

## Reconciling Chematix Inventory with Chemicals in the Lab --- One Storage Unit at a Time

One way of making sure that the data stored in the chemical inventory system is up-to-date is to perform an inventory reconciliation. This is a process where all the chemicals that are on the shelf are scanned and uploaded into Chematix. Chematix then compares the uploaded barcodes to the barcodes listed in the electronic inventory. The discrepancies are listed in categories to make the process of resolving them easier. When all of the discrepancies are resolved, the reconciliation is marked complete and the date of completion will appear in a report for Environmental Health and Safety.

- To complete this procedure quickly and accurately, a barcode scanner which can read Code 128 MUST be used. EH&S has found that wireless barcode scanners with a memory function work adequately. **For scanner recommendations and vendors click here.** Additionally, a laptop computer is highly recommended. If a laptop is not available, then a desktop computer in the same room that is being reconciled can be used.

**Note that anyone from the lab with access to Chematix can upload the barcodes for reconciliation.**

**Only the PI and the Chematix Supervisor can manage or resolve any resulting discrepancies resulting from the comparison of the Chematix inventory and the uploaded barcodes.**

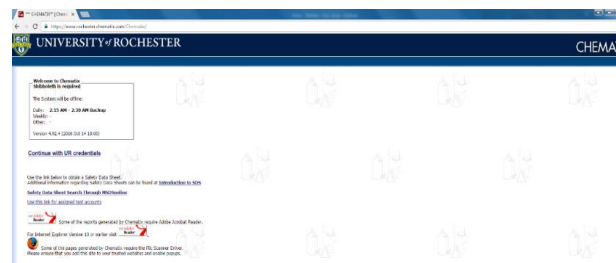
- This procedure is for reconciling one storage unit at a time. Inventory reconciliation of a lab by individual storage units allows the users to break down the task into smaller chunks and is useful for labs possessing a great number of chemicals. Since laboratories may have large changes in their chemical inventories, a period of 30 days is the amount of time allowed to complete an entire lab (room) inventory when using the reconciliation by storage unit method. If you do not adhere to the 30-day time period, those storage units already reconciled, but which were completed greater than 30 days prior to the date the last storage unit was reconciled will have to be re-done. This feature cannot be changed; therefore, there are no exceptions to the 30-day rule.

**Remember: Only the storage units completed 30 day or less from the date of the last storage unit reconciliation will be valid.**

- Labs with multiple rooms containing an overall small to moderate number of chemical containers may opt to reconcile all their lab rooms at one time. This procedure is called **Reconciling Chemical Inventory with Chemicals in the Lab --- Multiple Rooms Simultaneously.** ([add link](#))
- Labs an overall small to moderate number of chemical containers may opt to reconcile their lab rooms one room at a time. This procedure is called **Reconciling Chematix Inventory with Chemicals in the Lab --- One Room at a Time** ([add link](#))

Since laboratories may have large changes in their chemical inventories over a period of time, a period of 30 days has been established as a limit to the amount of time allowable to complete an entire lab (room) inventory when using the reconciliation by storage unit method.

- Log into Chematix using your Net ID and password <https://www.rochester.chematix.com/Chematix> . Choose **Continue with UR Credentials**



2. After logging into Chematix, the unique Chematix identifiers (barcodes) for your storage units must be printed out before you can proceed further. Steps 2 – 6 describe how to do this. To get started, choose the **Resources** tab at the top of the page.

\*\*\* CHEMATIX™ | Chemi: X

https://www.rochester.chematix.com/Chematix/Main?noMsg=true

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CHEMATIX

Home Inspection Waste **Resources** Help

Logout

Welcome to Chematix

User Name: testuser1

You are logged in as: **Chem Testuser1** Your home department is: **TEST, Test Chemistry and Physics**

[3 Laboratory Waste Worksheets are waiting to be submitted for pickup](#)

[15 Inspection Deficiencies are waiting to be reviewed](#)

This system is composed of the modules shown below. To open a module, click on its name. These modules are also accessible using the buttons at the top of the screen. For more information about the system, click on HELP.

**Inventory Management**  
This module allows users to add bar coded items to the inventory, print barcodes, generate full inventory reports, and monitor the status of items. Users can also view all details pertaining to a specific item by scanning or entering its barcode.

**Waste Management**  
This module monitors inventory for regulatory compliance and generates reports providing notification of chemicals requiring disposal. Lab personnel can submit requests for chemical removal and monitor these requests.

