

BioRAFT – ChemTracker Reconciliation of Chemical Inventory

This guidance document will assist you with navigating the chemical inventory reconciliation process in ChemTracker

Introduction

- The reconciliation process allows you to match what is in your electronic inventory with what you actually have in your existing inventory.
- Chemical inventories should be reconciled annually.
 - EHS recommends reconciling your inventory between September 1 and December 31 of each year.
- EHS will use your reconciled chemical inventory to compile the required annual Tier II Report by March 1.
- Although research lab chemicals are not included in the Tier II report, EHS still recommends annual reconciliation of your chemicals if you utilize ChemTracker to track your lab chemicals.

NOTE: *Updating your inventory in ChemTracker is not reconciling your inventory. ChemTracker will show your inventory to be updated each time you add a chemical, delete a chemical, change an amount of a chemical, etc. The reconciliation process compares your physical inventory with your electronic inventory.*

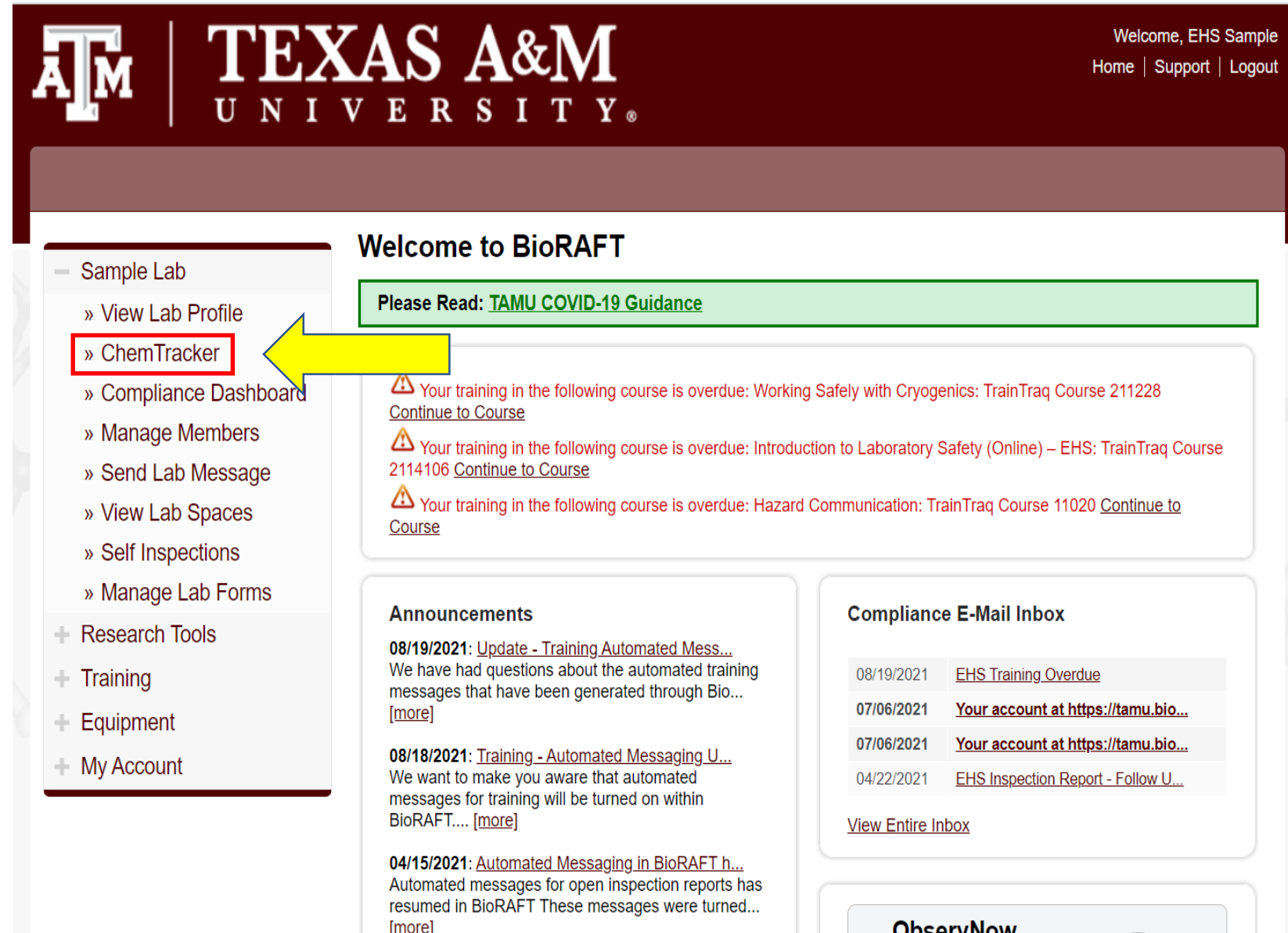
BioRAFT Reconciliation Videos

- Click below to view the ChemTracker reconciliation video from BioRAFT. Be sure to view the Reconciliation for Group/Laboratory Members video.
- Some parts of the video may not be relevant to your situation, however the general information can be beneficial in understanding the reconciliation process.

[Reconciliation for Group or Laboratory Member](#)

ChemTracker Access for Lab Members

- *If you are not a member of a lab, see the next slide.*
- Log into BioRAFT at <https://tamu.bioraft.com/>
- Locate your ChemTracker link on your home page or your lab group dashboard.
- Only users with "Manage Group ChemTracker Inventory" permissions will be able to perform the reconciliation process. PI's or anyone else with "Edit Basic Group Information" can provide "Manage Group ChemTracker Inventory" to other lab members.
- Contact ehsd-chemicalinventory@tamu.edu with any questions.



