

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 should 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team offers a service called “reconciliation” which helps labs to “true-up” inventory records that are believed to be out-of-date due to poor record keeping, poor training, relocation, etc.

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 and send back to the chemical inventory team.

Another option for labs that have moved or with out-of-date inventories would be for your lab to scan the chemicals that remain in your lab, and the chemical inventory team will reconcile it remotely for you.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 (e.g. "Bench") if required or desired. Remember to use names that are consistent with those you are already using in ChemTracker.
 - b. Under the location name, list all the barcode numbers for the containers 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.
 - c. Repeat this process for each of the locations.
 - d. Send the chemical inventory team (cheminv@ehrs.upenn.edu) your document as an attachment.
3. EHRS chemical inventory staff will then process your request and let you know when it's complete.