



SciShield ChemTracker Module Introduction

About this Guide

The SciShield ChemTracker module provides a method for tracking a chemical inventory with connection to a centralized chemical database, complete with hazard and regulatory data.

This guide is designed for lab members who have the 'Manage Group ChemTracker' permission. Please contact DEHS (502-852-6670) if you need help adding or updating SciShield lab personnel or permissions.

The screenshots in this guide are representative of an average SciShield site and may differ slightly from the University of Louisville SciShield site. If you have questions about this institution's specific site, please contact DEHS (502-852-6670).

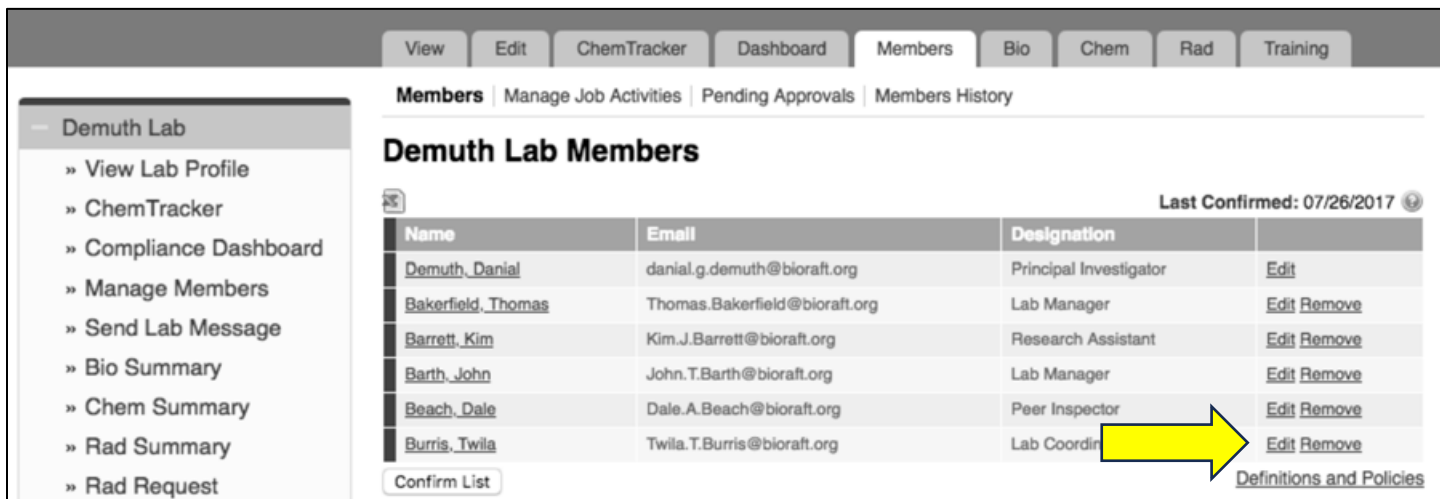
Managing Add and Edit Inventory Permissions for Lab or Group Members

By default, lab members can view the ChemTracker inventory but cannot edit it. As a Principal Investigator or Lab Manager, you can grant add/edit permissions to members within SciShield.

Giving or Removing ChemTracker Edit Permissions

In the 'Members' tab of your lab profile, click 'Edit' next to the lab member who needs access to edit ChemTracker. Under 'Optional Access in SciShield,' select 'Manage ChemTracker' and click Save to apply the permissions. Deselect and click Save to remove permissions.

These permissions can also be granted when adding new personnel by selecting the appropriate optional access boxes during the initial addition of a lab member.



Members | Manage Job Activities | Pending Approvals | Members History

Demuth Lab Members

Last Confirmed: 07/26/2017

Name	Email	Designation	
Demuth, Dania	dania.g.demuth@bioraft.org	Principal Investigator	Edit
Bakerfield, Thomas	Thomas.Bakerfield@bioraft.org	Lab Manager	Edit Remove
Barrett, Kim	Kim.J.Barrett@bioraft.org	Research Assistant	Edit Remove
Barth, John	John.T.Barth@bioraft.org	Lab Manager	Edit Remove
Beach, Dale	Dale.A.Beach@bioraft.org	Peer Inspector	Edit Remove
Burris, Twila	Twila.T.Burris@bioraft.org	Lab Coordinator	Edit Remove

Confirm List [Definitions and Policies](#)



