



On How to Add a New Chemical to Your Inventory

Either Chrome or Firefox web browser is required for Adding a New Chemical on SciShield. The SciShield ChemTracker module provides a method for tracking a chemical inventory with connection to a central database. The Chemtracker module also allows you to look up Safety Data Sheets (SDS) for chemicals in your inventory or any chemical.

How to Add Chemicals to Your Inventory Step-By-Step

1. Log into SciShield with your Clemson credentials.
2. On the left-hand side, you will see the name of the lab/group you are a part of in SciShield. Click the name of the lab/group and then click ChemTracker.
3. Click "Add Inventory" at the top.
4. Begin typing in the chemical name or CAS number in text box.

5. Select the chemical you want to add.
6. From the "Location (space)" dropdown, select the space where this container will be stored. (If you do not see the space you are looking for, contact OES)
7. Fill out the **amount** of the container as well as the **units**, **container count** and **select normal for container status**.
8. Leave the unique chemical ID field blank. The system will auto-generate an ID.
9. If you have additional information about the chemical, you may enter it in the "Additional Details" box.
10. Click submit.

**It is important to note that the SciShield software is very specific. If the chemical you are searching for is not found, try searching it various ways. For example, wd 40 will be found, and so will wd-40, but wd40 will NOT be found.

** If you are unable to find your product, select "none of the above" from the search by chemical name drop down. A box will appear, select none of the above again and continue.

For more detailed information please visit the link for Quick Start Guides-

<https://www.clemson.edu/research/oes/SciShield/>