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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.

	View	Edit	ChemTracker	Dashboard	Members	Requirements	Bio	Training

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

Barth Lab Chemical Containers

Showing 1-25 of **212** results

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

Filters

Chemical Name:

CAS Number:

Chemical Hazards:
-- Select Hazards(s) --

Chemical Synonym:

Database Linkage Status: ⓘ

☐ Controlled Substance?

Physical State:
-- Select State(s) --

Location (Space):
-- Select Location(s) --

Bench:

Shelf:

Specific Location Note:

Last Updated After: ⓘ

Last Updated Before:

Container IDs:

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

Submit

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

2

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).

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.

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 | 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
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Add Chemicals to Barth Lab

Look Up Chemical Name or CAS Number

Chemical: *
Sodium acetate (Solid)

○ 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:
100

Units:
g

Container Count: ⊚
1

Container Status: * ⊚
Normal

Unique Container ID: ⊚

− ► Additional Details

☐ Controlled Substance?

Submit   Add Another

![BioRAFT logo]

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

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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.

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.

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.

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.

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.

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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".