ChemTracker 4.0
Inventory Management User Guide
Part 2: Add Inventory, Add Templates
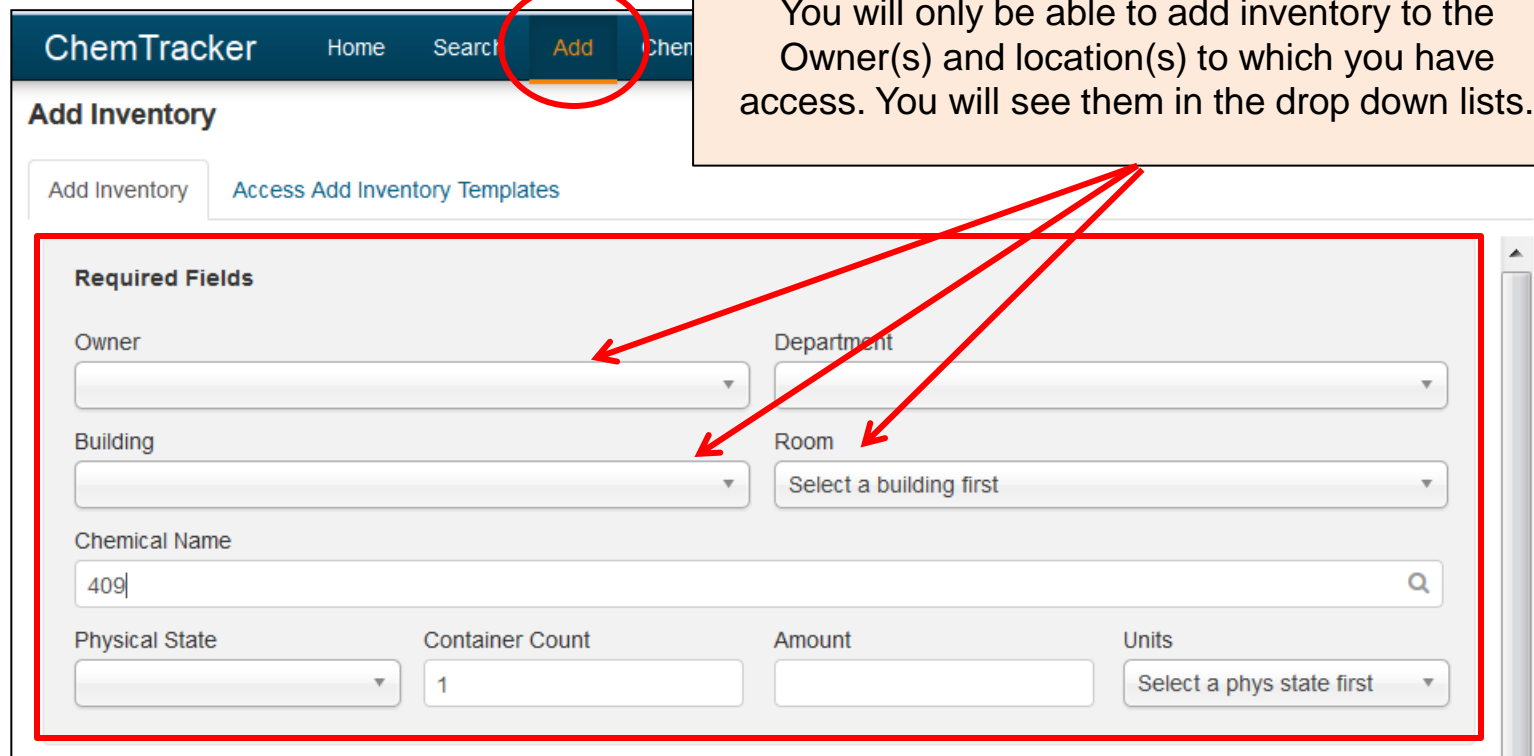
Add Inventory
Required Fields

Press *Add* at the top of the screen to start.

You will only be able to add inventory to the Owner(s) and location(s) to which you have access. You will see them in the drop down lists.