**Resource Management**  
This module is where administration of users, locations, and departments takes place. Here authorized users can manage selected user, location, and department information and privileges.

3. Under Print Barcodes, choose **Find and Reprint Existing Barcodes**

\*\*\* CHEMATIX™ | Chemi: X

\*\*\* CHEMATIX™ | Help

https://www.rochester.chematix.com/Chematix/UM?noMsg=true

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CHEMATIX

Home Inspection Waste Resources Help

Logout

User Name: testuser1

Resource Management

[Comprehensive User Profile](#)

[Edit My Personal Information](#)

[My Contact Information](#)

**Manage Locations**

[View My Locations](#)

[Maintain My Inspection Follow-ups](#)

[Review Inspection Records By Department](#)

[Review Last Laboratory Self Inspections By Department](#)

**Print Barcodes**

[Manage Past Print Jobs](#)

[Generate/Print Barcodes](#)

**Find and Reprint Existing Barcodes**

4. Next click on name of the lab of which you wish to print the storage unit barcodes for. The lab names are found in the **Lab Name** column.

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Reprint Barcodes My Laboratory Locations

	Bldg#	Bldg Name	Room	Lab Name	PI	Lab Barcode
<input type="checkbox"/>	064	685 MT HOPE (FAIRBANK)	B013	Test User 1	Testuser1, Chem	URL0002JP
<input type="checkbox"/>	064	685 MT HOPE (FAIRBANK)	B014	Testuser 2	Testuser1, Chem	URL0002RQ

Toggle

Search for Chemical

Select Label: Avery 05160 (3 x 10) Reprint Barcode Select

Start Row: 1 Start Col: 1

Reprint Selected Lab Barcodes

5. Click **toggle** to mark all storage unit or click the box next to the individual storage unit, then click **Reprint Selected Storage Unit Barcode**

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Reprint Barcodes Laboratory Storage Units

Click on the storage unit barcode to view the units inventory

Building #: 064 Building Name: 685 MT HOPE (FAIRBANK) Room: B013 Lab: Test User 1 PI: Chem Testuser1

	Storage Unit	Storage Unit Barcode
<input type="checkbox"/>	Undefined	URS0002LH
<input type="checkbox"/>	-20 freezer	URS0002RL
<input type="checkbox"/>	aisle 29	URS0004K1
<input type="checkbox"/>	BARD'S CHEMICALS	URS0002CU
<input type="checkbox"/>	In Fume Hood	URS0002LT
<input type="checkbox"/>	In bob's office	URS0003CD
<input type="checkbox"/>	JANET wall cabinet	URS0003P7
<input type="checkbox"/>	Receiving Area	URS0003X0
<input type="checkbox"/>	Under Fume Hood	URS0002OI
<input type="checkbox"/>	Wall Cabinet -- south wall	URS0002MW

Toggle

Back to Your Laboratory Location

Select Label: Avery 05160 (3 x 10) Reprint Barcode Select

Start Row: 1 Start Col: 1

Reprint Selected Storage Unit Barcode

6. Click **toggle** to mark all storage units or click the box next to the individual storage unit you wish to reconcile. Click **Reprint Selected Storage Unit Barcode**. Click **Barcode PDF** to generate barcode scans and print them out.

