

BioRAFT ChemTracker Module

Manager & PI Quick Start Guide



Prepared by BioRAFT Professional Services

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BioRAFT ChemTracker Module Introduction

The BioRAFT ChemTracker module provides a method for tracking chemical inventory with connection to a centralized chemical database, complete with hazard and regulation data. Please see the Platform Quick Start Guide for information on logging into BioRAFT and adding members to your group/lab.

About This Guide

The screenshots on this Quick Start Guide are representative of an average BioRAFT site. Individual BioRAFT sites may differ in terms of specific modules enabled and IT integrations, as well as site-specific configurations selected during Implementation. For specific questions about your institution's instance of BioRAFT, please contact your institution's safety and compliance team.

Audience for this Quick Start Guide

This guide is designed for group/lab members who have access to edit their group/lab's inventory (permission "Manage Group ChemTracker"). If you expect to have that access and do not see the relevant options upon login, please contact your institution's safety and compliance team.



Chemical Inventory Management

Viewing Chemical Inventory

From the BioRAFT homepage, click on your group name in the left-hand menu to view information relevant to your lab. Click “ChemTracker” to view your current chemical inventory.

If you do not see your lab in the left-hand menu or you see a message about not being part of a group/lab, please contact your institution’s safety and compliance team for assistance in having your profile updated in BioRAFT.

Containers

The primary view shows any container in your group/lab’s inventory. If individual container barcode or RFID tags are in use, use the “Container ID” field to search with a scanner.

ChemTracker | Add Inventory | Totals | Bulk Edit | Find Other Chemicals

Barth Lab Chemical Containers

Showing 1-25 of 212 results

Filters

Chemical Name: CAS Number: Chemical Hazards:

Chemical Synonym: Database Linkage Status: Controlled Substance?

Physical State: Location (Space):

Bench: Shelf: Specific Location Note:

Last Updated After: Last Updated Before:

Container IDs:

Comma-delimited (or one per line) list of Container IDs

Chemical Name	CAS #	State	Amount	Units	Location	Container ID	Edit	Remove	Bench
AIBN	78-67-1	Solid	125	g	Sene Chemistry Research Building - 132	C-20003439	Edit	Remove	Bench 4 Fridge A
AIBN	78-67-1	Solid	1000	g	Burchard Research Facility - 101A	C-20002802	Edit	Remove	Bench 4

Totals

This page adds up the total amount of each chemical in your group/lab's inventory. The "Display Units" dropdown allows you to instantly update the units for all chemicals in the table (i.e., display in grams).

View
Edit
ChemTracker
Dashboard
Members
Requirements
Bio
Training

ChemTracker | Add Inventory | **Totals** | Bulk Edit | Find Other Chemicals

Barth Lab

- » View Lab Profile
- » ChemTracker
- » Compliance Dashboard
- » Manage Members
- » Send Lab Message
- » Bio Summary
- » Self Inspections
- » Manage Lab Forms

Demuth Lab

- + Research Tools
- + Training
- + Equipment
- + My Account

Barth Lab Chemical Totals

Showing 1-25 of 76 results

Filters

Chemical Name: CAS Number: Building:

Physical State: Location (Space):

Chemical Hazards: Display units:

Chemical Name	CAS #	State	Amount	Units	Total Containers
(3-Aminopropyl)triethoxysilane	919-30-2	Liquid	0.00	L	1
1,2-Propanediol	57-55-6	Liquid	3.79	L	1
1,4-Dioxane	123-91-1	Liquid	0.18	L	2
1-Propanol	71-23-8	Liquid	100.00	L	2
18-Crown-6	17455-13-9	Solid	0.03	kg	2
2,2'-Azobis(2-methylpropanitrile)	78-67-1	Solid	1.13	kg	2
2,2-Dichloropropane	594-20-7	Liquid	0.50	L	1
2,4-Nonadien-1-ol	62488-56-6	Liquid	1.50	L	3



Adding Inventory

To add new inventory, click “Add Inventory” from the ChemTracker page. Start typing the chemical name of the chemical you are adding to search the central database. Use the radio buttons to lookup via CAS number or product name or number instead.

If you cannot find the chemical in the dropdown, Select “None of the above” to enter an unlinked chemical (a chemical outside of the database). Unlinked chemicals are not connected to the central ChemTracker chemical database; these chemicals specific to your institution’s instance of BioRAFT will not have hazard and regulation data associated with them from the central database.

