

# The Facts:

## Chemical Inventory Submittals Through SciShield “ChemTracker” Module



OCCUPATIONAL AND ENVIRONMENTAL SAFETY

- Any place you read “lab,” this means your area/shop in the SciShield Facilities Module.
- Any place you read “PI,” this means that supervisor, manager and/or safety designated employee.

- Chemical Inventories are in “ChemTracker” which will be listed under your area’s name on the left-hand side of the screen. You must select your area’s name before accessing ChemTracker. *You must use either **Chrome** or **Firefox** to update your inventory in ChemTracker.*
- Chemicals are assigned to a space, not only an employee or department/group/shop. Remember that a “Location/Space” must be identified for every product.
- If you have multiple containers of a product, it will appear with that many lines in SciShield. Example: If you listed 5 WD 40 containers in your 2020 submittal, then WD 40 will appear for 5 lines in the inventory.

- If a product has more than one CAS#, you will not need to add/type the CAS#s in SciShield. SciShield only accepts one CAS#. If more than one CAS# is associated with a product, it will be imported by the “product name.”
  - If a product with one CAS# was imported with your 2020 submittal, it may appear as a different name. If you accidentally deleted this product because you did not recognize it by the SciShield listed name, you may enter again with the product name that is in your inventory. Again, this would only apply to a product that has only one associated CAS#. Please see [“Adding a New Chemical”](#) if this deletion occurred.

- Note that SciShield software is very specific. If the chemical you are searching for is not found, try searching in various ways. Example: WD 40 and WD-40 are both found, 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.

## Fact Sheets:

[Bulk Edit – Quantity of Zero on SciShield](#)

[Adding a New Chemical](#)

[Chemical Reconciliation on SciShield](#)

**\*\*If you are unable to access ChemTracker, ask your PI if they can grant you optional access. If problems continue, contact OES for further assistance at [SciShieldOESHelp@clemson.edu](mailto:SciShieldOESHelp@clemson.edu)**