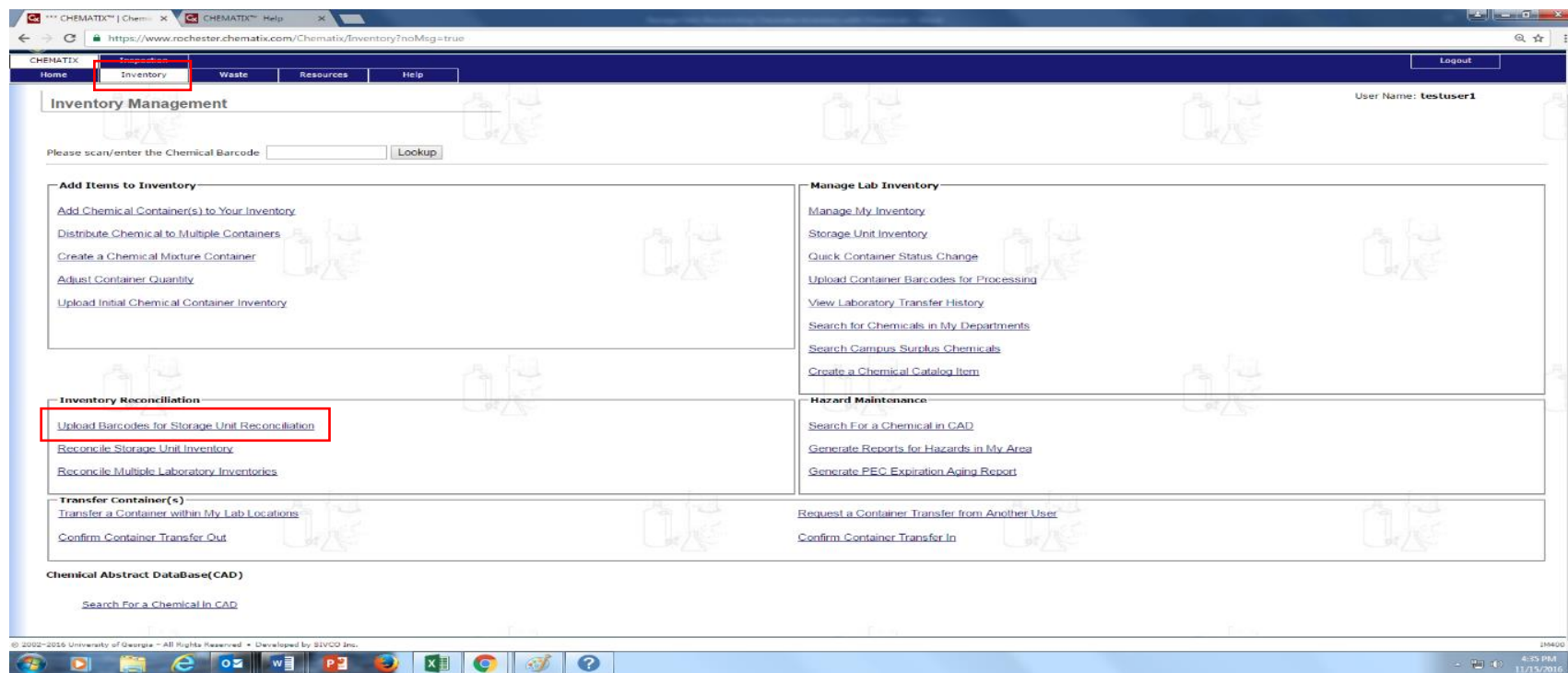
The screenshot shows the CHEMATIX web interface for the University of Rochester. The page is titled 'Reprint Barcodes' and 'Laboratory Storage Units'. A table lists various storage units with their corresponding IDs. A 'Toggle' button is highlighted with a red box. Below the table, there are options for 'Back to Your Laboratory Location', 'Select Label: Avery 05160 (3 x 10)', and 'Reprint Barcode'. A 'Reprint Selected Storage Unit Barcode' button is also highlighted with a red box. A small window titled 'Barcodes PDF' is overlaid on the right side of the page, showing a preview of the barcode PDF.

Storage Unit	Storage Unit ID
Undefined	URS0002LH
-20 freezer	URS0003BL
aisle 29	URS0004KJ
BARB'S CHEMICALS	URS0005CU
In Fume Hood	URS0002LI
In bob's office	URS0004CO
JANET wall cabinet	URS0003O7
Receiving Area	URS0003X9
Under Fume Hood	URS0002OI
Wall Cabinet -- south wall	URS0002MW

The screenshot shows the CHEMATIX web interface for the University of Rochester. The page is titled 'Reprint Barcodes' and 'Laboratory Storage Units'. A window titled 'URS0002LH.pdf' is overlaid on the right side of the page, displaying a grid of barcode images for each storage unit. The window shows the following barcodes and their corresponding storage unit names:

Storage Unit	Storage Unit ID
Undefined	URS0002LH
-20 freezer	URS0003BL
aisle 29	URS0004KJ
BARB'S CHEMICALS	URS0005CU
In Fume Hood	URS0002LI
In bob's office	URS0004CO
JANET wall cabinet	URS0003O7
Receiving Area	URS0003X9
Under Fume Hood	URS0002OI
Wall Cabinet -- south wall	URS0002MW

7. Once you have printed out the unique identifiers for your storage units, you are ready to scan and upload the chemical container barcodes. To do this, click **Inventory** at the top of the page. Then click **Upload Barcodes for Storage Unit Reconciliation** in the Inventory Reconciliation section on the left-side of the screen.



