



Welcome to ChemTracker, the chemical inventory management system. This instruction page highlights the basic features of the system. If you have additional questions or would like to receive individual training, contact Nina Tesene at 335-8031.

### GENERAL NOTES

Use of the ChemTracker inventory system fulfills a request by the Iowa City Fire Department to have inventory information available from all research labs. By keeping your list updated every 60 days you will ensure a successful response to any emergency situation in your lab as well as help the University maintain compliance the Department of Homeland Security regulations.

Recording and deleting every container that is purchased and used up is NOT expected or feasible. For example, if you normally have 6 one gallon containers of acetone in your lab and use up four per month, the database can show 6 gallons of acetone in the room, ongoing. You don't need to delete a record every time you use up a gallon or create four one gallon records every time you buy a case. However, if you stop using acetone altogether, or decide that you only need two gallons on hand; you should reflect that by deleting the requisite number of items from your database. Similarly, if your standing inventory for a material increases significantly on an ongoing basis, that should be reflected by adding the additional records to reflect the new amount. The goal is to have a representative list of the chemicals in your lab.

When reviewing your list on a 60 day basis, if you do not have any changes that need to be made you can simply click "Save Changes" for any ONE chemical regardless and the date associated with that chemical will update. This action will indicate you have reviewed your list.

### SYSTEM REQUIREMENTS

You will need Netscape Communicator 4.5, Netscape Navigator 4.08, Microsoft Internet Explorer 5.0 or later versions installed on your computer. The application will work on either Mac or PC, although PC is recommended. You will also need Adobe Acrobat 3.0 or higher to run and print some of the reports that are available.

**TIP: Any installed pop-up blockers must be disabled to allow pop-ups whenever viewing ChemTracker.**

**TIP: The ChemTracker system makes extensive use of validation tables; therefore in some browser/platform environments it is necessary to tell the system you are ready for the next step by hitting the tab key, or clicking the mouse outside of the field in which you are entering data. This tells the system that you are done entering information in the field and that it should validate what you have entered. This is particularly important when you go to save a record, because the save action will not execute until the validation step is complete. Macintosh users must use the mouse to advance the cursor and may need to click the 'Find Values' button to validate data.**

**TIP: ChemTracker runs optimally when using Internet Explorer. The newer and Mac web browsers such as Mozilla Firefox and Safari have been problematic. Use IE whenever possible.**

### SECURITY

In order to ensure the privacy of your data, access to the system is strictly limited. All chemicals on campus belong to a CHEMICAL OWNER who is responsible for them, and only those owners can approve a person to be a USER and have access to their inventory.

Only EHS administrators and the Iowa City Fire Department have access to all inventories.

**TIP: It is strongly encouraged that you change your password frequently because anyone gaining this information will have full access to your inventory. Passwords can be changed from the ChemTracker log-in screen.**

## LOGGING IN

New users need to be added to the system. To do this e-mail [nina-tesene@uiowa.edu](mailto:nina-tesene@uiowa.edu) and include your full name, campus phone number and the name of your PI, or chemical owner for your area. You will be given a username and password.

To log into ChemTracker:

1. Launch Netscape (4.5) or Internet Explorer (5.0) or later version.
2. Go to <https://chemtracker.stanford.edu/uiowa/>
3. Enter your username and password in the fields.
4. Click log-in

**TIP: If you forget your password, click on “Send Me My Password” and enter either your email address or username. A password will be sent to you shortly.**

## SEARCHING FOR DATA

There are four tabs located at the top of the ChemTracker system. Most users will only have access to the “reference” and “inventory” tabs. Searching and adding data are performed within the “inventory” tab. Useful safety information is found under the “reference” tab. There are multiple ways to search for data within the system. This is an example of the most common query.

To search for all inventory records belonging to a chemical owner within a certain room:

1. The ChemTracker search screen is the screen showing immediately after log-in. Search criteria are entered in the “Query Search Criteria” box.
2. Click the cursor in the “Chemical Owner” field and type the name of the owner and hit the tab key. Alternately you can click “FIND VALUES” and select among the owners you are authorized for.
3. Follow similar procedures for “Department”, “Building” and “Room” fields. Only one field is required for querying, additional fields narrow the search criteria.
4. The “sort by” drop boxes at the top can be used to categorize the query results. For example, selecting sort by “chemical” in the first box will alphabetize the search results.
5. Click the “Run Query” button in the top frame.

