



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. To access, you must have “Manage ChemTracker Inventory” assigned.

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 the ChemTracker tab.
3. Click **Add Inventory** at the top.
4. Begin by selecting either

5. Then start typing in the Chemical/Product Name or CAS number in text box. You will see a blue wheel, showing it is searching.
6. Select the chemical you want to add from the drop down.
7. Type and select the **Manufacturer** from the dropdown menu.
8. 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, email SciShield OES help)
9. Fill out the **amount** of the container as well as the **units, container status** (default is normal), and **Container Count**.
10. Leave the **Unique Container ID** field blank, unless your group/lab has a unique identifier. If left blank the system will auto-generate an ID.
11. If you have additional information about the chemical, you may enter it in the **Additional Details** box.
12. Click “Create” or “Create and Add Another”.

**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

- a. Search unlinked chemicals, if no other option come up or if none of the options match select “None of the above”. A box will appear, select “None of the Above” again.
- b. Fill out the Unlinked Chemicals information seen to the right.

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

[Quick Start Guides \(Login Required\)](#)

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