8. In the next screen (**Storage Unit Reconciliation Barcode Upload**), place your cursor in the box titled **Barcodes** and scan the barcode for the first **storage unit** you wish to reconcile. This barcode will start with **URS** followed by a series of numbers and letters, and is from the PDF you printed in step 6. Barcodes for chemical containers start with **URC** (or # for the smaller ones). Once the barcodes have been scanned in, click **Send to Chematix**.

**Please note** that it is possible to upload the barcodes for several storage units at once. Just make sure that the Storage Unit Barcode (the one that starts with URS) is scanned in first for the storage unit, then the chemical containers barcodes for that particular storage unit. For example, scan the storage unit barcode for Cabinet X, then scan the container barcodes for Cabinet X. Move on to the next storage unit (Cabinet Y), scan the storage unit barcode for Cabinet Y, and then scan the container barcodes located in storage unit Y and so on.

**Also note --- if you need to take a break, upload the scanned barcodes or they may be lost when your computer goes to sleep or autologs out after a period of inactivity.**

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Home Inspection Inventory Waste Resources Help Logout

User Name: testuser1

### Storage Unit Reconciliation Barcode Upload

Instructions:

1. If uploading from a Flic barcode scanner, click on "Upload Flic Barcodes"
2. If uploading from a MetroLogic barcode scanner, read the [MetroLogic Scanner Setup Instructions](#)
3. If you do not have a Flic or MetroLogic barcode scanner, paste the barcodes into the textbox below
4. Click "Send to Chematix"

**Barcodes**

```

URS0002MW
URC001KWS
URC001KWT
URC001KWU
URC001KWV
URC001KWW
URC001KWX
URC001KWY
URC001KWZ
URC001KX0
  
```

Upload Flic Barcodes Abort **Send to Chematix**

**Flic Barcode Scanner Log**

```

<14:45:43.732> BROWSER: Netscape [ver: 5.0 (Windows NT 6.1) AppleWebKit/537.36
(KHTML, like Gecko) Chrome/54.0.2840.99 Safari/537.36]
  
```

9. The next screen (**Storage Unit Reconciliation Barcode Upload Summary**) shows you the **Barcode Summary** and the scanned chemical container barcodes organized by storage unit. Click **Return**. This action will take you back to the **Inventory Management** screen.

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Home Inspection Inventory Waste Resources Help Logout

User Name: testuser1

### Storage Unit Reconciliation Barcode Upload Summary

**Barcode Summary**

Total Barcodes: **22**  
 Valid Chematix Barcodes: **22**  
 Invalid Chematix Barcodes: **None**  
 Total Storage Unit Barcodes: **1**  
 Invalid Storage Unit Barcodes: **None**

Storage Unit Barcode: URS0002MW
URC001KWS URC001KWT URC001KWU URC001KWV URC001KWW URC001KWX URC001KWY URC001KWZ URC001KX0 URC001KX1 URC001KX2 URC001KX3 URC001KX4 URC001KX5 URC001KXE URC001KXD URC001KXC URC001KXB URC001KXT URC001KXS URC001KXZ

Clear Flic Scanner **Return**

**Flic Barcode Scanner Log**

```

<14:57:11.136> BROWSER: Netscape [ver: 5.0 (Windows NT 6.1) AppleWebKit/537.36
(KHTML, like Gecko) Chrome/54.0.2840.99 Safari/537.36]
  
```

10. Once on the **Inventory Management** screen, click **Reconcile Storage Unit Inventory**. You will be taken to a page that displays all of the storage units in all of the labs where you are either a PI or Chematix Supervisor. Any lab user can scan and upload the container barcodes but you need to be a PI or Chematix Supervisor in order to reconcile them.

The screenshot shows the CHEMATIX web application interface. The top navigation bar includes 'Home', 'Inventory', 'Waste', 'Resources', and 'Help'. The 'Inventory Management' section is highlighted with a red box. Below this, there are several functional areas: 'Add Items to Inventory', 'Inventory Reconciliation', 'Transfer Container(s)', and 'Chemical Abstract DataBase(CAD)'. The 'Reconcile Storage Unit Inventory' link is highlighted with a red box. The right sidebar contains 'Manage Lab Inventory' and 'Hazard Maintenance' sections. The user name 'testuser1' is visible in the top right corner.

11. From the **Storage Unit Reconciliation Storage Unit List** screen, choose the storage unit(s) you wish to reconcile by clicking the button next to the name of the storage unit. Then click the **Reconcile Storage Unit** button.

