

Environmental Health & Safety

Laboratory Safety Unit

Adding Items to Inventory

Reminder: Do NOT use your browser back button. Instead use the navigation buttons in CHEMATIX. If you accidentally use your browser back button, you'll be kicked out of CHEMATIX and you'll have to start over by logging in again. Other CHEMATIX Tips and Tricks such as NEVER DOUBLE CLICK can be found on the CHEMATIX Tips and Trick page.

1. Select the Inventory tab at the top of the CHEMATIX homepage
2. Under the "Add Items to Inventory" section select "Add Chemical Container(s) to Your Inventory"
3. Look up the chemical information using the search boxes under "Lookup chemical container information by Searching CAD"
4. If unable to find a chemical using the CAS number or name, expand the search terms by selecting the "contains" radio button
5. Enter container specific information (i.e. container size and unit, expiry date)
6. Select the lab where the chemical is stored from the drop-down list
7. Click "Submit"
8. If Storage Units have been created for the lab, choose the appropriate storage unit. Otherwise, leave as "Undefined"
9. Enter barcode information from the preprinted barcode label provided by EH&S. This can either be done by scanning the barcode into the box or typing the barcode *exactly as it appears* in the "Barcode" box
10. Click "Submit" to finalize
11. A pop-up box will appear prompting you to apply all barcodes to their containers. At this point, you should put the barcode on the container, making sure not to cover up any information that is already on the container. Pre-printed barcode labels are available free from Environmental Health and Safety (questions@safety.rochester.edu). Be sure to include your name and box number. If you need them within 24 hours, just request that they be hand-delivered to your lab, in which case; please provide the room number where you'd like the barcode labels dropped off.