ChemTracker   Home   Search   Add   Chem

Add Inventory

| Add Inventory | Access Add Inventory Templates |

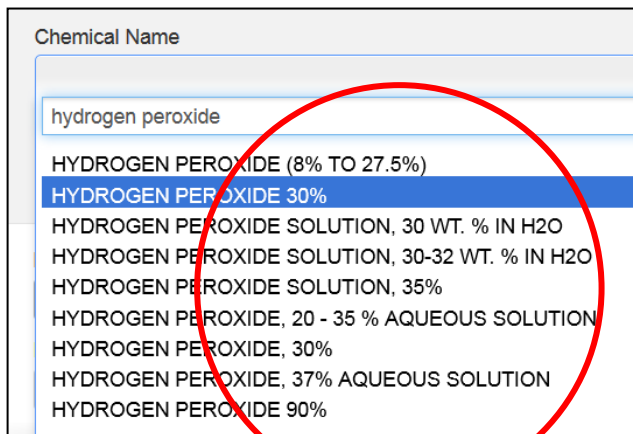**Required Fields**

Owner

Department

Building

Room
Select a building first

Chemical Name
409

Physical State

Container Count
1

Amount

Units
Select a phys state first

Add Inventory
Required Fields

- When adding inventory, be aware that CT may have the chemical in different concentrations, such as nitric acid and hydrogen peroxide, due to different hazards or regulations.
- You can add chemical names not in the CT database, but they won't be linked to regulatory and safety information, and will not appear in regulatory reports.

ChemTracker

Add Inventory
Required Fields

Required Fields

Owner

| |

Department

| Select an owner to enable |

Building

| |

Room

| Select a building to enable |

Chemical Name

| |

Physical State	Container Count	Amount	Units
	1		Select a phys. state first

ChemTracker tracks each separate container. Use container count when adding more than one container, e.g., a case of 12.

Check with your ChemTracker Administrator about whether your organization wants to reflect only "full" containers.

Add Inventory
Non-Required Fields

Find out from your lab manager or ChemTracker Administrator what other information your organization tracks

Locations and User-Defined Fields

Besides the required fields of Building and Room, you have other fields to add location information: Location, Bay/Bench and Shelf.

Optional User-Defined Fields (UDF 1, UDF 2, and UDF 3)) may be defined by your local ChemTracker Administrator, or by the Owner/PI for information such as project number, course number, requisition number.

Location	Bay / Bench
refrigerator	

Shelf	Inventoried By
2	

Received Date	Expiration Date	UDF 1 Value
mm/dd/yyyy	mm/dd/yyyy	

UDF 2 Value	UDF 3 Value

Add Inventory

CAS: Check the box if you want to include mixtures in your dropdown list.

Certain fields are *validated* (must already exist in your instance): Owner, Building, Room, Floor, Department. Manufacturer must be in the CT database. Chemical Name is not validated, but we recommend picking a validated item from a dropdown list to ensure the item is linked to the reference database.

Linking

- It is important that items in inventory are linked to CT's reference database which contains the safety and regulatory information.
- Pure chemicals are linked automatically upon entry when Chemical Name + Physical State, or CAS number + Physical State match the database's and don't conflict with each other.
- Items can also be linked manually in a process called SAMONSing in v1.
- The number that indicates the link between the inventory item and the ChemTracker database is called a GDN (Global Database Number).

Linking

- Chemical Name+Physical State match, or
- CAS+Physical State match, or
- Manufacturer Code+Product Number match
- No conflicts

ChemTracker
Reference
Database
35,000 chemicals
107,000 synonyms

CDC
Scifinder
NIH
IRIS
PubChem,
Discovery
Gate,
ARTECS
IRAC
Cameo
EPA SRS,
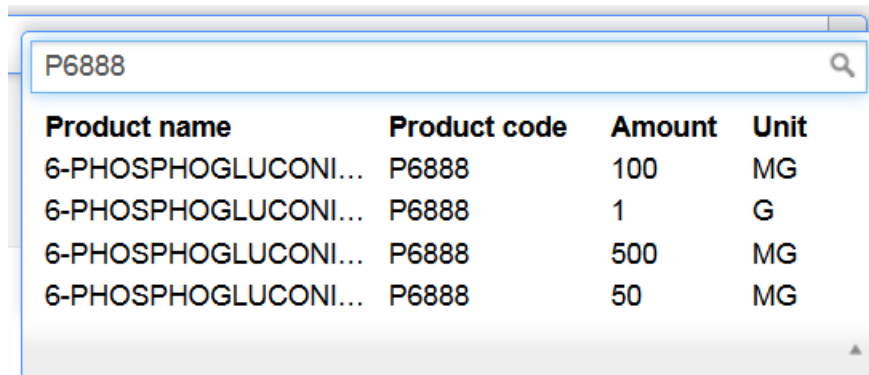ChemID
& more