Optional Access in SciShield

- Edit Basic Group Information
- Group Compliance Liaison
- Manage Institutional Equipment
- Create Digital Door Signs
- Generate Door Signs
- Manage and Approve Chemical Registrations
- Manage ChemTracker
- Manage Departmental Laboratories

Chemical Inventory Management

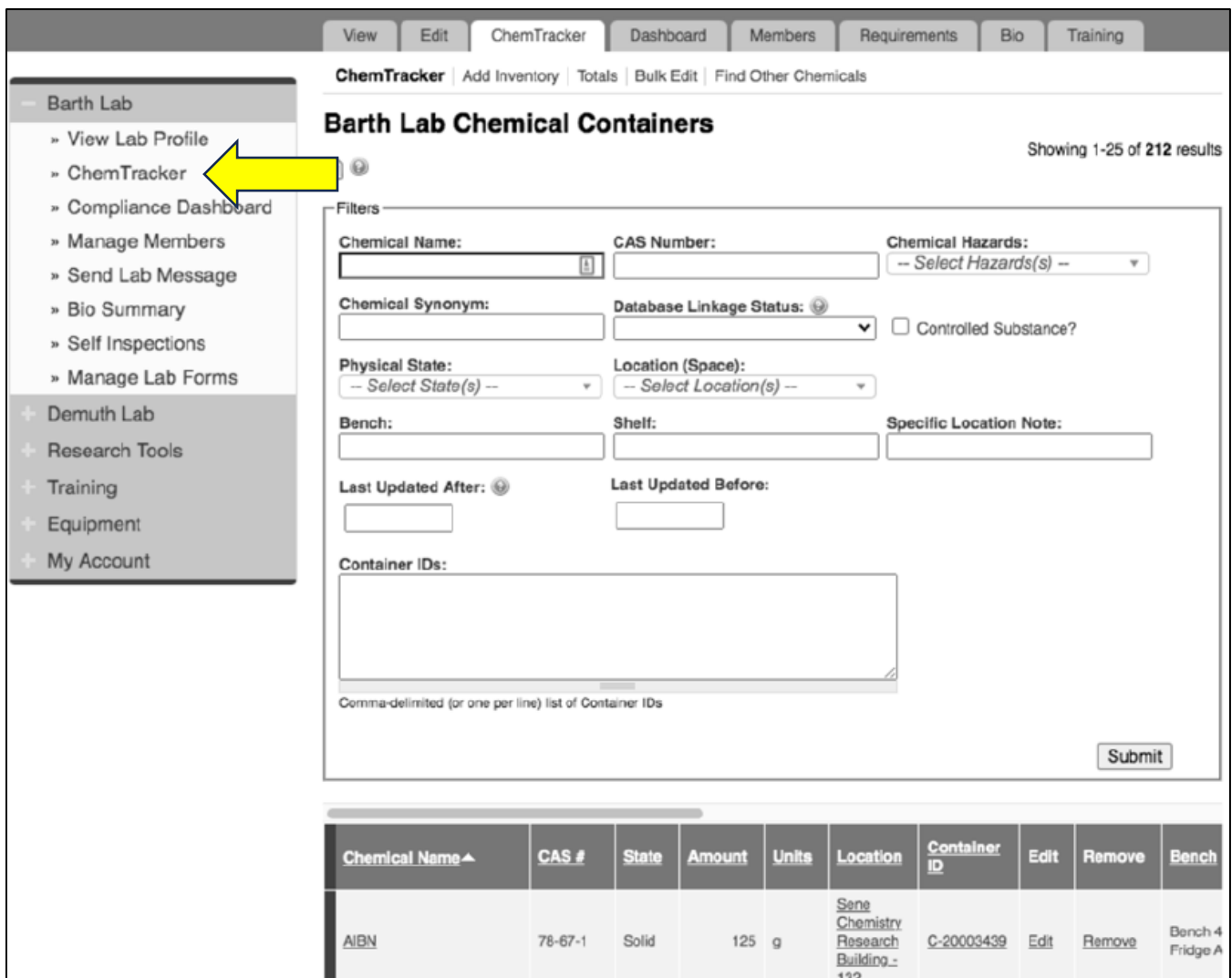
Viewing Chemical Inventory

From the SciShield homepage, click on your group name in the left side menu to view information about your lab. Click 'ChemTracker' to view you current chemical inventory.

If you do not see your lab or see a message about not being part of a lab, please contact DEHS (502-852-6670) for assistance with getting your lab profile updated.