The screenshot shows the BioRAFT user interface. At the top, there is a dark red header with the Texas A&M University logo and the text "Welcome, EHS Sample Home | Support | Logout". Below the header, the main content area is titled "Welcome to BioRAFT". A green banner at the top of the main content area says "Please Read: TAMU COVID-19 Guidance". On the left, there is a navigation menu with the following items: Sample Lab (expanded), View Lab Profile, ChemTracker (highlighted with a red box and a yellow arrow pointing to it), Compliance Dashboard, Manage Members, Send Lab Message, View Lab Spaces, Self Inspections, Manage Lab Forms, Research Tools, Training, Equipment, and My Account. The main content area contains several sections: "Announcements" with three entries dated 08/19/2021, 08/18/2021, and 04/15/2021; "Compliance E-Mail Inbox" with a table of email entries; and "ObservNow" at the bottom.

Sample Lab

- » View Lab Profile
- » **ChemTracker**
- » Compliance Dashboard
- » Manage Members
- » Send Lab Message
- » View Lab Spaces
- » Self Inspections
- » Manage Lab Forms

Research Tools

- + Training
- + Equipment
- + My Account

Welcome to BioRAFT

Please Read: [TAMU COVID-19 Guidance](#)

Announcements

08/19/2021: [Update - Training Automated Mess...](#)
We have had questions about the automated training messages that have been generated through Bio...
[\[more\]](#)

08/18/2021: [Training - Automated Messaging U...](#)
We want to make you aware that automated messages for training will be turned on within BioRAFT...
[\[more\]](#)

04/15/2021: [Automated Messaging in BioRAFT h...](#)
Automated messages for open inspection reports has resumed in BioRAFT These messages were turned...
[\[more\]](#)

Compliance E-Mail Inbox

08/19/2021	EHS Training Overdue
07/06/2021	Your account at https://tamu.bio...
07/06/2021	Your account at https://tamu.bio...
04/22/2021	EHS Inspection Report - Follow U...

[View Entire Inbox](#)

ObservNow



ChemTracker Access for Non-Lab Members

- Log into BioRAFT at <https://tamu.bioraft.com/>
- Locate your ChemTracker link by clicking "My Account", "My Profile" in the left menu, then click the group listed under Sub Group at the bottom of the page. Click the ChemTracker tab at the top of the next loaded page.
- Only users with "Manage Group ChemTracker Inventory" permissions will be able to perform the reconciliation process. The group manager is able to add members if needed.
- Contact ehsd-chemicalinventory@tamu.edu with any questions.