The screenshot shows the 'Add Chemicals to Barth Lab' interface. At the top, there are navigation tabs: View, Edit, ChemTracker, Dashboard, Members, Requirements, Bio, and Training. Below these is a breadcrumb trail: ChemTracker | Add Inventory | Totals | Bulk Edit | Find Other Chemicals. On the left is a sidebar menu for the Barth Lab with options like View Lab Profile, ChemTracker, Compliance Dashboard, etc. The main content area has a search bar labeled 'Look Up Chemical Name or CAS Number' with 'sodium acet' entered. A dropdown menu shows search results including 'Sodium 3-acetamido-5-[acetyl(methyl)amino]-2,4,6-triiodobenzoate (Solid)', 'Sodium acetate (Solid)', 'Sodium acetate aqueous solution (Liquid)', 'Sodium acetate trihydrate (Solid)', 'Sodium acetate-1-13C,d3 (Solid)', 'Sodium acetate-d3 (Solid)', 'Sodium acetate/acetic acid buffer solution (Liquid)', 'Sodium acetylacetonate monohydrate (Solid)', 'Sodium acetylarsanilate (Solid)', 'Sodium acetylride (Solid)', and 'Sodium acetylride (suspension in mineral oil, xylene) (Liquid)'. Below the search bar are fields for 'Units: -- Select --', 'Container Count: 1', and 'Container Status: Normal'. There is also a 'Unique Container ID' field and a checkbox for 'Controlled Substance?'. At the bottom are 'Submit' and 'Add Another' buttons.

Select the chemical that you are adding a container of to your inventory. Results for pure chemicals, mixtures, buffers, and commercial products will be listed.

A note about a specific chemical:

In common language, “Formaldehyde” may be used to refer to formalin or other formaldehyde/water mixtures. “Formaldehyde” is a gas in its pure form. The following chemical names are some of the more common formaldehyde mixtures or compounds:

Formaldehyde, 37% solution with 10-15% methanol

Formaldehyde 37% in water without methanol

Formaldehyde buffered aqueous solution, 3-20 wt. % in H₂O

Embalming Fluid (25% Formaldehyde, 10% Methanol)

Paraformaldehyde



From the “Location (space)” dropdown, select the space where this container will be stored. If the space you are looking for is not listed, please contact your institution safety and compliance team to have your group/lab added to the space.

If using barcodes, the barcode number would be entered in the “Unique Container ID” field. Otherwise, this field may be left blank and the system will auto-generate a unique ID number.

View
Edit
ChemTracker
Dashboard
Members
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ChemTracker | **Add Inventory** | Totals | Bulk Edit | Find Other Chemicals

Barth Lab

- » View Lab Profile
- » ChemTracker
- » Compliance Dashboard
- » Manage Members
- » Send Lab Message
- » Bio Summary
- » Self Inspections
- » Manage Lab Forms

Demuth Lab

Research Tools

Training

Equipment

My Account

Add Chemicals to Barth Lab

Look Up Chemical Name or CAS Number

Chemical: *

Chemical Name
 CAS Number
 Product Name or Number

Start typing the chemical name to find the chemical in the database.

Location (space):

Sene Chemistry Research Building - 134 [Reset](#)

Amount:

Units:

Container Count:

Container Status: *

Unique Container ID:

[Additional Details](#)

Controlled Substance?



The “Additional Details” section may be used if there is more information needed to track for the chemical container.

▼ Additional Details

Bench:

Shelf:

Specific Location Note:

Manufacturer:

Product Name:

Product Number:

Date Received:
Format: 2020-07-02

Expiration Date:
Format: 2020-07-02

Purchase Order:

Notes:

Controlled Substance?



Editing Chemical Inventory in Bulk

The bulk edit function is valuable for editing or deleting many records at one time. Click “Bulk Edit” from your group/lab’s ChemTracker menu, then enter the relevant search parameters and select the containers you would like to edit.

Select Chemical Containers

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would like to change. Once you have selected the desired containers, click “Edit selected container” at the bottom of the page. From there, changes to all the selected containers may be made.