The screenshot shows the 'Storage Unit Reconciliation Storage Unit List' screen. The 'Storage Unit Reconciliation Storage Unit List' tab is highlighted with a red box. Below the navigation bar, the 'Laboratory Storage Unit List' is displayed as a table. The table has columns for Building Name/#, Room#, Lab, Description, Barcode, and Last Inventory. The 'Reconcile Storage Unit' button is highlighted with a red box.

Building Name/#	Room#	Lab	Storage Unit		Last Inventory
			Description	Barcode	
685 MT HOPE (FAIRBANK)/064	B013	Test User 1	-20 freezer	URS0003BL	12/13/16
			BARB'S CHEMICALS	URS0005CU	12/13/16
			In Fume Hood	URS0002LI	12/13/16
			JANET wall cabinet	URS000307	12/13/16
			Receiving Area	URS0003X9	12/13/16
			Undefined	URS0002LH	12/13/16
			Under Fume Hood	URS0002OI	12/13/16
			Wall Cabinet -- south wall	URS0002MW	12/13/16
			also 29	URS0004KJ	12/13/16
			in bob's office	URS0004CO	12/13/16
685 MT HOPE (FAIRBANK)/064	B014	Testuser 2	Undefined	URS0002V3	12/13/16
			fume hood	URS0003HZ	12/13/16

12. The results of the comparison are displayed on a new screen (**Storage Unit Reconciliation**). The discrepancies are broken down into different categories (**Missing Containers, Misplaced Containers, Containers Not Registered to You, Inactive Containers, Unassigned Container Records**). Each barcode in each category must be resolved before the reconciliation can be marked as complete. The next few screen shots will address the categories separately.

**Storage Unit Reconciliation**

User Name: testuser1

**Storage Unit Information**

Description: Wall Cabinet -- south wall  
 Laboratory: Test User 1  
 Department: Environmental Health & Safety  
 Lab #1: Chem Testuser1

Barcode: URS0002HW  
 Building: 085 MT HOPE (FAIRBANK)  
 Lab Supervisor: Chem Testuser1

Last Inventory: Room: B013

**Missing Containers**  
None

**Other Storage Unit Containers**

Barcode	CAS #	Container Description	Container Size	Registered Lab/ Storage Unit	Expiration Date
<input type="checkbox"/> URC001KXZ	7728-93-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	
<input type="checkbox"/> URC001KXZ	7728-93-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	
<input type="checkbox"/> URC001KXZ	7728-93-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	
<input type="checkbox"/> URC001KXZ	7728-93-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	

Toggle Selection | Transfer to this Storage Unit | Return to other Storage Unit

**My Other Labs Containers**  
None

**Containers Not Registered to You**

Barcode	CAS #	Container Description	Container Size	Contact Details	Expiration Date
<input type="checkbox"/> URC001KXS	7558-79-4	Sodium Phosphate, Dibasic	500.00 g	Chem Testuser3, 877-700-2600	
<input type="checkbox"/> URC001KXT	7558-79-4	Sodium Phosphate, Dibasic	500.00 g	Chem Testuser3, 877-700-2600	

Toggle Selection | Request Transfer to My Lab | Return to Owner's Lab

**Inactive Containers**

Barcode	CAS #	Container Description	Container Size	Status	Expiration Date
<input type="checkbox"/> URC001KXB	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	
<input type="checkbox"/> URC001KXC	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	
<input type="checkbox"/> URC001KXD	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	
<input type="checkbox"/> URC001KXE	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	

Toggle Selection | Mark as Reconciled

**Unassigned Container Barcodes**

Please associate the following barcodes to chemical containers in Chematix. You may wish to print this page first.

- URC001KXZ

Reconciliation Complete | Back to Storage Unit List

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13. **Missing containers** are containers which should be in the lab but were not scanned into the upload page. After your investigation as to why these containers are missing from the upload, you may indicate which containers have been consumed, which containers are missing, and which containers a wastecard pickup has been requested (see screen shot immediately below). If some of your containers should be marked as consumed and others should be marked as missing, etc., then you must do the designation separately and sequentially. You must tell Chematix which containers have been consumed in a separation action from indicating which containers are missing, etc.

- **Mark as Consumed** – These containers are considered to be used up and will not count in any inventory summary. By choosing this button, the containers will be removed from the “Active” inventory to the “Used/Waste” inventory. Once this button has been selected, the marked containers will be removed from your list of Missing Containers. In order to indicate which container(s) should be **Marked as Consumed**, you must first click the small box(s) next to the appropriate barcode(s). Then click the **Mark as Consumed** button.
- **Mark as Missing** – This means that the container has not been found in the reconciliation of the laboratory, but you are certain that it has NOT been used up or consumed. They may be found in later reconciliations of your laboratories or in other laboratories. Once this button has been selected, the marked containers will be removed from your list of Missing Containers. In order to indicate which container(s) should be **Marked as Missing**, you must first click the small box(s) next to the appropriate barcode(s). Then click the **Mark as Missing** button.

