Reconciling Chematix Inventory with Chemicals in the Lab --- One Room at a Time

One way of ensuring that the data stored in the chemical inventory system is up-to-date is to perform an inventory reconciliation. In this process all chemical containers in the lab 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 be reported to Environmental Health and Safety.

• To complete this procedure quickly and accurately, use of a barcode scanner is recommended (scanner MUST be able to read Code 128). 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 discrepancies resulting from the comparison of the Chematix inventory and the uploaded barcodes.

- This procedure is for reconciling one room at a time and is useful for lab groups with a small to moderate number of chemical containers.
- 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)
- If your lab is in possession of a large number of chemicals, it will be easier to reconcile by storage unit. This procedure is called **Reconciling Chematix Inventory with** Chemicals in the Lab --- One Storage Unit at a Time. (Coming Soon) NOTE: If you choose to reconcile using this option you have thirty (30) days from when you begin the process to complete your reconciliation. If you are not able to complete your reconciliation within this window all progress will be lost.
- 1. Log into Chematix using your Net ID and password https://www.rochester.chematix.com/Chematix . Choose Continue with UR Credentials



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2. Choose the **Resources** tab at the top of the page.

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| CHEMATIX Inspection Home Inventory Waste Resources Help | | Logout |
| Welcome to Chematix | | User Name: testuser1 |
| | | |
| 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 acce | ssible 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 mo | onitor 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 require | ring 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 Manage Locations, choose View my Locations.

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| Manage Locations View My Locations Haintain My Inspection Follow-ups Review Lospection Records By Department Review Last Laboratory Self Inspections By Department | | | | | |
| Print Barcodes Hanaae Past Print Jobs Generate/Print Barcodes Find and Reprint Baiting Barcodes | | | | | |

4. Choose the room you wish to reconcile by clicking the Lab Name in the Laboratory column.

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| UNIVERSITY | (of ROCHESTER | | | | | CHEMATIX™ |
| CHEMATIX Inspection Home Inventory Waste | Resources Help | | | | | Logout |
| View Lab Locations | | 44 | | | User Na | ne: testuser1 |
| at the second | | | | | | |
| My Lab as a PI: Laboratory | Department | Space Classification | PI | Supervisor | Last Inventory Date | Lab ID |
| 064/B013/Test User 1 | Environmental Health & Safety/100124 | Chemical Lab | Testuser1, Chem | Testuser1, Chem | | URL0002JP |
| 064/B014/Testuser 2 | UF&S RC Operations/100452 | Chemical Lab | Testuser1, Chem | Testuser1, Chem | | URL0002RQ |
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5. On the Laboratory Summary Page, choose Upload Scanned Chemical Barcodes.

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| Leb Personal Pi Ange Helpes Lea Pi Ange Help | Section 1.4.1. Section 1.00.1 Section 1.00.1.2.4 Section 1.00.1.2.4 Section 1.00.1.2.4 Section 1.00.0.2.4 Section 1.00.0.4 Section | Department Hame: Environmental Health & Safety Building Hames: GBS HT HOPF (FAIREARK) Leb Romer Ver File Schel | | Roomi 8013 Last Inventory Data: - Chem Labi Yes | | | |
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6. IMPORTANT: Open up **Notepad** in Windows (or TextEdit for Mac) and proceed to scan the barcodes into the **Notepad** (or **TextEdit**) **Field.** This step MUST be done in order to ensure all barcodes are captured. Scanning directly into Chematix will cause the program to time out after twenty minutes, and all barcodes scanned will be deleted and the ENTIRE inventory will need to be scanned in AGAIN. *Do not use Microsoft word or other word processing apps, it must be a .txt file type app.*

| Untitle | d - Notepa | ad | - 0 | \times | |
|--|--|------|------|----------|---|
| File Edit | Format | View | Help | | |
| URC001K URC001K URC001K URC001K URC001K URC001K URC001K URC001K | WS WT WU WV WV WX WY WZ X0 | | | | ~ |
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7. Once all of the barcodes are entered into the Notepad field, copy and paste them into the **Barcodes** box on the **Upload Scanned Barcodes** screen, then click **Send to Chematix**.