Filters

Chemical Name: CAS Number: Chemical Hazards:

Chemical Synonym: Database Linkage Status: Location (Space):

Physical State: Bench: Shelf:

Notes: Last Changed After: Last Changed Before:

Container IDs (up to 1000):

Comma-delimited list of Container IDs

Showing 1 to 39 of 39 entries

<input type="checkbox"/> Select All	Chemical Name	CAS #	Amount	Unit	Location	Bench	Shelf	Last Changed
<input type="checkbox"/>	2-Boronobenzaldehyde	40138-16-7	100	g	Sene Chemistry Research Building - 132			3/14/2019
<input type="checkbox"/>	Boron carbide	12069-32-8	100	g	Sene Chemistry Research Building - 134			4/10/2020
<input type="checkbox"/>	Boron complex, Barth lab		100	g	Sene Chemistry Research Building - 132	Bench 5	Shelf N	7/10/2019



Scroll down and click “Edit selected containers” in the lower-right corner. On the next screen you may indicate the changes you would like to make.

Any changes indicated here will be applied to all the containers and overwrite existing data for those containers (such as replacing the existing notes). *These changes cannot be bulk undone.*

Click “Apply changes” and follow the prompts to complete your desired change(s). To instead delete these records, click “Delete all selected”.



Searching for Other Inventory

Depending on your institution's configurations and preferences, you may be given access to search for inventory in other groups/labs based on the building you are in or your group/lab's department association in the system. Inventory can only be edited by the lab owning the chemical or by system administrators.

To search for inventory in another group/lab, visit your ChemTracker tab, and click on "Find Other Chemicals". From here, you can search for a chemical based on any of the filters provided.

View
Edit
ChemTracker
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Training

ChemTracker | Add Inventory | Totals | Bulk Edit | **Find Other Chemicals**

Find Other Chemicals

Showing 1-24 of 24 results

Filters

Chemical Name: <input type="text" value="acetone"/>	CAS Number: <input type="text"/>	Product Name: <input type="text"/>
Manufacturer: <input type="text"/>	Container ID: <input type="text"/>	Physical State: <input type="text" value="-- Select State(s) --"/>
		Location (Space): <input type="text" value="-- Select Location(s) --"/>

Surplus

Chemical Name ▲	CAS #	Amount	Unit	Group	Container ID	Date Changed
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005026	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005025	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005024	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005023	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005022	6/30/2020
Acetone	67-64-1	1	l	Barth Lab	C-20002717	3/21/2019
Acetone	67-64-1	4	l	Park Lab	C-20002648	1/25/2019

View
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Training

ChemTracker | Add Inventory | Totals | Bulk Edit | **Find Other Chemicals**

Find Other Chemicals

Showing 1-24 of 24 results

Filters

Chemical Name: <input type="text" value="acetone"/>	CAS Number: <input type="text"/>	Product Name: <input type="text"/>
Manufacturer: <input type="text"/>	Container ID: <input type="text"/>	Physical State: <input type="text" value="-- Select State(s) --"/>
		Location (Space): <input type="text" value="-- Select Location(s) --"/>

Surplus

Chemical Name ▲	CAS #	Amount	Unit	Group	Container ID	Date Changed
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005026	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005025	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005024	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005023	6/30/2020
Acetone 99%	67-64-1	1	l	Mcfall Lab	C-20005022	6/30/2020
Acetone	67-64-1	1	l	Barth Lab	C-20002717	3/21/2019
Acetone	67-64-1	4	l	Park Lab	C-20002648	1/25/2019



Managing Add and Edit Inventory Permissions for Group/Laboratory Members

On most sites, by default, lab members can view their lab's ChemTracker inventory but cannot modify it. As a Principal Investigator/Manager of a group/lab in BioRAFT, you may grant the permission to members within BioRAFT to edit your group/lab's inventory.

Giving or Removing ChemTracker Edit Permission

Go to the "Members" tab of your group/lab.

Members | Manage Job Activities | Pending Approvals | Members History

Demuth Lab Members Last Confirmed: 07/26/2017

Name	Email	Designation	
Demuth, Danial	daniel.g.demuth@bioraft.org	Principal Investigator	Edit
Bakerfield, Thomas	Thomas.Bakerfield@bioraft.org	Lab Manager	Edit Remove
Barrett, Kim	Kim.J.Barrett@bioraft.org	Research Assistant	Edit Remove
Barth, John	John.T.Barth@bioraft.org	Lab Manager	Edit Remove
Beach, Dale	Dale.A.Beach@bioraft.org	Peer Inspector	Edit Remove
Burris, Twila	Twila.T.Burris@bioraft.org	Lab Coordinator	Edit Remove

[Confirm List](#) [Definitions and Policies](#)



Click “Edit” next to the laboratory member who needs access to edit your group/lab’s ChemTracker inventory. Select “Manage Group ChemTracker Inventory” and click save to apply this permission.