The screenshot displays the user interface for ChemTracker. At the top, there are tabs for "My account", "Edit", "Temp Account Details", and "Training". Below these, a sub-menu shows "My account", "Documents", and "Equipment". The main content area is titled "EHS Sample" and includes an "Email" icon. Under "Directory Information", fields for "First Name" (EHS), "Last Name" (Sample), and "Display Name" (EHS Sample) are shown. Below this are sections for "Buildings" (with links for "1111 Research Parkway Bldg (1602)" and "Center for Infrastructure Renewal - RELLIS (8535)"), "Departments" (with a link for "Chemical Engineering"), "Labs" (with a link for "Sample Lab"), and "Spaces" (with links for "1111 Research Parkway Bldg (1602) - 238" and "1111 Research Parkway Bldg (1602) - 240"). The "Sub Groups" section at the bottom has a link for "Environmental Health and Safety (Vasudevan)" which is highlighted with a red box and a yellow arrow. A yellow arrow also points to the "My Profile" link in the left-hand navigation menu, which is also highlighted with a red box.



Chemical Inventory Reconciliation in ChemTracker

1. It is suggested to download your inventory into excel by clicking the excel icon. This will allow you to print your inventory and make notes when you physically compare chemicals on your printout with your existing inventory.
2. On your chemical inventory page click Reconciliation

Important Note: You cannot update a chemical within the reconciliation process. To edit or add a chemical to your inventory, see the next slide before clicking "Reconciliation."

The screenshot displays the ChemTracker web application interface. At the top, the Texas A&M University logo and name are visible. The navigation bar includes tabs for View, Edit, Dashboard, Members, ChemTracker, and Training. The ChemTracker tab is active, and the Reconciliation option is highlighted with a red box and a yellow arrow labeled '2'. On the left sidebar, the 'View Sample Lab Inventory' option is highlighted with a red box and a yellow arrow labeled '1'. Below the sidebar, there are search filters for Chemical Name, CAS Number, and Chemical Synonym, along with a Spaces dropdown menu and a Show Advanced Filters button. At the bottom, a table displays the chemical inventory with columns for Chemical Name, CAS Number, State, Amount, Units, and SDS Assignment.

Chemical Name ↓	CAS Number ↓	State ↓	Amount ↓	Units ↓	SDS Assignm
Acetic acid (50-80%)		Liquid	100	ml	
Alcohol	64-17-5	Liquid	1	ml	
Alumina granular / pellets		Solid	20	mg	
Aluminum foil	7429-90-5	Solid	1	unit	

Add or Edit a Chemical

1. Right click on "ChemTracker" to open the link in a new tab.
2. To add a chemical simply click "Add Inventory" at the top of the page and complete the information required.
3. To edit a chemical, find the chemical you want to edit.
4. Move the horizontal scroll bar to the right to find the "Edit" column.
5. Click "Edit" to edit your chemical.
6. Go back to the open reconciliation page to continue the reconciliation process.

The screenshot shows the ChemTracker interface. At the top, there is a navigation bar with buttons for View, Edit, Dashboard, Members, ChemTracker, and Training. Below this is a sub-menu with ChemTracker, Add Inventory, Totals, Bulk Edit, and Reconciliation. A yellow arrow labeled '1' points to the ChemTracker button. A yellow arrow labeled '2' points to the Add Inventory button. Below the navigation is the title 'View Sample Lab Inventory' and a search bar. A form for adding a chemical is visible, with fields for Chemical Name, CAS Number, Chemical Synonym, and Spaces. A 'Show Advanced Filters' button is also present. Below the form is a table with columns: Chemical Name, Container ID, Edit, Remove, Bench, Shelf, and Specificity. A red box highlights the 'Aluminum' row, and a yellow arrow labeled '3' points to the 'Edit' button in that row. A yellow arrow labeled '4' points to the horizontal scroll bar below the table. A yellow arrow labeled '5' points to the 'Edit' button in the table row. At the bottom, there is a pagination control showing '« first < previous 1 next > last »'.

Chemical Inventory Reconciliation in ChemTracker

- In the bottom right corner, click "Start a New Reconciliation"

View
Edit
Dashboard
Members
ChemTracker
Training

ChemTracker | [Add Inventory](#) | [Totals](#) | [Bulk Edit](#) | **Reconciliation**

Reconciliation History

Spaces:

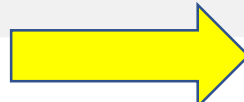
Status:

Started After:

Started Before:

Displaying 1 - 2 of 2 results

Space ↑	Group Name ↑	Date Started ↑	Started By ↑	Status ↑	Bench ↑	Shelf ↑	View/Edit
1111 Research Parkway Bldg (1602) - 239	Sample Lab	2021-08-03	Sample, EHS	Finalized			View/Edit
1111 Research Parkway Bldg (1602) - 239	Sample Lab	2021-08-03	Sample, EHS	In Progress			View/Edit