8. The next screen, the **Barcode Upload Summary**, will list which containers are missing. Missing containers are those which should be in the lab but have not been scanned. Search your lab to find the missing containers! Clicking on the container barcode in the **Barcode** column, will allow the **Container Details** screen to pop-up. In this pop-up window, you'll see additional information for each container, such which room and storage unit it should be in. (Be sure to enable Chematix pop-ups in your browser.)

To add additional barcodes (i.e. missing containers that were found) or to continue with the reconciliation process, click **Return** on the **Barcode Upload Summary page**. This will take you back to the **Laboratory Summary Page** to choose to upload additional barcodes and to manage the discrepancies. Repeat previous steps for uploading additional barcodes.

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| C https://www.rochester | .chematix.com/Chematix/DiscrepancyServi | e https://www.rochester.chem | tix.com/Chematix/ContainerLookupManager?actic | n=1991&&barcode=URC0008JF | | |
| UNIVERSIT | V ot ROCHESTER | | | î | | |
| | | Container Details | | | | CHEMAI |
| ATIX Inspection | | | | | | Logout |
| e Inventory Wast | te Resources Help | | | | | |
| 1.5.1 | | Container Barcode: | URC0008JF | | | Liser Name: testuser I |
| arcode Upload Summar | y | Container Description: | Acetic Acid | | | oser wanter testaser I |
| 1. State 5. | _ | Chemical Name: | Acetic Acid | | | |
| | | CAS#: | 64-19-7 | | | |
| oratory Information | | Container Size/Unit: | 1.00/1 | | | |
| ratory | Test liser 1 | Content Size/Unit: | 1.00/L | | | |
| artment: | Environmental Health & Safety | Concentration: | 100 % | R. | BANK) | Room: B013 |
| PI: | Chem Testuser1 | Container Status: | Shelved | | | |
| code Summary | | | | | | |
| Dennede Fermente DC | | PEC: | No | | | |
| Allocated to Containers: None | | Expiration Date: | | | | |
| Associated with Containers: | | Lot#: | 2.99 | | | |
| URC001212 | | Conduct | N | | | |
| lid Barcode Format: None | | Surpius: | No | | | |
| cates: 0 Uploaded: 26 | | Date Received: | | | | |
| oproduct. 20 | | Date Last Changed: | 07/16/2015 | | | |
| sing Containers | | Store Catalog Number: | | | | |
| | | Manufacturer: | | | | |
| Barcode | CAS # | Manufacturer Catalog | | | Storage Unit | Expiration Date |
| 00441V | 7440-23-5 Sodium | Number: | | | Undefined | |
| 001X59 | 50-00-0 J'Quan's Formaldehy | d Supplier Catalog Number: | | | Under Fume Hood | |
| 0026W3 | 94-36-0 Benzoyl peroxide | Lot Number: | 2.99 | | Under Fume Hood | 03/15/2016 |
| 000511 | 50-00-0 Formaldehyde, 37% | | B100 | | Undefined | |
| 0026W2 | 2647-14-5 Sodium chioride | Building Name: | 064 / 685 MT HOPE (FAIRBANK) | | Under Furne Hood | 08/01/2015 |
| 002GW1 | 91-36-0 Benzovi peroxide | Location: | B013/Test User 1 | | Under Fume Hood | 08/01/2015 |
| 0026VX | 60-29-7 ethyl ether | Lab Barcode: | URL0002JP | | Under Fume Hood | 10/01/2015 |
| 0026VW | 60-29-7 ethyl ether | Storage Unit: | Undefined | | Under Fume Hood | 08/01/2015 |
| 0026VZ | 60-29-7 ethyl ether | Storage Unit Barcode: | URS0002LH | | Under Fume Hood | 09/05/2015 |
| 002694 | 67-61-0 beer over | | | | Under Fume Hood | 02/01/2016 |
| OOTADV | 6/-64-1 Acetone | PI Name: | Testuser1. Chem | | Under Fume Hood | 01/01/2017 |
| 001KL6 | 67-64-1 acetone | PI Contact: | 877-700-2600 | | Under Fume Hood | 04/28/2016 |
| 001KXB | 471-34-1 Calcium carbonate (e | Lab Supervisor: | restuser1, chem | | In Fume Hood | |
| 00469/0 | 471-34-1 Calcium carbonate (e | a) Lab Supervisor Contact: | 877-700-2000 | | In Fume Hood | |
| DOURAL DOURAL | | 27 | | | In Fume Hood | |
| 001KXD | 471-34-1 Calcium carbonate (c | | TRANSFER LITETORY | | In Europ Hood | |
| 001KXE 001KXE | <u>471 34 1</u> Calcium carbonate (c <u>471 34 1</u> Calcium carbonate (c | c) Date Initia | TRANSFER HISTORY ited From Person From Location To Person | To Location | In Fume Hood | |
| ar Flic Scanner Return | <u>471 34 1</u> Calcium carbonate (c <u>471 34 1</u> Calcium carbonate (c | Date Initia | TRANSFER HISTORY ited From Person From Location To Person | To Location | In Fume Hood | |
| ar Flic Scanner Return | 171_31_1 Calcium carbonate (c 171_31_1 Calcium carbonate (c | Date Initia | TRANSFER LITSTORY ted From Person From Location To Person | To Location | | |
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9. Once you are satisfied that all the barcodes have been uploaded into Chematix, choose Manage Discrepancy from the Laboratory Summary Page. Chematix will now compare your Chematix inventory to the barcodes you uploaded.