Safety Info
Regulatory Info
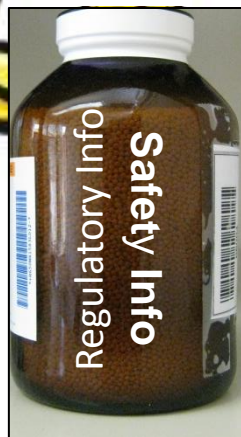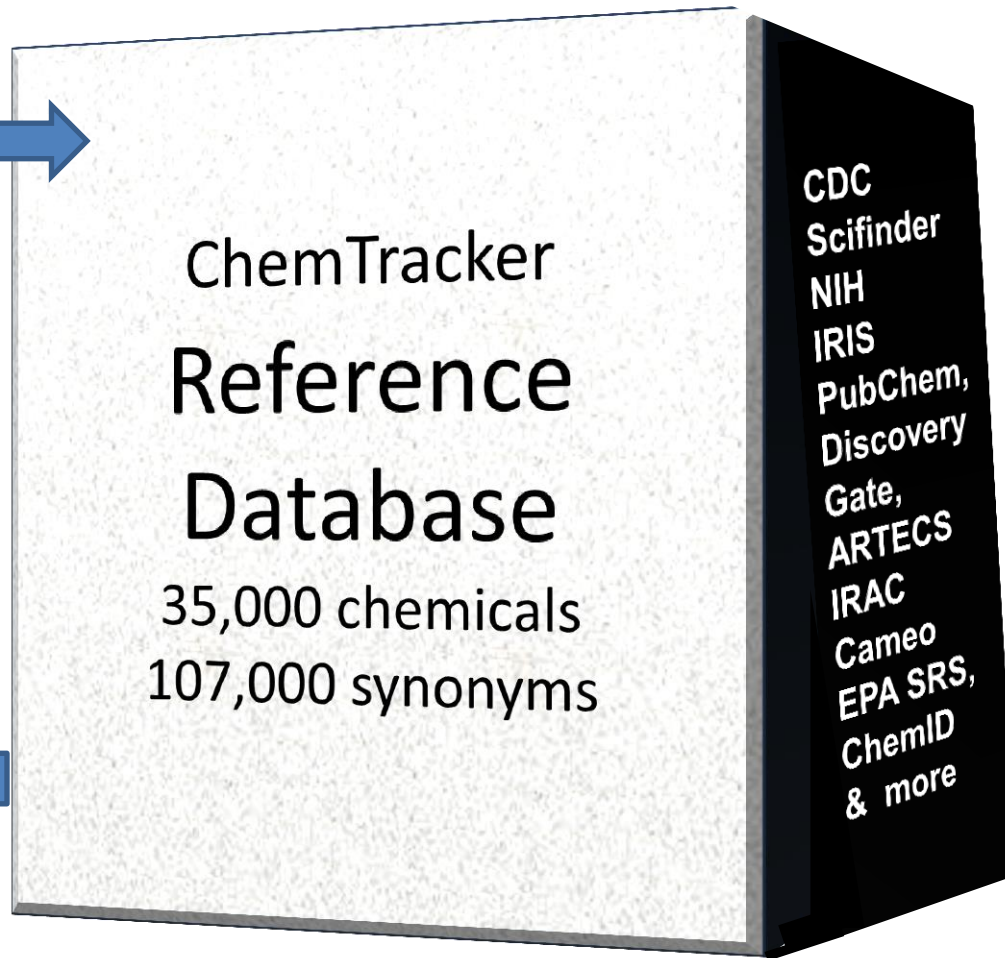
Linked Chemical
Has a GDN (Global Database Number)

Start with Product Number and Manufacturer

- Using Product Number and Manufacturer is often the easiest way to enter and link an item because the reference database contains many Product Number/Manufacturer combinations.