Start a New Reconciliation

Chemical Inventory Reconciliation: Step 1

1. Select the space for which you will reconcile your chemical inventory using the drop down menu under "Space"
2. Select "Use Checklist" unless you identify your chemical containers with barcodes or RFID tags
3. Note that once a space is selected, the number of containers for that inventory will appear at the bottom of the page
4. Click "Submit"

Chemical Reconciliation

Use the filters below to select the parameters for a new reconciliation event. The parameters selected will generate the list of chemical containers to check. Building, space, bench, shelf, and group selected are additionally kept throughout the reconciliation for relocating containers as needed.

Group: Sample Lab

Space: *
 ← **1**

Bench:

Shelf:

Specific Location Note:

Enter Container IDs (Barcodes or RFID tags)

Use Checklist (no Barcodes or RFID tags) ← **2**

← **4**

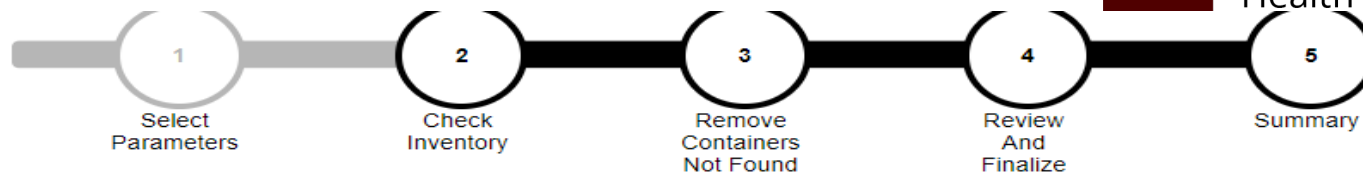
The parameters selected above apply to **10 containers** ← **3**



Chemical Inventory Reconciliation:

Step 2

1. Select the containers that are found by clicking the box under the "Found" column. If the chemical is not found (e.g. used up, disposed of, in a different location, etc.), do not select the box.
2. Click "Next"



▼ Selected Parameters for Reconciliation #7

Space:	1111 Research Parkway Bldg (1602) - 250	Group:	Sample Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

You can abandon or archive this reconciliation by clicking the link.

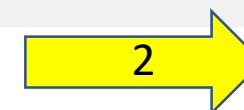
Quick Find Filters

Chemical name

Show Found Containers:

Displaying 1 - 10 of 10 results

Found	Container ID ↓	Chemical Name ↓	CAS Number ↓	Amount ↓	Units ↓
<input checked="" type="checkbox"/>	C-20038190	Acetic acid (50-80%)		100	ml
<input checked="" type="checkbox"/>	C-20099886	Alumina granular / pellets		20	mg
<input checked="" type="checkbox"/>	C-20038204	Bleach		1	qt
<input type="checkbox"/>	C-20038205	Bleach		1	qt
<input type="checkbox"/>	C-20038206	Bleach		1	qt
<input checked="" type="checkbox"/>	C-20038217	fabuloso	25155-30-0	1	gals
<input checked="" type="checkbox"/>	C-20041515	Fentanyl	437-38-7	1	g
<input checked="" type="checkbox"/>	C-20038207	Helium	7440-59-7	150	cylinder_mediu
<input checked="" type="checkbox"/>	C-20038208	Helium	7440-59-7	150	cylinder_mediu
<input checked="" type="checkbox"/>	C-20038216	ZEP Shower, Tub and Tile Cleaner		1	qt



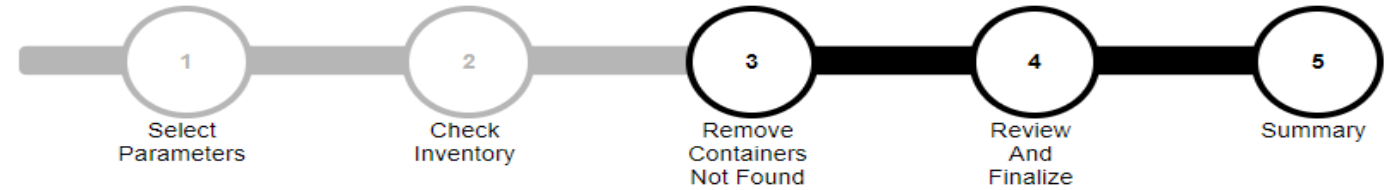
Next

Chemical Inventory Reconciliation:

