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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.
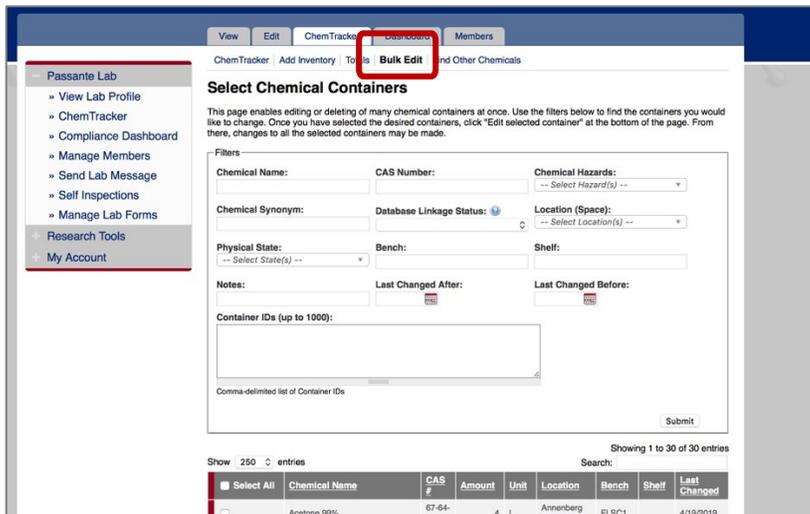
Then click "**Remove**" and click "yes" to confirm.

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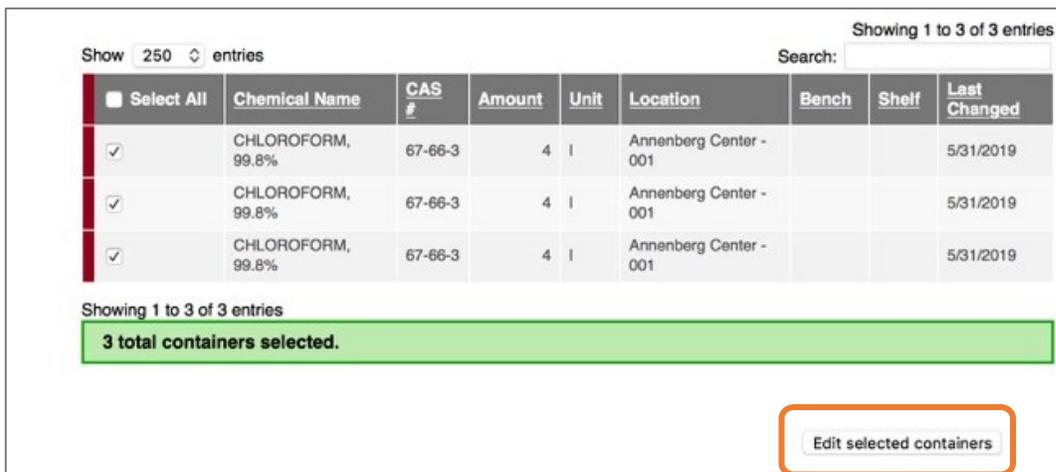
To **dispose** of the containers, click "**Delete all selected**".

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:

Chemical Name	CAS #	State	Amount	Location	Container ID	Edit	Remove
Acetone 99%	67-64-1	Liquid	4 l	Annenberg Center - 001	23456789	Edit	Remove

Click "Reactivate" at the bottom of the screen.