Members

User setup for Kim J Barrett

Designation:
Research Assistant

Disabled Roles:
Kim J Barrett has Access basic user experience enabled, which has been disabled in the [group defaults](#).

Optional Access in BioRAFT

- Edit Basic Group Information
- Edit Group Biological Information
- Edit Group Equipment Inventory
- Group Compliance Liaison
- Manage Group ChemTracker Inventory
- Submit RAM Order Request
- View Group ChemTracker Inventory

Job Activities

Biological Animals Chemical Radiological Physical General

- Works with Viral Vectors which May Infect Humans
- Works with Biological Materials
- Works with Biosafety Level 2 Materials
- Works with Biosafety Level 3 Materials
- Exposed to Bloodborne Pathogens or Human Source Materials
- Works with Biosafety Level 2+ Materials
- Works with Select Agent Organisms
- Works with Recombinant and/or Synthetic Nucleic Acids
- Ships Biological/Infectious Materials

[More options](#)

Save [Configure Defaults](#)

If you would like to remove the permission to manage inventory from a member of your group/lab, you may do so by clicking “Edit” next to their name in your Members list, deselecting the permission to “Manage Group ChemTracker Inventory,” then clicking Save.

These permissions are set on a per group basis. A person in multiple groups might have read-only permissions in one group, and edit permissions in another.

When members of your group/lab depart your institution, they will be automatically archived from your member list after your IT team deactivates their account in the Directory. After this happens, they will no longer have access to your inventory within BioRAFT.



Adding a New Group/Lab Member with ChemTracker Edit Permissions

Go to the “Members” tab of your group/lab. Enter the person’s name to find them in the directory. From there, select “Manage Group ChemTracker Inventory” in the “Optional Access in BioRAFT” section. Select the appropriate Job Activities and designation, then click “Lookup/Add”.

The screenshot displays the BioRAFT interface for the 'Demuth Lab'. At the top, there are navigation tabs: View, Edit, ChemTracker, Dashboard, Members, Bio, Chem, Rad, and Training. The 'Members' tab is active, showing a breadcrumb trail: Members | Manage Job Activities | Pending Approvals | Members History.

The main content area is titled 'Demuth Lab Members' and includes a 'Last Confirmed: 07/26/2017' status. A table lists the current members:

Name	Email	Designation	
Demuth, Danial	daniel.g.demuth@bioraft.org	Principal Investigator	Edit
Bakerfield, Thomas	Thomas.Bakerfield@bioraft.org	Lab Manager	Edit Remove
Barrett, Kim	Kim.J.Barrett@bioraft.org	Research Assistant	Edit Remove
Barth, John	John.T.Barth@bioraft.org	Lab Manager	Edit Remove
Beach, Dale	Dale.A.Beach@bioraft.org	Peer Inspector	Edit Remove
Borris, Twila	Twila.T.Borris@bioraft.org	Lab Coordinator	Edit Remove

Below the table are buttons for 'Confirm List' and 'Definitions and Policies'.

The 'Add a member' form is open, showing the following fields and options:

- Name:** Rayford Adan Thompson
- Designation:** Research Associate
- Optional Access in BioRAFT:**
 - Edit Basic Group Information
 - Edit Group Biological Information
 - Edit Group Equipment Inventory
 - Group Compliance Liaison
 - Manage Group ChemTracker Inventory
 - Submit RAM Order Request
 - View Group ChemTracker Inventory
- Job Activities:**
 - Biological
 - Animals
 - Chemical
 - Radiological
 - Physical
 - General

Under the 'Biological' job activity tab, the following options are checked:

- Works with Biological Materials
- Works with Biosafety Level 2 Materials
- Exposed to Bloodborne Pathogens or Human Source Materials
- Works with Biosafety Level 2+ Materials
- Works with Recombinant and/or Synthetic Nucleic Acids

At the bottom of the form are buttons for 'Lookup / Add' and 'Configure Defaults'. A note at the very bottom states: 'Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. Please only click Add Once. Thank you for your patience.'

