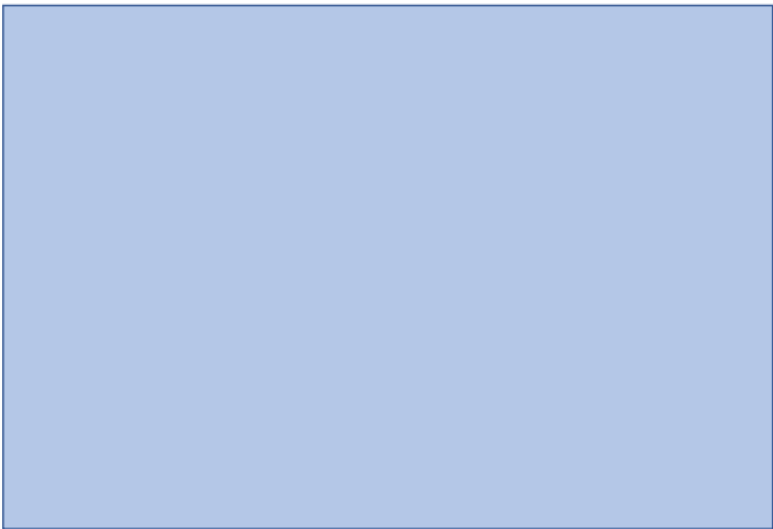
ChemTracker Barcode Scanout Sign

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](#).

Finish a chemical container with a barcode?

Remove and stick the barcode or write the number below

_____ will remove the container from the lab's **Chemtracker Chemical Inventory** (EHRS requirement)

LAB Name: _____

PennEHRS
Environmental Health & Radiation Safety
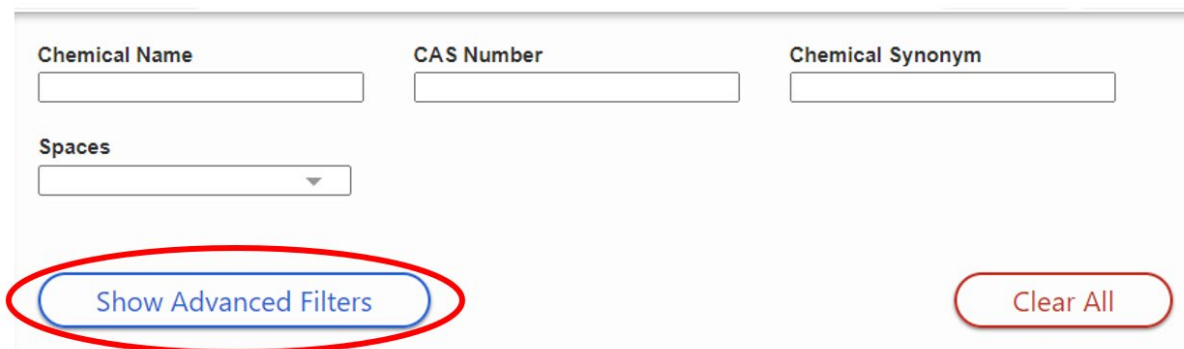
Reactivating Deleted Records

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 you Lab's Chemical Inventory" (click here for link) for detailed instructions from other locations in BioRAFT.
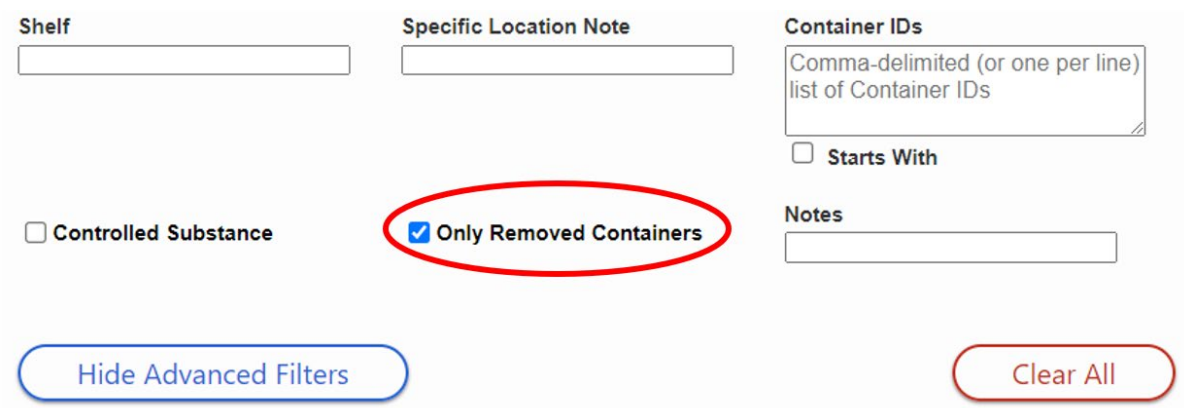
- Click on "Show Advanced Filters."

- Then select "Only Removed Containers."

- Click on the Container ID link for the record you'd like to reactivate:

Chemical Name ↓	State ↕	Amount ↕	Units ↕	Location ↕	Container ID
(+)-Propanolol	Solid	1	lbs	Singh Nanotechnology Center - 143 - Chem Storage	418250

- Click "Edit" to access the reactivation feature:

- Click "Reactivate" at the bottom of the screen:

Click "Yes" on the pop-up window that appears: