

Guide for Using ChemTracker

Environmental Health and Safety



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Introduction

- The BioRAFT ChemTracker module provides a method for tracking chemical inventory with reference to a central chemical database.
- This guide is designed for BioRAFT users with “Manage Group ChemTracker Inventory” permission.
- The screenshots on this guide will assist personnel in navigating the ChemTracker module.
- Contact EHS at ehsd-chemicalinventory@tamu.edu for questions regarding chemical inventory management in BioRAFT/ChemTracker.



Navigating BioRAFT/ChemTracker

Hint: When opening a link in BioRAFT, you can right click on the link and open it in another tab or another window. This way you won't lose your place on the page from which you started your search.

In this presentation,
Italicized text in highlighted text boxes, such as this, are tips or examples of how to enter data.



Definitions of Terms Used in ChemTracker

- Lab/Laboratory: Refers to a group working under a Principal Investigator (PI) or other faculty member. BioRAFT uses the last name of the PI to indicate the name of a lab group. *Example: Martin Lab, Gonzales Lab, etc.* “Lab” will also be used to identify non-lab groups – such as Transportation Services, TEEX, etc. – that use ChemTracker for chemical inventory management.
- Location/Space: This is the building and room number.
- Unique Container ID: This is an auto-generated ID number given to each chemical container.
- Amount: When entering chemical inventory, amount is the maximum capacity of the container, not the actual amount remaining in the container. *Example: a 100mL capacity bottle only has 50mL left in it but when entering chemical information, you need to enter amount as 100mL.*



Click on tab for ChemTracker to begin using the chemical inventory management module.



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Welcome, EHS Sample
[Home](#) | [Support](#) | [Logout](#)

Welcome to BioRAFT

- Sample Lab
 - » View Lab Profile
 - » ChemTracker
 - » Compliance Dashboard
 - » Manage Members
 - » Send Lab Message
 - » Self Inspections
 - » Manage Lab Forms
- + Research Tools
- + Equipment
- + My Account

Announcements

There are no recent announcements


[View All Announcements](#)

Compliance E-Mail Inbox

07/11/2019 [Temporary Account granted for vp...](#)

[View Entire Inbox](#)

Compliance Summary for Sample Lab

Equipment: 

[View Dashboard](#)

Chemical Lookup

Chemical Name or CAS Number:

Click to begin inventory management



You will see this window with various tabs up top

View Edit ChemTracker Dashboard Members

View Inventory | Add Inventory | Totals | Bulk Edit

Sample Lab Chemical Containers

Showing 1-3 of 3 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

Submit

This default window that pops up will show all your inventory. You can search your inventory using the filters on this screen. If you are using ChemTracker for the first time, you will not see any inventory records listed on this screen.

Adding chemical container(s)

View Edit ChemTracker Dashboard Members

View Inventory **Add Inventory** Totals Bulk Edit

Sample Lab Chemical Containers

Showing 1-3 of 3 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

Submit

To add a chemical container to your group's or lab's inventory records, click **"Add Inventory"** from the **"ChemTracker"** menu on the top.

Adding chemical container(s)

View Edit ChemTracker Dashboard Members

View Inventory | **Add Inventory** | Totals | Bulk Edit

Add Chemicals to Sample 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):
 [Reset](#)

Amount: *

Units: *

Container Count: ⓘ

Container Status: * ⓘ

Unique Container ID:

- ▶ [Additional Details](#)

Controlled Substance?

Submit Add Another

All fields marked with an asterisk are required fields.

Hover over the blue question marks for instructions, clarification, or other information.

View Edit ChemTracker Dashboard Members

View Inventory | Add Inventory | Totals | Bulk Edit

Add Chemicals to Sample 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):
-- Select -- [Reset](#)

To being entering your chemicals, select the appropriate radio button with which you wish to search the database.

Chemical Name button: As you start typing the chemical name, the drop down menu should narrow the available options.

CAS Number Button: You will need to enter the full CAS number to search the database.

Product Name or Number Button: As you start typing chemical name or product number, the drop down menu will narrow the available options. We recommend to type chemical name, this will bring up the chemical with various product numbers to select from.

NOTE: It is important to select the chemical from the list provided to have the chemical information (safety, storage and handling, chemical and physics properties, regulatory information, etc.) attached to that item.

[View Inventory](#) | [Add Inventory](#) | [Totals](#) | [Bulk Edit](#)

Add Chemicals to Sample Lab

Look Up Chemical Name or CAS Number

Chemical: *

acetic

- ACETIC ACID, CALCIUM SALT, MONOHYDRATE (Solid)
- Acetic Acid, 2-bromo-, ethyl ester (Liquid)
- Acetic Acid, Chloro-, Ethenyl Ester (Liquid)
- Acetic acid (50-80%) (Liquid)
- Acetic acid 1-cyanovinyl ester (Liquid)
- Acetic acid 2-butenyl ester (Liquid)
- Acetic acid 2-chlorocarbonylphenyl ester (Solid)
- Acetic acid 2-dimethylaminoethyl ester (Liquid)
- Acetic acid 4-bromobutyl ester (Liquid)
- Acetic acid 4-formyl-2,6-dimethoxyphenyl ester (Solid)
- Acetic acid 4-nitroanilide (Solid)
- Acetic acid 8-acetoxy-1,4-dihydro-1,4-methano-naphthalen-5-yl ester (Solid)
- Acetic acid amide (Solid)
- Acetic acid aqueous solution (<10% by weight) (Liquid)
- Acetic acid aqueous solution, <10% (Liquid)
- Acetic acid bicyclo[2.2.1]hept-5-en-2-yl ester (Liquid)
- Acetic acid bismuth(III) salt (Solid)
- Acetic acid cinnamyl ester (Liquid)
- Acetic acid cis-but-2-enyl ester (Liquid)
- Acetic acid erbium salt tetrahydrate (Solid)
- None of the above--

Normal ▾

Unique Container ID:

[Additional Details](#) Controlled Substance?

Submit

Add Another

Start typing in the chemical name or CAS number. Select the correct chemical from the drop down menu.

If you cannot find the chemical in the dropdown, select "None of the above" to enter an unlinked chemical (a chemical outside the reference database).

How to enter "None of the above"

View Edit ChemTracker Dashboard Members

View Inventory | **Add Inventory** | Totals | Bulk Edit

Add Chemicals to Sample Lab

Look Up Chemical Name or CAS Number

Chemical: *

fabuloso

None of the above

Chemical Name CAS Number Product Name or Number

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

The following are results manually entered by users and not verified in the database. Adding a chemical not matched to the database has consequences for accuracy of regulatory reports.

--None of the above--

Cancel Continue

Are you sure this chemical is not listed under a different name or CAS number? Adding a chemical not matched to the database has consequences for the accuracy of regulatory reports.

Cancel Back Continue

Chemical Name: *

fabuloso

CAS Number:

25155-30-0

Physical State: *

Liquid

Cancel Back Continue

Unlinked chemicals

- Unlinked chemicals are not connected to the central ChemTracker chemical database.
- These unlinked chemicals specific to your institution will not have hazard and regulatory data associated with them from the central database.

The screenshot shows the 'Add Chemicals to Sample Lab' interface. At the top, there are navigation tabs: View, Edit, ChemTracker, Dashboard, and Members. Below these are links for View Inventory, Add Inventory, Totals, and Bulk Edit. The main heading is 'Add Chemicals to Sample Lab'. Underneath is a search prompt: 'Look Up Chemical Name or CAS Number'. A search input field contains 'fabuloso' and a dropdown menu is open, showing '-None of the above-'. Below the search field are radio buttons for 'Chemical Name', 'CAS Number', and 'Product Name or Number'. A note says 'Start typing the chemical name to find the chemical in the database.' Below the search section is a 'Location (space):' dropdown menu with '-- Select --' and a 'Reset' button. At the bottom, there are input fields for 'Amount: *' and 'Units: *'.



Add Chemicals to Sample Lab

Look Up Chemical Name or CAS Number

Chemical: *

Acetic acid (50-80%) (Liquid)

Chemical Name CAS Number Product Name or Number

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

Location (space):

-- Select --

Reset

1111 Research Parkway Bldg (1602) - 239
1111 Research Parkway Bldg (1602) - 250

Units:

-- Select --

Container Count: ?

1

Container Status: * ?

Normal

Unique Container ID:

▶ [Additional Details](#)

Controlled Substance?

Submit Add Another

From "Location (space)"
drop down, select the
space/room number where
this container will be stored.

If the needed space/room number is not available in the dropdown menu, send an email to ehsd-chemicalinventory@tamu.edu with the name of the lab and what room numbers need to be added.

Add Chemicals to Sample Lab

Look Up Chemical Name or CAS Number

Chemical: *

Acetic acid (50-80%) (Liquid)

Chemical Name CAS Number Product Name or Number

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

Location (space):

1111 Research Parkway Bldg (1602) - 250 [Reset](#)

Amount: *

100

Units: *

-- Select --

Container Count: ?

1

Container Status: * ?

Normal

Unique Container ID:

[Additional Details](#)

Controlled Substance?

Submit Add Another

Enter amount of individual chemical container in your inventory.

*'Amount' is the amount/capacity of chemical container, **not** the remaining quantity in the container. This is also **not the total** amount of that chemical in your lab.*

Add Chemicals to Sample Lab

Look Up Chemical Name or CAS Number

Chemical: *

Acetic acid (50-80%) (Liquid)

Chemical Name CAS Number Product Name or Number

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

Location (space):

1111 Research Parkway Bldg (1602) - 250 [Reset](#)

Amount: *

100

Units: *

L

Container Count: ⓘ

2

Container Status: * ⓘ

Normal

Unique Container ID:

[Additional Details](#)

Controlled Substance?

Submit Add Another

Enter unit and container count in your inventory. See slide #15 for guide to selecting units.

Similar capacity containers can be counted together.
Example: I have 10 containers of Acetic Acid. 2 are 100mL each and 8 are 500mL each. I will need to make two separate entries, one for 2 bottles of 100mL and another for 8 bottles of 500mL.

Chemical Name ▲	CAS #	State	Amount	Units	Location	Container ID	Edit	Remove	Bench
Acetic acid (50-80%)		Liquid	100	ml	1111 Research Parkway Bldg (1802) - 250	C-20038190	Edit	Remove	
Bleach		Liquid	1	qt	1111 Research Parkway Bldg (1802) - 250	C-20038206	Edit	Remove	
Bleach		Liquid	1	qt	1111 Research Parkway Bldg (1802) - 250	C-20038204	Edit	Remove	
Bleach		Liquid	1	qt	1111 Research Parkway Bldg (1802) - 250	C-20038205	Edit	Remove	
CHLOROFORM, 99.8%	67-86-3	Liquid	100	ml	1111 Research Parkway Bldg (1802) - 239	C-20038201	Edit	Remove	
Ethyl ether	60-29-7	Liquid	100	ml	1111 Research Parkway Bldg (1802) - 239	C-20038202	Edit	Remove	
Helium	7440-59-7	Gas	150	cylinder_medium	1111 Research Parkway Bldg (1802) - 250	C-20038207	Edit	Remove	
Helium	7440-59-7	Gas	150	cylinder_medium	1111 Research Parkway Bldg (1802) - 250	C-20038208	Edit	Remove	
Nitrogen (cryogenic liquid)	7727-37-9	Liquid	180	l	1111 Research Parkway Bldg (1802) - 239	C-20038209	Edit	Remove	

Note: These three bottles of bleach, 1QT each were added at the same time but each got assigned a unique container ID and is listed individually in your inventory records.



*Guide to selecting Units

- g = grams
- kg = kilograms
- ml = milliliters
- L = liters
- CC = cubic centimeters
- CU FT = cubic feet/foot
- *CYLINDER, LARGE
- *CYLINDER, MEDIUM
- *CYLINDER, SMALL
- Fl Oz = fluid ounce (for liquids)
- gals = gallons
- lbs = pounds
- mg = milligrams
- ng = nanograms
- Oz = ounce (for solid ounces)
- PT = pint
- QT = quart
- Ton = ton (2,000 lbs)
- µg = microgram
- µl = microliter
- UNIT= anything without a specific measure, example: a kit with multiple components.

* *If you select one of the CYLINDER, LARGE / CYLINDER, MEDIUM / CYLINDER, SMALL options as unit, you must enter the cylinder capacity in the notes section.*



Find Individual or Gro Search

- + Research Management
- + Inspections
- + Sample Lab
- ChemTracker
 - » **Add Inventory**
 - » Bulk Edit
 - » Chemical Containers
 - » Group Inventories
 - » Totals
 - » Reports
- + Research Tools
- + Equipment
- + My Account

Add Chemicals

Look Up Chemical Name or CAS Number

Chemical: *

Acetic acid (50-80%) (Liquid)

Chemical Name CAS Number Product Name or Number

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

Lab Name: *

Sample Lab [Reset](#)

Location (space):

All selected [Reset](#)

Amount: *

100

Units: *

ml

Container Count: ⓘ

2

Container Status: * ⓘ

Normal

Unique Container ID:

► [Additional Details](#)

Controlled Substance?

Submit

Add Another

EHS will be able to view chemicals regardless of the container status. This status is meant for internal use by PI/Department.

The default is 'Normal'.

Leave this field blank. The system will auto-generate a unique ID number.



Unique Container ID:

▼ Additional Details

Bench:

Shelf:

Specific Location Note:

Manufacturer:

Product Name:

Product Number:

Date Received:

2019-08-26

Format: 2019-08-26

Expiration Date:

Format: 2019-08-26

Purchase Order:

Notes:

Controlled Substance?

Submit

Add Another

These fields under “Additional Details” are optional in BioRAFT, but it is **REQUIRED** for Tier II reporting to mention the **container type**. You may use the ‘Notes’ section for this, or in some cases the ‘Specific Location Note’ section may be used (example: “Above ground tank outside building”).

[Click here](#) or see next two slides for examples of container types.

Note: Providing Received and Expiration Dates is important for tracking the shelf life of time-sensitive chemicals.



Examples of container types

Above Ground Tank



Below Ground Tank



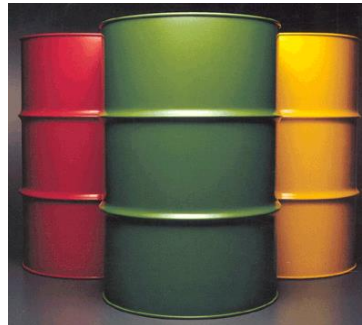
Tank Inside Building



Plastic, non-metal drum



Steel Drum - generally 50 or 55 gallons



Cans



Carboy



Fiber Drum



Silo – an outdoor, above ground tank which holds non-liquid materials



Examples of container types contd.

Bag



Box



Glass bottle/jug



Plastic bottle/jug



Cylinder – gas or cryogenic



Tote Bin



Tank Wagon



Rail Car



Other – any type of container that does not match or is not similar to the above pictures and descriptions

Find Individual or Gro Search

- + Research Management
- + Inspections
- + Sample Lab
- ChemTracker
 - » **Add Inventory**
 - » Bulk Edit
 - » Chemical Containers
 - » Group Inventories
 - » Totals
 - » Reports
- + Research Tools
- + Equipment
- + My Account

Add Chemicals

Look Up Chemical Name or CAS Number

Chemical: *

Acetic acid (50-80%) (Liquid)

Chemical Name CAS Number Product Name or Number

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

Lab Name: *

Sample Lab [Reset](#)

Location (space):

All selected [Reset](#)

Amount: *

100

Units: *

ml

Container Count: ⓘ

2

Container Status: * ⓘ

Normal

Unique Container ID:

▸ [Additional Details](#)

Controlled Substance?

Submit

Add Another

Once you have entered all necessary information, you may click on 'Submit' or 'Add Another'. This will add your chemical to your chemical inventory records in ChemTracker. You may edit or remove this entry at any time.

- Sample Lab
 - » View Lab Profile
 - » ChemTracker
 - » Compliance Dashboard
 - » Manage Members
 - » Send Lab Message
 - » Self Inspections
 - » Manage Lab Forms
- + Research Tools
- + Equipment
- + My Account

Add Chemicals to Sample 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):
 [Reset](#)

Amount: *

Units: *

Container Count: ⓘ

Container Status: * ⓘ

Unique Container ID:

– [Additional Details](#)

Controlled Substance?

As you add chemicals to your inventory records, recently added chemicals are listed at the bottom of your screen as such...

You may edit or remove information you just entered by selecting 'Edit' or 'Remove'

Chemical Inventory Recently Added

Chemical Name	CAS #	State	Amount	Location	Container ID	Edit	Remove
CHLOROFORM, 99.8%	67-66-3	Liquid	100 ml	1111 Research Parkway Bldg (1802) - 239	C-20038201	Edit	Remove
Ethyl ether	60-29-7	Liquid	100 ml	1111 Research Parkway Bldg (1802) - 239	C-20038202	Edit	Remove



Editing chemical inventory

View Edit ChemTracker Dashboard Members

View Inventory | **Add Inventory** | Totals | Bulk Edit

Sample Lab

- » View Lab Profile
- » ChemTracker
- » Compliance Dashboard
- » Manage Members

Add Chemicals to Sample Lab

Look Up Chemical Name or CAS Number

Chemical: *

To view all inventory records for your lab, click on the 'View Inventory' tab from the menu bar.

On the 'View Inventory' page, you will see all your inventory items listed. You may 'Edit' or 'Remove' information from here as well.

To add more chemicals to your inventory, click here on 'Add Chemical Inventory'

View Edit ChemTracker Dashboard Members

View Inventory | Add Inventory | Totals | Bulk Edit

Sample Lab Chemical Containers

Showing 1-3 of 3 results

Filters

Chemical Name: CAS Number: Chemical Hazards: -- Select Hazards(s) --

Chemical Synonym: Database Linkage Status: Controlled Substance?

