ChemTracker Information and Tips

General Information:

- A ChemTracker how-to video and quick how-to guide can both be found at [www.ehs.ufl.edu/programs/lab/chemtracker](http://www.ehs.ufl.edu/programs/lab/chemtracker). Please reference those for detailed information mentioned in this document.

- Not every web browser works with ChemTracker. Currently Google Chrome and Internet Explorer work the best, while Mozilla Firefox and Opera both tend to be problematic.

- ChemTracker works on access permissions. You will only be able to see the inventory listed for the PI and lab spaces that you have been granted access to. If you need access to an Owner (PI), Building, or Room number that you do not see listed when trying to search or add inventory, please contact [mike.yost@ehs.ufl.edu](mailto:mike.yost@ehs.ufl.edu) or [ehs.chemtracker@connect.ufl.edu](mailto:ehs.chemtracker@connect.ufl.edu) to get your account’s access fixed.

- When filling in a field that has a drop down list, you must select an item on the list. The easiest method is by clicking on the text you want to select. Pressing Enter on your keyboard will also fill in the field with the highlighted item on the drop down list. However, just typing in the text you want and clicking over to the next field will not fill in the field with what you just typed.

- ChemTracker lists what the University recognizes as the official name for buildings - it may not be what you recognize, but you can also use the 4 digit UF building number. You will not be able to search by the street address or letter abbreviations for most buildings.

- For all fields with a drop down list, you can type in the first few letters of a name or chemical and be provided with suggestions for all of the matching options. For example, if you have access to the Academic Research Building, it will show up in the drop down list for the building field if you just type “aca”.

Logging in:

- [https://ufl.chemtracker.org/](https://ufl.chemtracker.org/) is the current UF ChemTracker web address.

- ChemTracker currently does not use your GatorLink login, but a separate unique login created exclusively for ChemTracker. ChemTracker usernames and passwords are both case sensitive. If you do not know, or forgot your ChemTracker login information, or do not have an account, please contact [mike.yost@ehs.ufl.edu](mailto:mike.yost@ehs.ufl.edu) or [ehs.chemtracker@connect.ufl.edu](mailto:ehs.chemtracker@connect.ufl.edu).

- The “Forgot password” feature will work best with your ChemTracker username. Your ChemTracker username will generally the first initial of your first name and your last name, e.g. Jane Doe would likely have “jdoe” as her ChemTracker username. If you have multiple email addresses or old departmental email addresses, ChemTracker might not have the right one on file for you, and your best option will be to contact [mike.yost@ehs.ufl.edu](mailto:mike.yost@ehs.ufl.edu) or [ehs.chemtracker@connect.ufl.edu](mailto:ehs.chemtracker@connect.ufl.edu).
**Adding Inventory:**

- To add inventory you will need to click “Add Template” (you will have to create them if you want them) or “Add” on the blue bar across the top of the page. Please visit [www.ehs.ufl.edu/programs/lab/chemtracker](http://www.ehs.ufl.edu/programs/lab/chemtracker) for detailed information on this process.

- Add Templates are not required, but can help save time in the long run. To create an Add Template, go to the add page by clicking “Add” on the blue bar across the top of the screen. Fill in the information you would like saved for that particular template. EHS recommends at a minimum **Owner, Department, Building, and Room** - be more specific if you wish. Once all the information is input, click on “Save as Add Template” in the bottom left corner and type in a name for the template and any other information you would like it to show.

- **Owner** refers to the PI (last name, first name). **Department** will show up in the drop down menu after you type at least 2 letters.

- **Building** will show up under the UF building number or building name (i.e. 0184 or Rhines Hall). The **Room** field will be available after you enter in the building - the room numbers you have access to should appear in the drop down menu when you click on the **room** field.

- ChemTracker will recognize most **Chemical Names**, but if the name you type in does not match their records, you can still select the name you typed in by pressing Enter on your keyboard or clicking on the blue highlighted line on the drop down list.

- **Physical state** is Solid, Liquid or Gas - this is in reference to the chemical at room temperature. Please note that the physical state does limit what **Units** you can choose.

- **Container count** is the number of containers of a particular container size you are entering for that chemical.

- **Amount** is the size of the individual container(s) you are adding. For example: if you are trying to add both a 1 L bottle of Acetone and a 500 mL bottle of Acetone, they will have to be added separately as they have a different container size (Amount).

- **Unit** is the unit of measure for the container size. Be aware that ChemTracker does not allow “g” for grams when the physical state is Liquid.

- **UDF 1, UDF 2, and UDF 3** stand for **User Defined Field (1, 2 or 3)** and can be used for any information you would like to keep with the chemical.

- If you would like to use the **Product Number**, please start with this field as it will clear out most of the other fields if the **Product Number** is not recognized. Filling in the **Product Number** first (if the number is recognized by ChemTracker) will fill out the **Chemical name, Manufacturer**, and usually will include the **Physical State, Amount, Unit, Formula, and CAS Number**.

- As for the rest of the fields, the **Location, Bay/Bench, and Shelf** fields can be very useful when trying to identify more specific locations in the lab.
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- The *Expiration date* field is useful for Peroxide Forming compounds and other chemicals that need to have the expiration date tracked. The College of Engineering requires that all Engineering labs include an *Expiration date* for all their chemicals.

- The “Set/clear all pins” button at the bottom of the *Add* page is can be very helpful when adding multiple chemicals. This button will put a push pin icon next to all of the fields; any field that has the push pin next to it will remain filled in when you click “Add Inventory”.

**Viewing your inventory:**

- While you are only able to see the inventory that you have been granted access to, ChemTracker requires you to search for your inventory.

- The simplest way to find your inventory is to search either by the PI’s name in the *Owner* Field, or by the building name in the *Building* Field. Searching by just the Owner name will return the entire inventory for that PI. Adding more search parameters will limit the search results.

- The *Summary View* groups all containers of the same chemical together to give a quick overview of the entire inventory that meets your search parameters. Be aware that chemicals with multiple names may not show up under the synonym you are most familiar with. For example, isopropanol, 2-propanol, and other synonyms will show up as isopropyl alcohol.

- If there are more than 250 items that the search returns, the *Details View* and *Summary View* both will only load the first 250 rows until you scroll down far enough to load the next 250 rows.

- The *Details View* and *Summary View* will only load 250 rows

- In both the *Details View* and the *Summary View*, you can click on the “Show/hide columns” button in the bottom left corner of the screen and select what columns are shown. Note that hiding columns while in *Details View* may impact the ability to successfully edit inventory (see next section).

- By clicking on the column headings in either view, you can sort by any of the columns.

**Updating your inventory:**

- In order to modify or delete any portion of your inventory, you must be in the *details view*.

- Modifying a single row will allow you to make multiple changes to that item: correct the physical state if it was listed incorrectly, correct the amount, correct the spelling of the chemical name, or any other item specific changes.

- Please note that you will only be able to change information for the fields that you have showing, and if you have the Physical State field hidden, you are likely to encounter issues with the Unit field.

- To make building and room changes, add further location information, or change the Owner and Department, you will want to use a *bulk modify*. Alternatively, if you are trying to modify all of the items in
the *Details View* (this will include all rows, not just the ones loaded) you can click on the down arrow next to “Modify” and select “Modify all”.

- EHS expects each lab to keep their ChemTracker inventory current with the latest additions, deletions and quantity updates. Even if no chemicals are purchased, used up, or disposed of, the inventory must be checked and updated at least annually.