

# **CHEMATIX™ Chemical Inventory Module**

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## **Chemical Container Inventory Reconciliation**

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## Chemical Container Inventory Reconciliation

One way of making sure that the chemical inventory stored in a chemical inventory system is up to date and accurate is to perform an inventory reconciliation. This is a process where all the chemicals that are on the shelf are scanned and entered into **CHEMATIX™** and compared with what is supposed to be in the inventory. The discrepancies are listed in a number of groups to allow the differences to be dealt with accordingly. When all the discrepancies are dealt with the reconciliation is marked complete and the date of completion will appear in a report for EHS Users.

There are many different ways inventory reconciliation can be completed in **CHEMATIX™**. They are:

- The entire lab at once
- By individual storage units in the lab until the whole lab is complete
- Adjoining labs for the same PI at the same time
- Safety User can do reconciliation for any lab.

There are also configurable options for a system administrator (super user) where reminder e-mails can be sent out to PIs, Lab Supervisors and EHS and the text of the e-mails can be maintained.

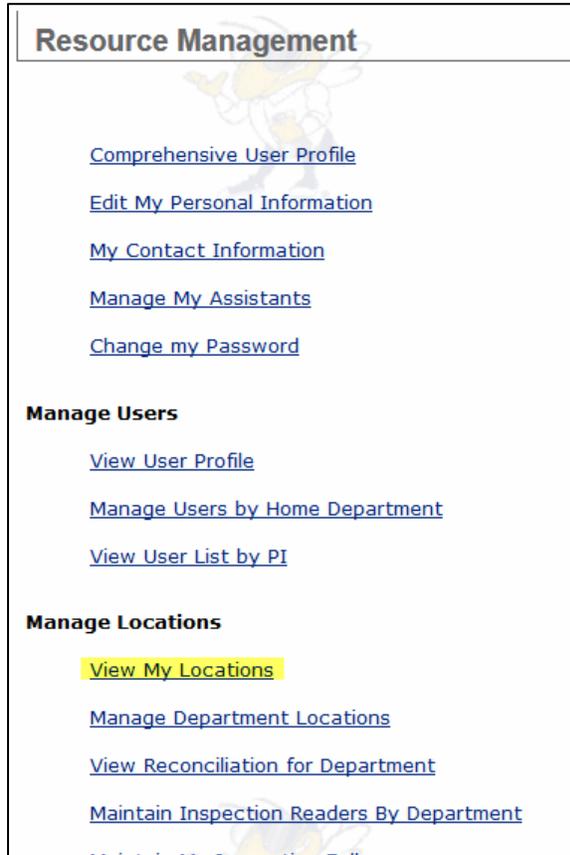
### Inventory Reconciliation of the Entire Lab:

This process involves the scanning of **CHEMATIX™** barcodes for all of the containers in the selected lab. These barcodes are then uploaded into **CHEMATIX™** where they are compared with the barcodes of the chemical containers that are listed in the system. A list of discrepancies is created so they can be dealt with. Once all the discrepancies have been accounted for then the reconciliation can be marked complete and the reconciliation date for the lab is saved.

The first step is to scan all of the **CHEMATIX™** barcodes for the chemicals in the lab. This is typically done by using a batch scanner. Any user from the lab can scan and upload the barcodes, however a PI or Lab Supervisor is needed to manage the discrepancies.

PLEASE NOTE: It is possible for any user to scan the barcodes and upload them into CHEMATIX. However, the actual reconciliation of the lab inventory must be done by either a Lab Supervisor or PI.

To upload the barcodes into **CHEMATIX™**, go to Resource Management and  
→ Click the [View My Locations](#) link



→ Select the lab where the reconciliation is taking place. This is done by clicking on the lab name link.