**TIP: It may be useful to save this query for future reference. To do this, click “SAVE QUERY” in the top toolbar and name it when prompted. From now on this query will appear in your “Saved Queries” box. To retrieve it, simply click on it and select “RUN SELECTED QUERY”.**

## MODIFYING/DELETING DATA

Most routine inventory maintenance will consist of modifying the quantity of a chemical or adding and deleting records. This can be done from your saved query, which will bring up your current inventory.

- A. To modify data, such as quantity:
  1. Select the chemical from your inventory list in the “All Matching Inventory” box.
  2. Make your changes and click outside of the box to validate the data.
  3. Click “SAVE CHANGES” in the top toolbar.
- B. To delete an item from your inventory:
  1. Select the chemical from your list
  2. Click “DELETE ITEM” in the top toolbar.

**TIP: The “PROCESS INVENTORY” button may be used to move or copy inventory records to a different location that you are authorized for, and for deleting large amounts of data. Contact the administrator for assistance.**

## ADDING DATA

Click on “Add” at the far left in the top frame. This will take you to the Add screen. In order for a record to be accepted by the system, all fields with a red arrow must be completed.

To add a new chemical to your inventory:

1. Enter information for all fields marked with red arrows. Chemical owner, department, building, room, physical state and unit of measure will all be validated (i.e., matched to a value already in the system to avoid duplicates). Chemical name is not validated although you should avoid using abbreviations.
2. Click on the “ADD RECORD” button at the top. If you have more than one container of exactly this item, click on “ADD MULTIPLE RECORDS”. You will be asked to enter the number of identical records you want to create.

**TIP: For future ease in data entry, enter your data for Chemical owner, department, building and room and click on “SAVE DEFAULTS”. This will keep these values filled and you will not have to enter them each time.**

**TIP: For many chemicals the system will auto populate the chemical name and physical state if the manufacturer and product number is entered. (Not available for all manufacturers or products.)**

## PRINTING REPORTS

To print any of the four reports that are available from your data:

1. Run the query of your choice (see SEARCHING FOR DATA, above.)
2. When the search results appear, click on “INVENTORY REPORTS”.
3. A window will appear with three reports requiring Adobe Acrobat and one downloadable excel file.
4. Choose the report you want and click “View Report” when the next window appears.

**TIP: To modify and print the excel report, the file must be copied and pasted into MS Excel. This will allow you to choose the relevant data to print.**

## ADDITIONAL RESOURCES

ChemTracker offers various useful health and safety information for many chemicals in your list. When you run any query, highlight the chemical you wish the information on. Select the “SAFETY INFO” icon and you will get health and safety information for that chemical. The “MSDS” icon will take you to the MSDS for the item.

## LOGGING OUT

To log out of ChemTracker click the logout button in the upper right corner of the screen. There is help and documentation available by clicking any of these buttons you see as you proceed

## WHAT TO INVENTORY

### REQUIRED:

The following chemicals should be listed in ChemTracker:

Flammable/Combustible Liquids (e.g. Alcohols, Solvents, Paints, Lubricant)  
Flammable Solids (e.g. Magnesium, Organo-Metallics)  
Corrosives (Acids/Bases)  
Oxidizers (e.g. Permanganates)  
Organic Peroxides  
Compressed Gas Cylinders  
Poisons (e.g. Biological Toxins, Dyes)  
Controlled Substances  
Recurring Hazardous Wastes\*

### NOT REQUIRED:

The following chemicals are not required to be listed in ChemTracker:

Radioactive Materials  
Biohazardous Materials  
Non-hazardous Buffers  
Growth Media  
Enzyme Preparations  
Household products (e.g. cleanser under the sink)  
Materials for use within 1-2 days (e.g., working solutions)

\*Hazardous waste in the lab that is a recurring type of waste should be inventoried. Use the name on the waste label as the chemical name, starting with the word waste. If you are disposing of a reagent or stock chemical because the lab won't be using again in the foreseeable future, do not inventory it.