Product name	Product code	Amount	Unit
6-PHOSPHOGLUCONI...	P6888	100	MG
6-PHOSPHOGLUCONI...	P6888	1	G
6-PHOSPHOGLUCONI...	P6888	500	MG
6-PHOSPHOGLUCONI...	P6888	50	MG

(Search box: P6888)

- If the combination you enter is found, CT will automatically fill in the fields it has in its database for that item.
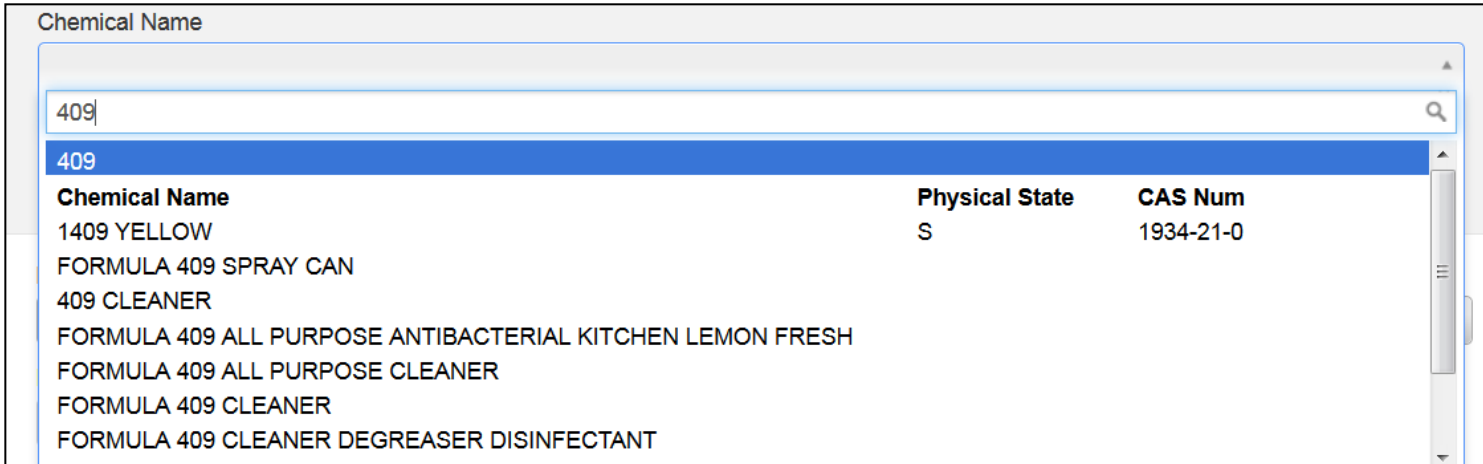- If the combination is not found, enter other identifying information.

Start with Product Number and Manufacturer

CT will fill in the Chemical Name, Physical State, Amount, Unit, Manufacturer, and CAS number automatically!

Mixtures and Household Items
in ChemTracker

Yes, you can add mixtures and household items, such as cleaning products, and paint remover.   Your item may already be in ChemTracker since it contains a large number of mixtures and commercial products in its database.

Don't enter a CAS Number for mixtures because there may be more than one relevant CAS number.

Mixtures and Household Items
Not in ChemTracker

If your mixture or product is **not in ChemTracker**
- You can still enter it, but it will not be linked to safety and regulatory information and therefore will not display on regulatory reports
- Enter the full name of the product as it appears on the label followed by a comma and then the manufacturer or vendor's name
- If you suspect any of the materials are not hazardous
    - Contact your EH&S office whether or not to enter as inventory
    - If you want a hazardous material classified and added to the ChemTracker reference database, send a completed Request for Chemical Classification form to chemtracker_support@lists.stanford.edu.

Barcodes

- ChemTracker has fields for adding container barcodes.

- Container barcodes are those that you affix yourself, and are different from using the Manufacturer's SKU number, which is the same for each same-size container of that manufacturer's material and are therefore not unique identifiers of that specific container.

- ChemTracker does not generate barcodes.

- The real timesaving when using barcodes comes after initial item entry, when you are creating lists, auditing, moving, receiving, disposing, deleting, or otherwise changing the barcoded items.