**View Lab Locations** User Name: **shook**

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**My Lab as a PI:**

Laboratory	Department	Type	PI	Supervisor	Status
<a href="#">5144/110/5144 - shook</a>	Veterinary Medicine/600	Chemical Lab	<a href="#">Shook, Al</a>	<a href="#">Karolat, Jack</a>	Assigned
<a href="#">805/127/Corrosion Research</a>	Chemical Engineering/300	Chemical Lab	<a href="#">Shook, Al</a>	<a href="#">Evans, Dawn</a>	Assigned
<a href="#">1200/5.300/UKY Test Lab 2</a>	Chemistry/100	Chemical Lab	<a href="#">Shook, Al</a>	<a href="#">Carpenter, John</a>	Assigned
<a href="#">917/B25/UMN Demo Lab</a>	Chemistry/100	Chemical Lab	<a href="#">Shook, Al</a>	<a href="#">Shook, Al</a>	Assigned
<a href="#">1202/205/UMN Lab 1</a>	Chematix Training 2/2300	Chemical Lab	<a href="#">Shook, Al</a>	<a href="#">Shook, Al</a>	Assigned
<a href="#">5144/360/Waste Treatment Research</a>	Chemical Engineering/300	Chemical Lab	<a href="#">Shook, Al</a>	<a href="#">Karolat, Jack</a>	Assigned

**My Lab as a Lab Supervisor:**

Laboratory	Department	Type	PI	Supervisor	Status
<a href="#">917/339/Thermodynamics Lab</a>	Chemical Engineering/300	Chemical Lab	<a href="#">Karolat, Jack</a>	<a href="#">Shook, Al</a>	Assigned

**My Lab as a User:**

Laboratory	Department	Type	PI	Supervisor	Status
<a href="#">917/118/Chemistry Trials 1</a>	Chemistry/100	Chemical Lab	<a href="#">Carpenter, John</a>	<a href="#">Karolat, Jack</a>	Assigned
<a href="#">1200/5.300/UKY Test Lab 1</a>	Chemistry/100	Chemical Lab	<a href="#">Karolat, Jack</a>	<a href="#">Carpenter, John</a>	Assigned

→Click on the **“Upload Scanned Chemical Barcodes”** button

**Laboratory Summary Page**
User Name: **shook**

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Laboratory Name: **Waste Treatment Research** Laboratory Type: **Chemical Lab**  
 Laboratory Phone:  
 Laboratory Fax:

Room POC:

Department#: **300** Department Name: **Chemical Engineering**  
 Building#: **5144** Building Name: **Hanna Biocenter** Room: **360**

After-Hours Contacts:  
 Primary: **Al Shook** Phone: **555-867-5309** Phone:  
 Alternate: **Jane Johnson** Phone: **555-555-5555** Phone:

Last Caution Sign Date: Last Inspection Date: **02/27/2014** Last Inventory Date: **08/21/2006**  
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**  
 Fire Zone: **A**

**Lab Personnel**

Lab PI	Lab Super	EHS Helper	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
			X	<a href="#">Dawn Evans</a>	300	877-700-2600	01/25/2009	01/23/2008
			X	<a href="#">Joseph Fraser</a>	300	877-700-2600	10/25/2008	-
	X		X	<a href="#">Jack Karolat</a>	300	877-700-2600	10/25/2008	-
X			X	<a href="#">Al Shook</a>	300	877-700-2600	04/25/2009	-
			X	<a href="#">Grant Smith</a>	300	555-555-1212	10/09/2015	-
			X	<a href="#">Kevin St. John</a>	300	555-555-5555	-	-
			X	<a href="#">Michelle Stark</a>	400	877-700-2600	12/23/2008	03/15/2007
			X	<a href="#">Sue Valentine</a>	300	877-700-2600	-	-

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**Lab Storage Units**

→Place the cursor inside the box and have the scanner download the scanned barcodes into the box (the way to do this varies by scanner).

### Upload Scanned Barcodes

**Instructions:**

1. If uploading from a MetroLogic barcode scanner, read the [Metrologic Scanner Setup Instructions](#)
2. If you do not have a Flic or MetroLogic barcode scanner, paste the barcodes into the textbox below
3. Click "Send to Chematix"

**Barcodes**

GITC0002BS
GITC0002FZ
GITC0002G2
GITC0001YD
GITC0002G3
GITC0002BX
GITC0001YE
GITC0002G4
GITC0002GZ
GITC0002BZ

→Click the “**Send to CHEMATIX**” button. All of the barcodes uploaded to that field will be uploaded into **CHEMATIX™**. You will be taken to a screen giving more information on the uploaded barcodes and the missing barcodes (those associated with the lab but not scanned in yet). It gives a barcode summary indicating how many valid barcodes have been uploaded, how many scanned were not associated to a container, how many invalid (non-CHEMATIX) were scanned and how many duplicates were scanned. The Storage Unit where the missing (not scanned in yet) chemicals is displayed. If one is missed just scan those container barcodes and then upload them into **CHEMATIX™** (as above).