Containers

The primary view shows any container in your lab inventory. If using container barcodes or RFID tags, use the 'Container ID' field to search the inventory with a scanner.



The screenshot shows the SciShield ChemTracker interface for the Barth Lab. The left sidebar menu is expanded, and a yellow arrow points to the 'ChemTracker' option. The main content area displays the 'Barth Lab Chemical Containers' page, which includes a search filter section and a table of chemical inventory.

ChemTracker | Add Inventory | Totals | Bulk Edit | Find Other Chemicals

Barth Lab Chemical Containers Showing 1-25 of 212 results

Filters

Chemical Name: CAS Number: Chemical Hazards:

Chemical Synonym: Database Linkage Status: Controlled Substance?

Physical State: Location (Space):

Bench: Shelf: Specific Location Note:

Last Updated After: Last Updated Before:

Container IDs:

Comma-delimited (or one per line) list of Container IDs

Chemical Name	CAS #	State	Amount	Units	Location	Container ID	Edit	Remove	Bench
AIBN	78-67-1	Solid	125	g	Sene Chemistry Research Building - 112	C-20003439	Edit	Remove	Bench 4 Fridge A

Totals

This page adds up the total amount of each chemical in your lab inventory. You can change the units of everything in the list using the 'Display Units' dropdown.

View
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ChemTracker | Add Inventory | **Totals** | Bulk Edit | Find Other Chemicals

Barth Lab Chemical Totals

Showing 1-25 of 76 results

Filters

Chemical Name:
CAS Number:
Building:

Physical State:
Location (Space):

Chemical Hazards:
Display units:

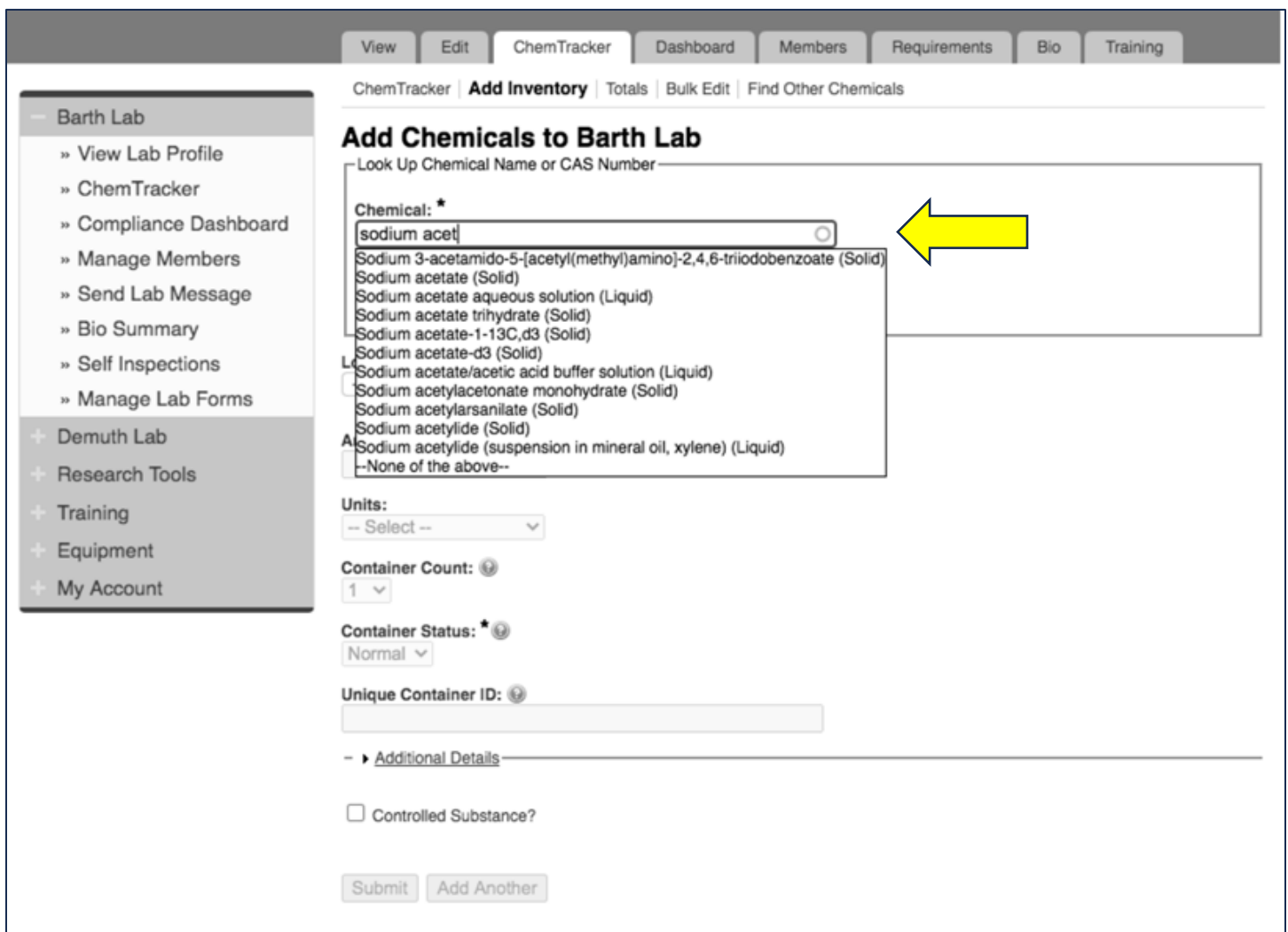
Chemical Name	CAS #	State	Amount	Units	Total Containers
(3-Aminopropyl)triethoxysilane	919-30-2	Liquid	0.00	L	1
1,2-Propanediol	57-55-6	Liquid	3.79	L	1
1,4-Dioxane	123-91-1	Liquid	0.18	L	2
1-Propanol	71-23-8	Liquid	100.00	L	2
18-Crown-6	17455-13-9	Solid	0.03	kg	2
2,2'-Azobis(2-methylpropionitrile)	78-67-1	Solid	1.13	kg	2
2,2-Dichloropropane	594-20-7	Liquid	0.50	L	1
2,4-Nonadien-1-ol	62488-56-6	Liquid	1.50	L	3