- See the Barcoding Quick Guide at http://chemtracker.stanford.edu/web/wp-content/uploads/ct_training/v3_help/Barcode_QuickStart.pdf.
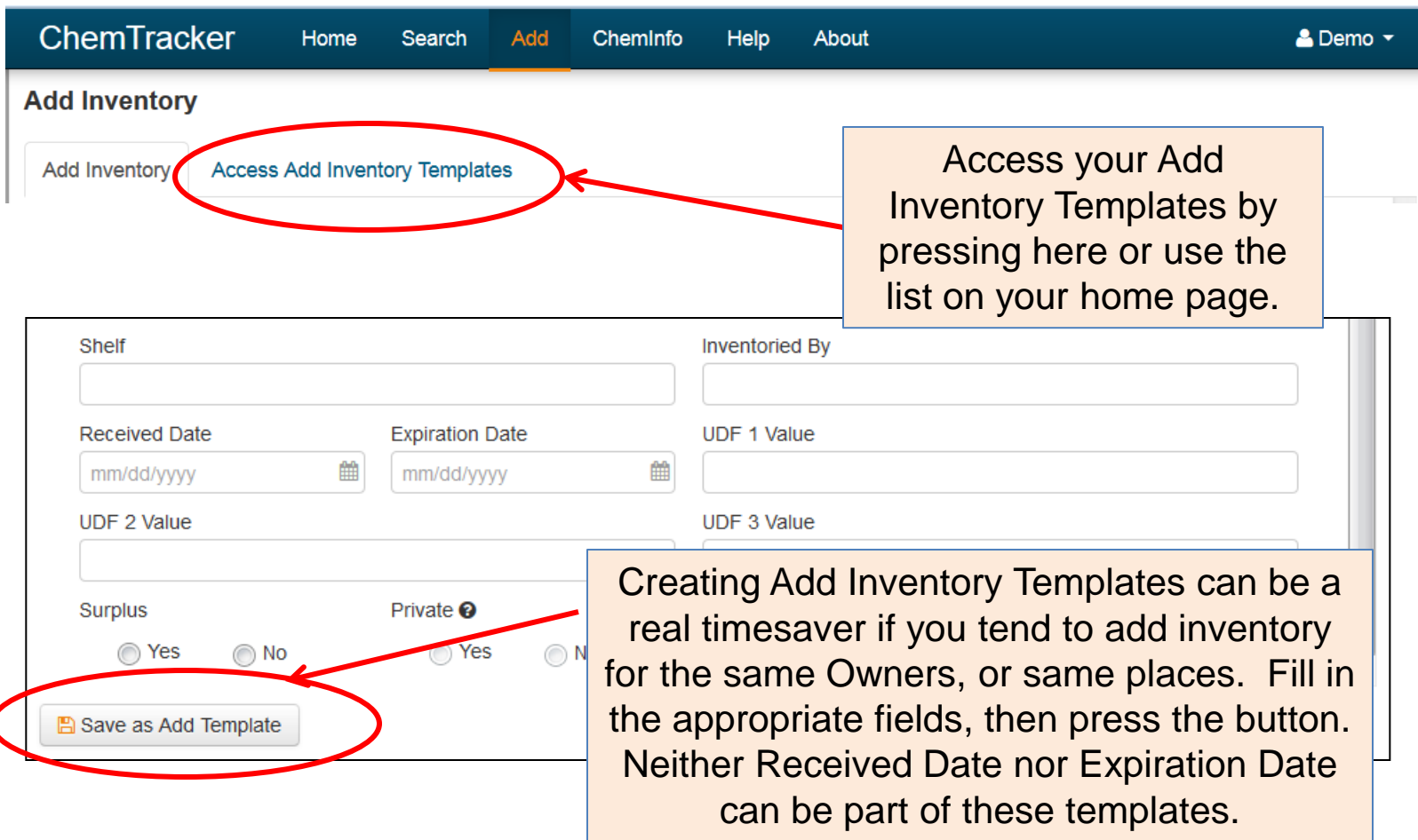
Auto-increment Barcodes When Adding Multiple Containers

Chemical Name	Barcode
acetone	66667
acetone	66668
acetone	66669
acetone	66670
acetone	66671
acetone	66672
acetone	66673
acetone	66674
acetone	66675
acetone	66676
acetone	66677
acetone	66678

- Enter the unique barcode number attached to the first container.
- Create more than one record in the Container Count entry box and ChemTracker will automatically increase that barcode number by one for each additional container.

Add Inventory Templates

Access your Add Inventory Templates by pressing here or use the list on your home page.

Creating Add Inventory Templates can be a real timesaver if you tend to add inventory for the same Owners, or same places. Fill in the appropriate fields, then press the button. Neither Received Date nor Expiration Date can be part of these templates.

ChemTracker

Thank you. We appreciate your continued support and use of ChemTracker.

Remember, for help….
Each ChemTracker institution has at least one ChemTracker Administrator to assist you,
and
there is a *Help* link on every ChemTracker page in the upper right.