Missing Containers

Barcode	CAS #	Container Description	Container Size	Storage Unit	Expiration Date
<input type="checkbox"/> JBC001KXB	471-24-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> JBC001KXC	471-24-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> JBC001KXD	471-24-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> JBC001KXE	471-24-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> JBC0005LJ	50-00-0	Formaldehyde, 37%	1.00 L	Test User 1 /Undefined	
<input type="checkbox"/> JBC0008JC	7647-14-5	Sodium chloride	100.00 g	Test User 1 /Undefined	
<input type="checkbox"/> JBC0026W2	94-26-0	Benzoyl peroxide	100.00 mL	Test User 1 /Under Fume Hood	08/01/2015
<input type="checkbox"/> JBC0026W1	94-26-0	Benzoyl peroxide	100.00 mL	Test User 1 /Under Fume Hood	08/01/2015
<input type="checkbox"/> JBC0026V5	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	10/01/2015
<input type="checkbox"/> JBC0026V6	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	08/01/2015
<input type="checkbox"/> JBC0026V2	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	09/05/2015
<input type="checkbox"/> JBC001ADV	67-64-1	Acetone	1.00 L	Test User 1 /Under Fume Hood	01/01/2017
<input type="checkbox"/> JBC0026V7	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	02/01/2016
<input type="checkbox"/> JBC0008JF	64-19-7	Acetic Acid	1.00 L	Test User 1 /Undefined	
<input type="checkbox"/> JBC0026W4	67-63-0	Isopropanol	100.00 mL	Test User 1 /Under Fume Hood	09/01/2015
<input type="checkbox"/> JBC0044AV	7440-23-5	Sodium	100.00 g	Test User 1 /Undefined	
<input type="checkbox"/> JBC001K59	50-00-0	Formaldehyde	100.00 mL	Test User 1 /Under Fume Hood	
<input type="checkbox"/> JBC0026W3	94-26-0	Benzoyl peroxide	100.00 mL	Test User 1 /Under Fume Hood	03/15/2016
<input type="checkbox"/> JBC001K16	67-64-1	acetone	4.00 L	Test User 1 /Under Fume Hood	04/28/2016

Toggle Selection:  Mark as Consumed  Mark as Missing

Container(s): Discarded as solid waste

- **Mark as Discarded:** This button will mark the select containers as discarded and remove them from the “Active” inventory to the “Used/Waste” inventory and a wastecard will be generated. From the dropdown menu, you must choose **Wastecard Pickup Requested**. The other choices will not work. You will still have to edit, print out, affix the wastecard to the container, and add the wastecard to a pickup worksheet. (The wastecard will be in your list of waste cards. To find it click on Waste module tab at top of page, then click Edit Wastecard. Leave the search box empty, then click Search. A list of all the waste cards for the room will be shown. Choose the correct one using the inventory barcode.) Once the **Mark as Discarded** button has been selected, the marked containers will be removed from your list of Missing Containers. **Remember:** In order to indicate which container(s) should be **Marked as Discarded**, you must first click the small box(s) next to the appropriate barcode(s). Then click the **Mark as Discarded** button.