User Name: **shook**

### Barcode Upload Summary

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**Laboratory Information**

Laboratory: **Waste Treatment Research**  
 Department: **Chemical Engineering**  
 Lab PI: **Al Shook**

Building: **Hanna Biocenter**  
 Lab Supervisor: **Jack Karolat**

Room: **360**

**Barcode Summary**

Valid Barcode Format: **12**  
**NOT** Allocated to Containers: **None**  
**NOT** Associated with Containers: **None**  
 Invalid Barcode Format: **None**  
 Duplicates: **0**  
 Total Uploaded: **12**

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**Missing Containers**

Barcode	CAS #	Container Description	Container Size	Storage Unit	Expiration Date
<a href="#">GITC00025G</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Bottom Flammable cabinet	09/05/2013
<a href="#">GITC00024L</a>	<a href="#">75-20-7</a>	CALCIUM CARBIDE PIECES CA. 8MM THICK &	25.00 g	Undefined	08/27/2012
<a href="#">GITC00028C</a>	<a href="#">Z00078491</a>	experiment 555	3.00 L	Flammable cabinet 3	02/07/2014
<a href="#">GITC0001WN</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	1.00 L	Undefined	10/24/2012
<a href="#">GITC0001YJ</a>	<a href="#">Z00078465</a>	Eric Mixture 10	30.00 kg	Secure cabinet	03/15/2013
<a href="#">GITC0001YK</a>	<a href="#">Z00078466</a>	Eric Mixture 11	30.00 kg	Undefined	03/15/2013
<a href="#">GITC0001YL</a>	<a href="#">Z00078467</a>	Eric Mixture 12	30.00 kg	Secure 5	03/28/2012
<a href="#">GITC0001YM</a>	<a href="#">67-64-1</a>	Acetone	205.00 L	Undefined	03/14/2013
<a href="#">GITC0001YU</a>	<a href="#">7647-01-0</a>	Hydrochloric acid, 6.0 N	4.00 L	Undefined	05/10/2013
<a href="#">GITC0001YV</a>	<a href="#">7647-01-0</a>	Hydrochloric acid, 6.0 N	4.00 L	Undefined	05/10/2013
<a href="#">GITC000208</a>	<a href="#">Z00078484</a>	Solution 44B	4.00 L	Undefined	06/05/2013
<a href="#">GITC000214</a>	<a href="#">75-20-7</a>	CALCIUM CARBIDE PIECES CA. 8MM THICK &	25.00 g	Undefined	08/17/2012
<a href="#">GITC00022C</a>	<a href="#">15245-44-0</a>	2,4,6 TRINITRORESORCINOL LEAD (+2 SALT)	500.00 g	Secure cabinet	07/16/2013
<a href="#">GITC00022D</a>	<a href="#">15245-44-0</a>	2,4,6 TRINITRORESORCINOL LEAD (+2 SALT)	500.00 g	Secure cabinet	07/16/2013
<a href="#">GITC00022E</a>	<a href="#">15245-44-0</a>	2,4,6 TRINITRORESORCINOL LEAD (+2 SALT)	500.00 g	Secure cabinet	07/16/2013
<a href="#">GITC00025T-0002</a>	<a href="#">67-56-1</a>	Methanol	500.00 mL	Flammables Cabinet	10/17/2013
<a href="#">GITC00028N</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Bottom Flammable cabinet	05/09/2014
<a href="#">GITC0002ES</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Flammable cabinet 3	11/05/2014
<a href="#">GITC0002ET</a>	<a href="#">83948-35-0</a>	1-(4-methoxyphenyl)propan-1-amine	1.00 g	Undefined	11/08/2014
<a href="#">GITC0002EU</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	4.00 L	Flammable cabinet 3	11/14/2014
<a href="#">GITC0002EX</a>	<a href="#">67-56-1</a>	Methanol	5.00 L	Bottom Flammable cabinet	11/15/2014
<a href="#">GITC0002EY</a>	<a href="#">67-56-1</a>	Methanol	5.00 L	Bottom Flammable cabinet	11/15/2014
<a href="#">GITC0002F3</a>	<a href="#">132228-87-6</a>	methanol hydrochloride	400.00 mL	Bottom Flammable cabinet	11/20/2014
<a href="#">GITC0002F4</a>	<a href="#">132228-87-6</a>	methanol hydrochloride	400.00 mL	Bottom Flammable cabinet	11/20/2014
<a href="#">GITC0002F5</a>	<a href="#">132228-87-6</a>	methanol hydrochloride	400.00 mL	Bottom Flammable cabinet	11/20/2014
<a href="#">GITC0002F6</a>	<a href="#">64-19-7</a>	acetic acid	500.00 mL	Undefined	01/08/2015
<a href="#">GITC0002FE</a>	<a href="#">67-56-1</a>	Methanol	2.50 L	Flammable cabinet 3	01/10/2015
<a href="#">GITC0002FF</a>	<a href="#">67-56-1</a>	Methanol	2.50 L	Flammable cabinet 3	01/10/2015
<a href="#">GITC0002FO</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Flammable cabinet 3	01/16/2015
<a href="#">GITC0002FU</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Flammable cabinet 3	02/26/2015
<a href="#">GITC0002FV</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Flammable cabinet 3	02/26/2015
<a href="#">GITC0002GX</a>	<a href="#">67-56-1</a>	Methanol	4.50 L	Flammables Cabinet	03/28/2015