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|--|---|---|---|-----------|----------------------|-------|
| Laboratory Summary Page | ń. je | | | | User Namei testuser1 | |
| oratory Name: Test User 1 Laboratory Type:Chemical Lab oratory Phones oratory Faxi | | | | | | |
| n POC: | | | | | | |
| ortment#: 100124 | Department Name: Environmental Health & Safety Building Name: 685 MT HOPE (FATRBANK) | | Room: 8013 | | | |
| ir-Hours Contacts: Not specified | | | 1000 | | | |
| Castion Sign Date: | Last Inspection Date: 01/18/2016 Lab Room: Yes Fire Zone: | | Last Inventory Date: - Chem Lab: Yes | | | |
| Personnel | | | | | | |
| Lab. Name Home Dame HarWast X X Collean Bakar. 100324 5032767298 Expiry X X Deanthen Highins. 210560 5832767298 Expiry X X Deanthen Highins. 210560 5832757661 S83275961 X X Learthet. 100324 5082753706 S83275961 X Kenneth. Marshall 220549 5852575247 S832763264 X Kenneth. Marshall 7657 877.700-2600 S8327539064 X Chem Texturer2. T657 877.700-2600 S823739064 X Chem Texturer2. T657 877.700-3600 S823739064 | | | | | | |
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10. The results of the comparison are displayed on The **Inventory Discrepancy Report and Reconciliation** screen. 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.

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| ← → C | m/Chematix/LocationManager?action=1676 | | | | | | ସ୍ 🕁 |
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| CHEMATIX Inspection Home Inventory Waste Resources Help | 1 | | | | | | Logout |
| Inventory Discrepancy Report and Reconciliation | 44 | | | 44 | 4.4 | | User Name: testuser1 |
| | | | | | | | |
| Room / Laboratory: Department: Lab PI: | 8013 / Test User 1 Environmental Health & Safety Testuser1. Chem | | | Building: | 685 MT HOPE (FAIRBANK) | | |
| Missing Containers | | | | | | | |
| Barcode URC001400 URC001400 URC001400 URC001400 URC00140 | CAS # 471-33-1 CalSum 471-33-1 CalSum 471-33-1 CalSum 471-33-1 CalSum 471-33-1 CalSum 471-33-1 CalSum 502-50 Formal 521-21-21 CalSum 502-50 Formal 521-22-20-10 602-20-20-10 602-20-20-10 602-20-20-10 61-22-20-20-20-20-20-20-20-20-20-20-20-20- | Container I carbonate (exempt from inventory) carbonate (exempt from inventory) carbonate (exempt from inventory) carbonate (exempt from inventory) dehydo, 37% carbonate (exempt from inventory) tehydo, 37% tehydo, 37% tehydo teh | Description | Container Size 500.00 g 500.00 g 500.00 g 500.00 g 1.00 L 1.00 D 1.00 L 1.00 L | Test User 1 /In Tune Hood Test User 1 /In Tune Hood Test User 1 /In Tune Hood Test User 1 / Ninder Hood Test User 1 / Ninder Hone Hood Test User 1 / Ninder Tune Hood | Storage Unit | Expiration Date |
| Containers Not Registered to You Barcode UscoolAco UscoolAco UscoolAco UscoolAco UscoolAco UscoolAco UscoolAco UscoolAco Registransfer to MyLab (Return to Owner's Lab) | CAS # 7617-14-5Schum 7617-14-5Schum 7617-14-5Schum 120068-37-3 Fijioni | clotde (exempt from inventory) dioloide (exempt from inventory) a dioloide (exempt from inventory) | Description | Container Size 500.00 g 500.00 g 500.00 g 108.00 g | Robert Passalugo, 5852753016 Robert Passalugo, 5852753016 Robert Passalugo, 5852753016 Robert Passalugo, 5852753016 | Contact Details | Expiration Date |
| Inactive Containers Barcode URC00085 URC005800 Toggle Selection Mark as Recondied | <u>CAS #</u> <u>77-42-4</u> Ctric A <u>60-26-2</u> cthyl e | dd (exempt from inventory) Container I Der | Description | Container Size 500.00 g 1.00 L | Consumed by experiment Consumed by experiment | Status | Expiration Date |
| Unassigned Container Barcodes None Reconciliation Complete Back to Lab List | | | | | | | |