- Barth Lab
 - » View Lab Profile
 - » ChemTracker
 - » Compliance Dashboard
 - » Manage Members
 - » Send Lab Message
 - » Bio Summary
 - » Self Inspections
 - » Manage Lab Forms
- + Demuth Lab
- + Research Tools
- + Training
- + Equipment
- + My Account

Adding Chemicals to the Inventory

To add new inventory, click 'Add Inventory' from the ChemTracker page. Start typing the chemical name to search the central database, then select the chemical from the dropdown. The database contains pure chemicals, mixtures, buffers, and some commercial products and kits.

If you cannot find the chemical in the dropdown, select 'None of the above' to enter an unlinked chemical (a chemical outside the central database). Unlinked chemicals will still appear in your inventory, but they will not have hazard and regulatory data associated with them from the SciShield database.



The screenshot displays the 'Add Inventory' page for Barth Lab. The breadcrumb trail is: ChemTracker > Add Inventory > Totals > Bulk Edit > Find Other Chemicals. The main heading is 'Add Chemicals to Barth Lab'. Below this is a search prompt: 'Look Up Chemical Name or CAS Number'. A search input field contains 'sodium acet', and a dropdown menu is open, showing a list of search results: Sodium 3-acetamido-5-[acetyl(methyl)amino]-2,4,6-triiodobenzoate (Solid), Sodium acetate (Solid), Sodium acetate aqueous solution (Liquid), Sodium acetate trihydrate (Solid), Sodium acetate-1-13C,d3 (Solid), Sodium acetate-d3 (Solid), Sodium acetate/acetic acid buffer solution (Liquid), Sodium acetylacetonate monohydrate (Solid), Sodium acetylarsanilate (Solid), Sodium acetylde (Solid), and Sodium acetylde (suspension in mineral oil, xylene) (Liquid). A yellow arrow points to the dropdown menu. Below the search results are fields for 'Units' (set to '-- Select --'), 'Container Count' (set to '1'), and 'Container Status' (set to 'Normal'). There is also a 'Unique Container ID' field and a checkbox for 'Controlled Substance?'. At the bottom are 'Submit' and 'Add Another' buttons.

Select the space where this container will be stored from the 'Location (space)' dropdown. If the space you are looking for is not listed, please contact DEHS (502-852-6670).

If using barcodes, the barcode number is entered in the 'Unique Container ID' field. Otherwise, this field can be left blank and the system will auto-generate a unique container ID number.