Physical State: Location (Space): -- Select State(s) -- -- Select Location(s) --

Bench: Shelf: Specific Location Note:

Last Updated After: Last Updated Before:

Container IDs:

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

Submit

Chemical Name	CAS #	State	Amount	Units	Location	Container ID	Edit	Remove	Bench	Shelf
Acetic acid (50-80%)		Liquid	100	ml	1111 Research Parkway Bldg (1802) - 250	C-20038190	Edit	Remove		A
CHLOROFORM 99.8%	67-86-3	Liquid	100	ml	1111 Research Parkway Bldg (1802) - 239	C-20038201	Edit	Remove		
Ethyl ether	60-29-7	Liquid	100	ml	1111 Research Parkway Bldg (1802) - 239	C-20038202	Edit	Remove		

Add Chemical Inventory

Providing Inventory Edit Permissions to Laboratory Members

Select 'Manage Members' from the left menu options to give ChemTracker permissions to laboratory members to:

- View Group ChemTracker Inventory
- OR
- Manage Group ChemTracker Inventory

The screenshot displays the ChemTracker web application interface. At the top, there is a navigation bar with tabs for 'View', 'Edit', 'ChemTracker', 'Dashboard', and 'Members'. Below this, a secondary navigation bar contains links for 'View Inventory', 'Add Inventory', 'Totals', and 'Bulk Edit'. The main content area is titled 'Sample Lab Chemical Containers' and shows 'Showing 1-3 of 3' items. A 'Filters' section is visible, containing several input fields and dropdown menus: 'Chemical Name:', 'CAS Number:', 'Chemical Hazards:' (with a dropdown menu showing '-- Select Hazards(s) --'), 'Chemical Synonym:', 'Database Linkage Status:' (with a dropdown menu and a help icon), 'Physical State:' (with a dropdown menu showing '-- Select State(s) --'), 'Location (Space):' (with a dropdown menu showing '-- Select Location(s) --'), 'Bench:', 'Shelf:', and 'Specific Location Note:'. A checkbox labeled 'Controlled Substance?' is also present. On the left side, a vertical menu is open, showing options like 'Sample Lab', 'View Lab Profile', 'ChemTracker', 'Compliance Dashboard', 'Manage Members', 'Send Lab Message', 'Self Inspections', 'Manage Lab Forms', 'Research Tools', 'Equipment', and 'My Account'. A red arrow points from the 'Manage Members' option in the left menu to the 'Manage Members' text in the yellow box above. Another red arrow points from the bottom of the screenshot towards the right side.



Lab Member Permissions

View Edit ChemTracker Dashboard Members

Members | Manage Job Activities | Members History

Sample Lab Members

Last Confirmed: 07/24/2019

Name	Email	Designation	
Sample, EHS	vpfa-ehs-biorafttest@exchange.tamu.edu	PI	Edit
Eaker, Nancy	n-eaker@tamu.edu	Technician	Edit Remove
Kale, Swati	swati_17@tamu.edu	Graduate Student	Edit Remove
Urbanczyk, Bradley	burbanczyk@tamu.edu	Lab Manager	Edit Remove

[Confirm List](#) [Definitions and Policies](#)

Click on the edit link to edit lab member permissions.

Managing Lab Member Permissions

Lab members can be given permission to either **‘View Group Chem Tracker Inventory’** or **‘Manage Group Chem Tracker Inventory’**.

Members

User setup for Swati G Kale

Designation:

Graduate Student

Disabled Roles:

Swati G Kale has the following roles enabled, which have been disabled in the [group default](#):
EHS, Compliance Officer, View Inspection Reports, Manage Inspection Reports, View Group Inspection Dashboard, View Inspections, Manage ChemTracker, Use ChemTracker, View CFATS reports, Manage Institutional Equipment, Manage Inspection Findings, Manage Inspection Types, Access basic user experience

Optional Access in BioRAFT

- Edit Basic Group Information ?
- Group Compliance Liaison ?
- Manage Group ChemTracker Inventory ?
- View Group ChemTracker Inventory ?

Job Activities

Biological

Animal

Chemical

Radiological

Physical

Facilities

General

Hover over the blue question marks for clarification of the access permissions

Environmental Health and Safety

1111 Research Parkway, Suite 220
College Station, TX 77843 – 4472
Phone: (979)845-2132
Email: ehsd@tamu.edu

For ChemTracker Questions
Contact EHS at

ehsd-chemicalinventory@tamu.edu



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