- 11. **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 check 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.

| Inventory Discrepancy Report and | Reconciliation | | | User Name: testuser1 |
|---|---|-------------------------|------------------------------|-----------------------------|
| Laboratory Information | Car / S | | | |
| Room / Laboratory: Department: Lab PI: | B013 / Test User 1 Environmental Health & Safety <u>Testuser1, Chem</u> | Building: 6 | 85 MT HOPE (FAIRBANK) | |
| Missing Containers | | | | |
| Barcode | CAS # Container Description | n <u>Container Size</u> | <u>Storage Unit</u> | Expiration Date |
| URC001KXB | 471-34-1 Calcium carbonate (exempt from inventory) | 500.00 g | Test User 1 /In Fume Hood | |
| URC001KXC | 471-34-1 Calcium carbonate (exempt from inventory) | 500.00 g | Test User 1 /In Fume Hood | |
| URC001KXD | 471-34-1 Calcium carbonate (exempt from inventory) | 500.00 g | Test User 1 /In Fume Hood | |
| URC001KXE | 471-34-1 Calcium carbonate (exempt from inventory) | 500.00 g | Test User 1 /In Fume Hood | |
| URC000SLI | 50-00-0 Formaldehyde, 37% | 1.00 L | Test User 1 /Undefined | |
| URC0008JC | 7647-14-5 Sodium chloride | 100.00 g | Test User 1 /Undefined | |
| URC0026W2 | <u>94-36-0</u> Benzoyl peroxide | 100.00 mL | Test User 1 /Under Fume Hood | 08/01/2015 |
| URC0026W1 | <u>94-36-0</u> Benzoyl peroxide | 100.00 mL | Test User 1 /Under Fume Hood | 08/01/2015 |
| URC0026VX | 60-29-7 ethyl ether | 1.00 L | Test User 1 /Under Fume Hood | 10/01/2015 |
| URC0026VW | 60-29-7 ethyl ether | 1.00 L | Test User 1 /Under Fume Hood | 08/01/2015 |
| URC0026VZ | 60-29-7 ethyl ether | 1.00 L | Test User 1 /Under Fume Hood | 09/05/2015 |
| URC001ADV | <u>67-64-1</u> Acetone | 1.00 L | Test User 1 /Under Fume Hood | 01/01/2017 |
| URC0026VY | 60-29-7 ethyl ether | 1.00 L | Test User 1 /Under Fume Hood | 02/01/2016 |
| URC0008JF | 64-19-7 Acetic Acid | 1.00 L | Test User 1 /Undefined | |
| URC0026W4 | 67-63-0 Isopropanol | 100.00 mL | Test User 1 /Under Fume Hood | 09/01/2015 |
| URC004AIV | 7440-23-5 Sodium | 100.00 g | Test User 1 /Undefined | |
| URC001XS9 | 50-00-0 J'Quan's Formaldehyde | 100.00 mL | Test User 1 /Under Fume Hood | |
| URC0026W3 | 94-36-0 Benzoyl peroxide | 100.00 mL | Test User 1 /Under Fume Hood | 03/15/2016 |
| URC001KL6 Toggle Selection Mark as Consumed Mark as | 67-64-1 acetone | 4.00 L | Test User 1 /Under Fume Hood | 04/28/2016 |