Step 3

1. Containers that were not found that you did not check in the previous step will show up in Step 3 as containers that were not found
2. Click "Next"

Chemical Reconciliation



Selected Parameters for Reconciliation #7

Space:	1111 Research Parkway Bldg (1602) - 250	Group:	Sample Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

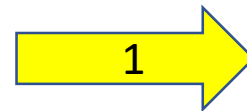
You can abandon or archive this reconciliation by clicking the link.

The containers listed below were listed in the area set by the initial parameters, but were not confirmed during the process. Select below any containers which should be removed from inventory.

Quick Find Filters

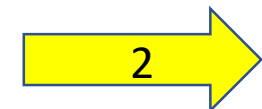
Displaying 1 - 2 of 2 results

Select All	Container ID	Chemical Name	CAS Number	Amount	Unit
<input checked="" type="checkbox"/>	C-20038205	Bleach		1	qt
<input checked="" type="checkbox"/>	C-20038206	Bleach		1	qt



Changes to this page and previous steps cannot be made once clicking Next.

You will have the opportunity to view the changes before finalization.



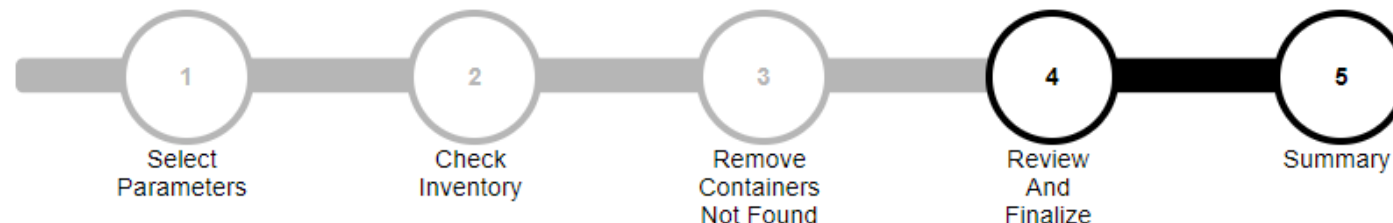


Chemical Inventory Reconciliation:

Step 4

1. Download your reconciliation to verify it is correct by clicking the download link
2. Finalize your reconciliation by clicking "Finalize Reconciliation"

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #7

Space:	1111 Research Parkway Bldg (1602) - 250	Group:	Sample Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

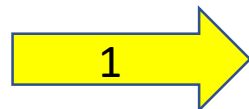
You can abandon or archive this reconciliation by clicking the link.

Changes made to inventory data in this reconciliation process have not yet been completed. At this stage, you may review the changes before finalizing this reconciliation and queuing up the inventory updates in the system.

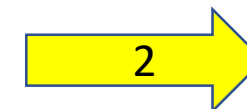
Download below a copy of the data from this reconciliation. This download will also be available on the next page after finalization.

After finalization, any additional changes would need to be made with a new reconciliation event or using the bulk edit tool. It may take up to 30 minutes for all changes to be completed.

Finalization cannot be undone.



[Download reconciliation data](#)



Not sure yet? [Save and return later](#)

Finalize Reconciliation



Chemical Inventory Reconciliation:

Step 5 - Summary

1. You are now finished and have a summary of your reconciliation process.
2. You can download a copy of your reconciliation data by clicking the "Download Reconciliation Data" link.

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #7

Space:	1111 Research Parkway Bldg (1602) - 250	Group:	Sample Lab
Bench:		Shelf:	
Specific Location Note:			

The changes logged in this reconciliation have been queued for completion in the system. It may take up to 30 minutes for all of the inventory updates to be completed.

[Download reconciliation data](#)



Report

Measure	Value
Containers Originally Expected	10
Expected Containers Found	8
Containers Reactivated	0
Containers Moved	0
Total Containers Marked as Found	8
Containers Not Found, Removed	2
Containers Ignored	0
Percent Accuracy of Original Inventory	80.0

Submit questions to: ehsd-chemicalinventory@tamu.edu

More information: [BioRAFT](#)
[Information Webpage](#)