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ChemTracker | **Add Inventory** | Totals | Bulk Edit | Find Other Chemicals

Barth Lab

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Demuth Lab

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Add Chemicals to Barth Lab

Look Up Chemical Name or CAS Number

Chemical: *

Chemical Name
 CAS Number
 Product Name or Number

Start typing the chemical name to find the chemical in the database.

Location (space):

Amount:

Units:

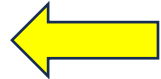
Container Count:

Container Status: *

Unique Container ID:

Additional Details

Controlled Substance?



The 'Additional Details' section can be used if there is more information to track for a specific chemical container.

▼ Additional Details

Bench:

Shelf:

Specific Location Note:

Manufacturer:

Product Name:

Product Number:

Date Received:
Format: 2020-07-02

Expiration Date:
Format: 2020-07-02

Purchase Order:

Notes:

Controlled Substance?

Editing Chemical Inventory in Bulk

The bulk edit function is valuable for editing or deleting many records at once. Click 'Bulk Edit' from your lab page, then enter the relevant search parameters and select the containers you want to edit.

View Edit ChemTracker Dashboard Members Requirements Bio Training

Barth Lab

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ChemTracker | Add Inventory | Totals | **Bulk Edit** | Find Other Chemicals

Select Chemical Containers

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would like to change. Once you have selected the desired containers, click "Edit selected container" at the bottom of the page. From there, changes to all the selected containers will be made.

Filters

Chemical Name: <input type="text" value="boron"/>	CAS Number: <input type="text"/>	Chemical Hazards: <input type="text" value="-- Select Hazard(s) --"/>
Chemical Synonym: <input type="text"/>	Database Linkage Status: <input type="text"/>	Location (Space): <input type="text" value="-- Select Location(s) --"/>
Physical State: <input type="text" value="-- Select State(s) --"/>	Bench: <input type="text"/>	Shelf: <input type="text"/>
Notes: <input type="text"/>	Last Changed After: <input type="text"/>	Last Changed Before: <input type="text"/>

Container IDs (up to 1000):

Comma-delimited list of Container IDs

Show entries Showing 1 to 39 of 39 entries

Search:

Select All	Chemical Name	CAS #	Amount	Unit	Location	Bench	Shelf	Last Changed
<input type="checkbox"/>	2-Boronobenzaldehyde	40138-16-7	100	g	Sene Chemistry Research Building - 132			3/14/2019
<input type="checkbox"/>	Boron carbide	12069-32-8	100	g	Sene Chemistry Research Building - 134			4/10/2020
<input type="checkbox"/>	Boron complex, Barth lab		100	g	Sene Chemistry Research Building - 132	Bench 5	Shelf N	7/10/2019

Scroll down and click 'Edit selected containers.'


Showing 1 to 2 of 2 entries

Show entries Search:

<input type="checkbox"/> Select All	<u>Chemical Name</u>	<u>CAS #</u>	<u>Amount</u>	<u>Unit</u>	<u>Location</u>	<u>Bench</u>	<u>Shelf</u>	<u>Last Changed</u>
<input checked="" type="checkbox"/>	Isothesia	26675-46-7	100	ml				3/30/2023
<input checked="" type="checkbox"/>	Lithium nickel manganese cobalt oxide	346417-97-8	1	g				5/10/2023

Showing 1 to 2 of 2 entries

2 total containers selected.



On this new page, indicate the changes you want to make. Any changes indicated here will be applied to all the containers and overwrite existing data for those containers (such as replacing existing notes). *These changes cannot be bulk undone.*

Click 'Apply changes' and follow the prompts to complete your desired changes. To instead delete the selected records, click 'Delete all selected.'

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Edit All Selected Containers

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would like to change. Once you have selected the desired containers, click "Edit selected container" at the bottom of the page. From there, changes to all the selected containers may be made.

2 total containers selected.

Any changes made below will be applied to all of the chemical containers selected to modify. Any data entered for these fields will **overwrite** data currently existing for these chemical containers. Leaving a field blank means the original values for that field are kept.

Chemical

Look Up Chemical Name or CAS Number:

Chemical Name
 CAS Number
 Product Name or Number

Start typing the chemical name to find the chemical in the database.

Location (space):

-- Select --
▼

Select a group to pick a space

Amount:

Units:

-- Select --
▼

Bench:

Shelf:

Specific Location Note:

Expiration Date:

Format: 2020-07-02

Notes:

These changes cannot be undone in bulk.

Cancel
Apply changes
Delete all selected