Container(s): Discarded as solid waste

Mark as Discarded

• Mark as Discarded: This option 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.

| Inventory Discrepancy Report and Re | econciliation | | | | | User Name: testuser1 |
|--|---|---------------------------------|------------|-------------|-----------------------------|-----------------------------|
| Room / Laboratory: Department: Lab PI: | B013 / Test User 1 Environmental Health & Safety <u>Testuser1, Chem</u> | | Building: | 685 MT | HOPE (FAIRBANK) | |
| Missing Containers | | | | | | |
| 11 V | | 표 신경철 | | н 43.3 | | |
| Barcode | <u>CAS #</u> 471-24-1 Calcium ea | <u>Container Description</u> | <u>Cor</u> | tainer Size | Storage Unit | Expiration Date |
| | 471-34-1 Calcium ca | rbonate (exempt from inventory) | 500.00 g | Te | ist User 1 /In Fume Hood | |
| | 471-34-1 Calcium ca | rbonate (exempt from inventory) | 500.00 g | Te | ist User 1 /In Fume Hood | |
| | 471-34-1 Calcium ca | rbonate (exempt from inventory) | 500.00 g | Te | st User 1 /In Fume Hood | |
| | 50-00-0 Formaldeh | vde, 37% | 1.00 L | Te | st User 1 /Undefined | |
| | 7647-14-5 Sodium ch | loride | 100.00 g | Te | st User 1 /Undefined | |
| URC0026W2 | <u>94-36-0</u> Benzoyl pe | roxide | 100.00 m | . Te | st User 1 /Under Fume Hood | 08/01/2015 |
| URC0026W1 | <u>94-36-0</u> Benzoyl pe | roxide | 100.00 m | . Te | st User 1 /Under Fume Hood | 08/01/2015 |
| URC0026VX | <u>60-29-7</u> ethyl ethe | | 1.00 L | Te | st User 1 /Under Fume Hood | 10/01/2015 |
| URC0026VW | <u>60-29-7</u> ethyl ethe | | 1.00 L | Te | st User 1 /Under Fume Hood | 08/01/2015 |
| URC0026VZ | <u>60-29-7</u> ethyl ethe | - | 1.00 L | Te | st User 1 /Under Fume Hood | 09/05/2015 |
| URC001ADV | 67-64-1 Acetone | | 1.00 L | Te | est User 1 /Under Fume Hood | 01/01/2017 |
| URC0026VY | <u>60-29-7</u> ethyl ethe | | 1.00 L | Te | st User 1 /Under Fume Hood | 02/01/2016 |
| URC0008 Wastecard Pickup Requested | 64-19-7 Acetic Acid | I | 1.00 L | Te | st User 1 /Undefined | |
| URC0026 Treated as Liquid Waste | <u>67-63-0</u> Isopropan | bl | 100.00 m | . Te | st User 1 /Under Fume Hood | 09/01/2015 |
| URC004A Landfill | <u>7440-23-5</u> Sodium | | 100.00 g | Te | st User 1 /Undefined | |
| URC001X Recvcle | <u>50-00-0</u> J'Quan's F | ormaldehyde | 100.00 m | . Te | st User 1 /Under Fume Hood | |
| URC0026 D/I - Disposal or Incineration | <u>94-36-0</u> Benzoyl pe | roxide | 100.00 m | . Те | st User 1 /Under Fume Hood | 03/15/2016 |
| URC001K T/S - Treatment or Storage B/ER - Burning for energy recovery Toggle Select R/R - Recycling or reuse | 67-64-1 acetone | | 4.00 L | те Я/ | st User 1 /Under Fume Hood | 04/28/2016 |
| Container(s): Discarded as solid waste | Mark as Discarded | | | | | |