Missing Containers

Barcode	CAS #	Container Description	Container Size	Storage Unit	Expiration Date
<input type="checkbox"/> URC001KXB	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> URC001KXC	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> URC001KXD	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> URC001KXE	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Test User 1 /In Fume Hood	
<input type="checkbox"/> URC00051J	50-00-0	Formaldehyde, 37%	1.00 L	Test User 1 /Undefined	
<input type="checkbox"/> URC00081C	7647-14-5	Sodium chloride	100.00 g	Test User 1 /Undefined	
<input type="checkbox"/> URC0026WZ	94-36-0	Benzoyl peroxide	100.00 mL	Test User 1 /Under Fume Hood	08/01/2015
<input type="checkbox"/> URC0026W1	94-36-0	Benzoyl peroxide	100.00 mL	Test User 1 /Under Fume Hood	08/01/2015
<input type="checkbox"/> URC0026V5	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	10/01/2015
<input type="checkbox"/> URC0026VW	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	08/01/2015
<input type="checkbox"/> URC0026VZ	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	09/05/2015
<input type="checkbox"/> URC001ADV	67-64-1	Acetone	1.00 L	Test User 1 /Under Fume Hood	01/01/2017
<input type="checkbox"/> URC0026VY	60-29-7	ethyl ether	1.00 L	Test User 1 /Under Fume Hood	02/01/2016
<input type="checkbox"/> URC00000	64-19-7	Acetic Acid	1.00 L	Test User 1 /Undefined	
<input type="checkbox"/> URC00000	67-63-0	Isopropanol	100.00 mL	Test User 1 /Under Fume Hood	09/01/2015
<input type="checkbox"/> URC00000	7440-22-5	Sodium	100.00 g	Test User 1 /Undefined	
<input type="checkbox"/> URC0001X	50-00-0	7Quan's Formaldehyde	100.00 mL	Test User 1 /Under Fume Hood	
<input type="checkbox"/> URC00000	94-36-0	Benzoyl peroxide	100.00 mL	Test User 1 /Under Fume Hood	03/15/2016
<input type="checkbox"/> URC0001X	67-64-1	acetone	4.00 L	Test User 1 /Under Fume Hood	04/28/2016

Discarded as solid waste  
 Wastecard Pickup Requested  
 Treated as Liquid Waste  
 Landfill  
 Landfill empty  
 Recycle  
 D-1 - Disposal or Incineration  
 T-S - Treatment or Storage  
 B-ER - Burning for energy recovery  
 R/R - Recycling or reuse  
 Unk - Not Specified

Container(s):

- **Other Storage Unit Containers** – These containers are assigned to other storage units in the inventory. There are two choices. 1) The storage unit inventory you are reconciling may be updated to include the container(s) by clicking the box next to the container and then clicking **Transfer to this Storage Unit**, or 2) The container can be physically moved to the storage unit it is assigned to. To do this click the box next to the container(s) and the click **Return to the other Storage Unit**.

Other Storage Unit Containers

Barcode	CAS #	Container Description	Container Size	Registered Lab/ Storage Unit	Expiration Date
<input type="checkbox"/> URC001KX2	7778-53-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	
<input type="checkbox"/> URC001KX3	7778-53-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	
<input type="checkbox"/> URC001KX4	7778-53-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	
<input type="checkbox"/> URC001KX5	7778-53-2	Potassium phosphate (exempt from inventory)	250.00 g	Test User 1/Undefined	

- **My Other Labs Containers** are containers which are associated with a different laboratory that is assigned to the same Principal Investigator (i.e. same PI – wrong room).
  - **Transfer to My Lab** – This button will transfer the selected containers to the lab being reconciled. This is an internal transfer, which is recorded in the Transfer History of the container (visible from the **Containers Details screen**). Once this button is selected, the marked containers will be removed from the list of **Other Labs Containers**.
  - **Return to Owner's Lab** – This button will mark the containers as having been returned to the last laboratory location it was associated with in Chematix. Once this button has been selected, the marked containers will be removed from the list of **Misplaced Containers**.

### My Other Labs Containers

None

### Containers Not Registered to You

Barcode	CAS #	Container Description	Container Size	Contact Details	Expiration Date
<input type="checkbox"/> URC001KXS	7558-79-4	Sodium Phosphate, Dibasic	500.00 g	Chem Testuser3, 877-700-2600	
<input type="checkbox"/> URC001KXT	7558-79-4	Sodium Phosphate, Dibasic	500.00 g	Chem Testuser3, 877-700-2600	

Toggle Selection

- **Containers Not Registered to You** are containers that were uploaded as part of the reconciliation process but which are associated with another a different Principal Investigator.
  - **Request Transfer to My Lab** – This button will send a request to the other laboratory (the one which lists the container in its inventory) for a container transfer. Both parties must agree to the transfer. Once this button is selected, the marked containers will be removed from the list of **Containers Not Registered to You**.
  - **Return to Owner's Lab** – This button marks the container as having been returned to the last laboratory location associated with Chematix. **Don't forget to return the actual container.** Once this button has been selected, the marked containers will be removed from the list of **Containers Not Registered to You**.

