

Lab Moves/Reconciling Your ChemTracker Inventory

If a lab is discarding any containers as part of their lab move/relocation, they are responsible for scanning them out/removing them from their ChemTracker records.

Labs must notify the chemical inventory team (cheminv@ehrs.upenn.edu) prior to giving away containers to other labs. The chemical inventory team will provide guidance on how the involved labs can add/remove ChemTracker records, or they can complete the electronic transfer on the labs' behalf.



The chemical inventory team offers a service called “reconciliation” which helps labs to “true-up” inventory records that are believed to be out-of-date due to poor record keeping, poor training, relocation, etc. Contact us at cheminv@ehrs.upenn.edu for more information.

If your lab recently moved, the first step would be to submit a [Request Changes to BioRAFT Lab Locations \(spaces\) webform](#).

Next, the chemical inventory team will electronically bulk edit your inventory and send you an export of your inventory on a spreadsheet. You will then annotate on the spreadsheet what has been disposed of and the new locations for your other chemicals. You will then send the spreadsheet back to the chemical inventory team for them to apply the updates you noted.

Another option for labs that have moved or with out-of-date inventories would be for your lab to scan the chemicals that remain in your lab and ask the chemical inventory team to reconcile it remotely for you. Instructions for this are included below:

1. Decide the room(s) where your chemicals will be stored.
2. Create a text document (e.g. in MS Word) or Excel file.
 - a. Type in the name of a storage location to function as a header. Describe a sub-location (e.g. "Fridge A") as part of this header if required or desired. Remember to use names that are consistent with those you are already using in ChemTracker.
 - b. Under the location header, list all the barcode numbers for the container records that you want "moved" to that location. **One barcode number per line.**
 - i. You can easily do this by using your barcode scanner. Just put the cursor where you want the barcode number to go and scan the EHRS inventory barcode sticker that's on the container. The scanner should "type" the number into the document for you. Some will also press “Enter” to move to the next line automatically.
 - c. Repeat this process for each of the locations/sub-locations your chemicals are located in.*

- d. Email the chemical inventory team (cheminv@ehrs.upenn.edu) your document as an attachment.
3. The chemical inventory team will then process your request and let you know when it's complete.

*An example of what your document should look like:

Different Sub-location (Bench) Columns

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	IN1		IN2		IN3		AC1		AC2		AC3		Fridge		Freezer			IN1 = Inorganic Cabinet 1	
2	253068		253063		143840		432776		432801		518089		405756		595297			IN2 = Inorganic Cabinet 2	
3	253191		253067		143844		264916		518088		432768		518229					IN3 = Inorganic Cabinet 3	
4	253203		253069		253115		518082		432778		405931		253027					AC1 = Acid Cabinet 1	
5	321754		253196		295022		432791		432798		518203		518228					AC2 = Acid Cabinet 2	
6	321902		253197		295097		432792		432802		432766		434903					AC3 = Acid Cabinet 3	
7	321930		253225		321795		432799		432779		432787		518079						
8	321935		295015		321931				432759		432767		434894						

Different Tab for Different Location (Room)

Navigation tabs: VLEST Room 435 | VLEST Room 419