- 12. Misplaced Containers are containers which are associated with a different laboratory that is assigned to the same Principal Investigator (i.e. correct 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 will be recorded in the Transfer History of the container (visible from the Containers Details screen). Once this button has been selected, the marked containers will be removed from the list of Misplaced Containers. Remember: In order to indicate which container(s) should be Transfer to My Lab, you must first click the small box(s) next to the appropriate barcode(s). Then click the Transfer to My Lab button.
 - Return to Original 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. The container must be physically returned to room listed in Chematix. Remember: In order to indicate which container(s) should be Return to Original Lab, you must first click the small box(s) next to the appropriate barcode(s). Then click the Return to Original Lab button.

| Misplaced Containers | | | | | | |
|--------------------------|-------------------------------|--------------|---------------------------|----------------|---|-----------------|
| Ba | code | <u>CAS #</u> | Container Description | Container Size | <u>Registered Lab/</u> <u>Storage Unit</u> | Expiration Date |
| URC001EB5 | | 1344-28-1 | Alumina | 1.00 kg | Testuser 2/fume hood | 10/31/2105 |
| URC001EB6 | | 7647-14-5 | Roberta's Sodium chloride | 500.00 g | Testuser 2/Undefined | |
| Toggle Selection Transfe | r to My Lab Return to Origina | al Lab | | | | |

13. Containers Not Registered to You are containers that were uploaded as part of the reconciliation process but which belong to another (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 has been selected, the marked containers will be removed from the list of Containers Not Registered to You. Remember: In order to indicate which container(s) should be Request Transfer to My Lab, you must first click the small box(s) next to the appropriate barcode(s). Then click the Request Transfer to My Lab button.
- Return to Owner's Lab This button marks the container as having been returned to the last laboratory location associated with Chematix. You can determine where the container belongs by clicking directly on the barcode number. The Container Details screen will pop-up. On this pop-up window, you'll see to which Principal Investigator and in which room the container belongs. The container must be physically returned to room listed in Chematix. Once this button has been selected, the marked containers will be removed from your list of Containers Not Registered to You. Remember: In order to indicate which container(s) should be Return to Owner's Lab you must first click the small box(s) next to the appropriate barcode(s). Then click the Return to Owner's Lab button.

| Containers Not Registered to You | | | | | |
|---|--------------------------|-------------------------------------|----------------|------------------------------|-----------------|
| Barcode | <u>CAS #</u> | Container Description | Container Size | Contact Details | Expiration Date |
| URC001ADZ | <u>7647-14-5</u> Sodi | um chloride (exempt from inventory) | 500.00 g | Robert Passalugo, 5852753016 | |
| URC001AE0 | <u>7647-14-5</u> Sodi | um chloride (exempt from inventory) | 500.00 g | Robert Passalugo, 5852753016 | |
| URC001AE1 | <u>7647-14-5</u> Sodi | um chloride (exempt from inventory) | 500.00 g | Robert Passalugo, 5852753016 | |
| URC001EB4 | <u>120068-37-3</u> Fipro | onil | 108.00 g | Robert Passalugo, 5852753016 | |
| Toggle Selection Request Transfer to My Lab | Return to Owner's Lab | | | | |

- 14. 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. Remember: In order to indicate which container(s) should be Mark as Reconciled you must first click the small box(s) next to the appropriate barcode(s). Then click the Mark as Reconciled button. (If a container has been marked Inactive but is still in use in your laboratory please contact Abby Davis <u>abby.davis@rochester.edu</u>

| Inactive Containers | | | | | |
|-------------------------------------|----------------|-------------------------------------|----------------|------------------------|-----------------|
| Barcode | <u>CAS #</u> | Container Description | Container Size | Status | Expiration Date |
| URC000835 | 77-92-9 | Citric Acid (exempt from inventory) | 500.00 g | Consumed by experiment | |
| □ <u>URC0026W0</u> | <u>60-29-7</u> | ethyl ether | 1.00 L | Consumed by experiment | 08/01/2015 |
| Toggle Selection Mark as Reconciled | | | | | |

15. 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 | | |
|-------------------------------|--|--|
| None | | |

16. 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 lab is complete.

