Quick Tips for Chemical Inventory Submittals Through the SciShield “ChemTraker” Module.

SciShield first serviced University Labs, which CU implemented for our labs in 2019. SciShield also has developed a new Facilities Module. This Facilities Module will apply at CU as all Non-Lab Areas (not only just the CU Facilities department).

- 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.
- OES is implementing the additional feature of “Training” as all trainings are now only accepted via SciShield. This document is only focused on “ChemTracker”.
- 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 “How To Add a New Chemical to Your Inventory Fact Sheet” if this deletion occurred.
**Finalize these steps to complete your inventory submittal:**

**Assign a product container a quantity of zero (0).**

This may be chosen because the product may be in inventory at a period of time throughout the year; or if necessary to keep one line item with a quantity of zero as it is not known, at this time, if the product will return.

Please refer to “Editing in Bulk for a Quantity of Zero** and much more” Fact Sheet. The Bulk Edit Feature may also assist with increasing a container count and deleting information.

(Only if the entire volume of a specific product is located in the exact same, one location/space, then the product may be entered as one line item that represents the total volume “amount” for that product. If this option is chosen, then when making this edit in Bulk Edit, you would want to provide details in the “Note” section. Ex. This includes 3 x 12 fluid ounce containers. With including a note, you will have a reminder for the next time that you make edits.)

**How to add a new chemical?**

Adding a new product as an example, and you have 10 containers in your inventory this year, you will not have to make 10 individual entries. Following the steps, SciShield will automatically translate that product of having 10 lines associated with it. (Another option, only if all of the product is stored at the same location: the item may be added as one container with the total volume “amount” and proper units assigned. Include a Note to remind you in the future. For example, We have 3 x 12 fluid ounce containers. With including a note, you will have a reminder for the next time that you make edits. Again, only if all of the products are stored in the exact same space.)

Please refer to the “How To Add a New Chemical to Your Inventory Fact Sheet” and/or OES video.
Changing and/or verifying the quantity for each product listed in your inventory.
Please refer to the Chemical Reconciliation Fact Sheet.
Reconciliation is not a required step if you are able to edit all of your information by utilizing the features of Bulk Edit and Add New Inventory, so that Chemtracker correctly reflects your updated inventory. If your ChemTracker is several pages, it is not recommended that the Reconciliation is performed.

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