### Containers Not Registered to You

Barcode	CAS #	Container Description	Container Size	Contact Details	Expiration Date
<input type="checkbox"/> URC001KXS	7558-79-4	Sodium Phosphate, Dibasic	500.00 g	Chem Testuser3, 877-700-2600	
<input type="checkbox"/> URC001KXT	7558-79-4	Sodium Phosphate, Dibasic	500.00 g	Chem Testuser3, 877-700-2600	

Toggle Selection

- **Inactive Containers** – These are the containers associated with barcodes in Chematix that have been marked as consumed or wasted. Occasionally, barcoded containers are not removed from inventory when they are wasted or consumed.
  - **Mark as Reconciled** – This button will remove the containers from “Active” inventory to the “Used/Waste” inventory. It will also remove the container from the list of **Inactive Containers**.

### Inactive Containers

Barcode	CAS #	Container Description	Container Size	Status	Expiration Date
<input type="checkbox"/> URC001KXB	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	
<input type="checkbox"/> URC001KXC	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	
<input type="checkbox"/> URC001KXD	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	
<input type="checkbox"/> URC001KXE	471-34-1	Calcium carbonate (exempt from inventory)	500.00 g	Consumed by experiment	

Toggle Selection

- **Unassigned Barcodes** – These are valid Chematix barcodes that have been uploaded during the reconciliation, but which are not associated with any chemical container in Chematix. This happens occasionally when using pre-printed barcodes; the user is interrupted and does not finish the process of assigning the barcode to the container. These containers must be added to the inventory. Once the barcode has been properly assigned and uploaded as noted above in steps 6 and 7, the containers will be removed from the list of Unassigned Barcodes.

### Unassigned Container Barcodes

Please associate the following barcodes to chemical containers in Chematix. You may wish to print this page first.

- URC001KXZ

Once all of the container discrepancies have been resolved the **Reconciliation Complete** button will become active. Clicking this will mark the reconciliation as complete. A green banner will appear once the unit is complete

**Remember: Only the storage units completed 30 day or less from the date of the last storage unit reconciliation will be valid.**

14.

CHEMATIX™ | Chem: x | MSDS - P3754

https://www.rochester.chematix.com/Chematix/StorageUnitReconciliation?action=1582

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CHEMATIX

Logout

User Name: testuser1

### Storage Unit Reconciliation

Storage Unit Information

Description: Laboratory: Department: Lab PI:	Wall Cabinet -- south wall Test User 1 Environmental Health & Safety Chem Testuser1	Barcode: Building: Lab Supervisor:	URS0002MW 685 MT HOPE (FAIRBANK) Chem Testuser1	Last Inventory: Room:	B013
---	--	--	---	--------------------------	------

Missing Containers  
None

Other Storage Unit Containers  
None

My Other Labs Containers  
None

Containers Not Registered to You  
None

Inactive Containers  
None

Unassigned Container Barcodes

Please associate the following barcodes to chemical containers in Chematix. You may wish to print this page first.

- URC001KXZ

**Reconciliation Complete** | [Back to Storage Unit List](#)

The screenshot shows the CHEMATIX web application interface. At the top, the browser address bar displays the URL: <https://www.rochester.chematix.com/Cematix/StorageUnitReconciliation?action=1582>. The page header includes the University of Rochester logo and the CHEMATIX logo. A navigation menu contains links for Home, Inventory, Waste, Resources, and Help. The user is logged in as 'testuser1'.

The main content area is titled 'Storage Unit Reconciliation'. A green banner at the top indicates 'Activity Status: Success' and 'Storage Unit Reconciliation Completed!'. Below this, the 'Storage Unit Information' section provides details for a specific unit:

Description: Laboratory: Department: Lab PI:	Wall Cabinet -- south wall Test User 1 Environmental Health & Safety Chem Testuser 1	Barcode: Building: Lab Supervisor:	URS0002MW 685 MT HOPE (FAIRBANK) Chem Testuser 1	Last Inventory: Room:	B013
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Below the information section, several status checks are listed, all showing 'None':

- Missing Containers: None
- Other Storage Unit Containers: None
- My Other Labs Containers: None
- Containers Not Registered to You: None
- Inactive Containers: None

The 'Unassigned Container Barcodes' section lists one barcode: URC001KKZ. At the bottom of the page, there are two buttons: 'Reconciliation Complete' and 'Back to Storage Unit List'.

15. Repeat procedure for each storage unit in the lab.

**Remember:** Since laboratories may have large changes in their chemical inventories, a period of 30 days is the amount of time allowed to complete an entire lab (room) inventory when using the reconciliation by storage unit method. If you do not adhere to the 30-day time period, those storage units already reconciled, but which were completed greater than 30 days prior to the date the last storage unit was reconciled will have to be re-done. This feature cannot be changed; therefore, there are no exceptions to the 30-day rule.