| | ROCHESTER | | | | |
|--|---|------|-----------|------------------------|----------------------|
| Home Inventory Waste Inventory Discrepancy Report | and Reconciliation | | | | User Name: testuser1 |
| Room / Laboratory: Department: Lab PI: | B013 / Test User 1 Environmental Health & Safety <u>Testuser1, Chem</u> | | Building: | 685 MT HOPE (FAIRBANK) | |
| Missing Containers | | | | | |
| None | <u>a</u> | 3 12 | | <u> </u> | |
| Misplaced Containers None | | | | | |
| Containers Not Registered to You None | | | | | |
| Inactive Containers None | | | | | , Ala |
| Unassigned Container Barcodes None | | | | | |
| Reconciliation Complete Back to Lab List |] | | | | |

| ← → C ● https://www.rochester.chematix.com/Chematix/ | DiscrepancyServlet?action=1599 | | | | | | | Q ☆ |
|--|---|------|-----------|------------|------------------------|------|----------------------|-------|
| | | | | | | | | MATIX |
| Nome Inventory Wade Resources Heb Inventory Discrepancy Report and Reconciliation | | | A A | | à H | | User Name: testuser1 | |
| Keconciliation Completed! Laboratory Information Reom / Laboratory: Department: Lab Pit: Missing Containers None | 8013 / Test User 1 Environmental Health & Safety Joshueer J. Cham | n ka | Building: | <u>n</u> k | 685 MT HOPE (FAIRBANK) | n la | | |
| Misplaced Containers None | | | | | | | | |
| Containers Not Registered to You None Inactive Containers None | | | | | | | | |
| Unassigned Container Barcodes None | | | | | | | | |
| Reconcitation Complete Back to Lab List | | | | | | | | |

17. The date of completion is stored as visible in the Laboratory Summary Page.

| UNIVERSITY of ROCHESTER | | | | | Cł | IEMATIX |
|--|--|--|--|-------|-------------------|---------|
| NEMATIX Inspection Home Inventory Waste Resources Help | | | | | Logout | |
| Laboratory Summary Page | | | | | User Name: testus | er1 |
| Lear Lab Information Room POC: Departments: 100124 Building=: 064 After-Hours Contacts:Not specified Lab Coution Bio Date: - Lab Status: Assigned Lab Status | Department Name: Environmental Health & Safety Building Name: 685 MT HOPE (FAIRBANK) Last Inspection Date: 01/18/2016 Lab Room: Yes Fire Zone: | | Room: B013 Last Inventory Date: 11/17 Chem Lab: Yes | /2016 | | |
| Lab Personnel | | | • | | | |
| Lab Lab EAB Lab Home Phone HardWate RTK PJ Super Heiger User 100124 595276298 - - X Zonleen Baker 100124 5952767298 - - X Zonter Leet 100124 595276701 - - X X Anner Leet 100124 5932759601 - - X X State Leet 100124 5932759601 - - X X State Leet 100124 5932759601 - - X X State Stote - <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td></t<> | | | | | | |
| X Dillett, Barbon 100124 3552 / 3584-00 X Dasal Joog Abert 100124 3552 / 3584-00 X Dillett, Barbon 100124 5552 / 3584-00 X Dillett, Barbon 100124 5552 / 3584-00 X Damkingon, Daniel J 100124 5552 / 5581-00 X Tomkinson, Daniel J 100124 5552 / 5581-00 X Comell J, James W 100124 5552 / 7563 X Comell J, James W 100124 5552 / 7564-00 X Comell J, James M, Linactive User, J. 100124 5552 / 7564-00 X Comell J, James M, Linactive User, J. 100124 5552 / 7564-00 X Devin, Gregory J. 100124 552 / 7564-00 X Devinin Lin, Anne 100124 552 / 75840-00 X Schmidlin, Anne 100124 552 / 75840-00 X Schmidlin, Anne 100124 552 / 75840-00 X Schmidlin, Anne 100124 552 / 75890-00 X Schmidlin, Anne 100124 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> | | | | | | |
| X Baker, Colleen, 100124 5852767298 Manage Personnel | | | | | | |
| Lab Storage Units | | | 11.2 | | | |

18. Repeat this process for each individual lab room.

- 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)
- If your lab is in possession of a large number of chemicals, it will be easier to reconcile by storage unit. This procedure is called **Reconciling Chematix Inventory with** Chemicals in the Lab --- One Storage Unit at a Time. (add link)