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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.
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.

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

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.”

Then select “Show Deleted Chemical Containers.”

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

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. 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 five 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 five representative containers in your ChemTracker inventory. (Starting with the letters “HT”)
- 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.

Example:

<table>
<thead>
<tr>
<th>Material</th>
<th>Package Information</th>
<th>Size</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetone [67-64-1]</td>
<td>Sigma-Aldrich Chromsolv for HPLC &gt;99.9%</td>
<td>4 Liter</td>
<td>![Barcode Image]</td>
</tr>
<tr>
<td>Acetone [67-64-1]</td>
<td>Sigma-Aldrich Chromsolv for HPLC &gt;99.9%</td>
<td>4 Liter</td>
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</tr>
</tbody>
</table>

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.