→After uploading the barcodes the “Return” button takes you back to the Laboratory Summary Page. You can also access this page later using the links mentioned in the first part of this section.

If all of the barcodes have been uploaded then it is time to compare the scanned and uploaded barcodes with the ones that are associated to the lab in **CHEMATIX™**. This is done by clicking the “**Manage Discrepancy**” button (REMINDER: this button and ability is only available for the PI or Lab Supervisor of the lab).

**Laboratory Summary Page**
User Name: **shook**

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Laboratory Name: **Waste Treatment Research** Laboratory Type: **Chemical Lab**  
 Laboratory Phone:  
 Laboratory Fax:

Room POC:

Department#: **300** Department Name: **Chemical Engineering**  
 Building#: **5144** Building Name: **Hanna Biocenter** Room: **360**

After-Hours Contacts:  
 Primary: **Al Shook** Phone: **555-867-5309** Phone:  
 Alternate: **Jane Johnson** Phone: **555-555-5555** Phone:

Last Caution Sign Date: Last Inspection Date: **02/27/2014** Last Inventory Date: **08/21/2006**  
 Lab Status: **Assigned** Lab Room: **Yes** Chem Lab: **Yes**  
 Fire Zone: **A**

**Lab Personnel**

Lab PI	Lab Super	EHS Helper	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
			X	<a href="#">Dawn Evans</a>	300	877-700-2600	01/25/2009	01/23/2008
			X	<a href="#">Joseph Fraser</a>	300	877-700-2600	10/25/2008	-
	X		X	<a href="#">Jack Karolat</a>	300	877-700-2600	10/25/2008	-
X			X	<a href="#">Al Shook</a>	300	877-700-2600	04/25/2009	-
			X	<a href="#">Grant Smith</a>	300	555-555-1212	10/09/2015	-
			X	<a href="#">Kevin St. John</a>	300	555-555-5555	-	-
			X	<a href="#">Michelle Stark</a>	400	877-700-2600	12/23/2008	03/15/2007
			X	<a href="#">Sue Valentine</a>	300	877-700-2600	-	-

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**Lab Storage Units**

You are taken to a new screen where the results of the comparison are displayed:

### Inventory Discrepancy Report and Reconciliation

User Name: **shook**

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**Laboratory Information**

Room / Laboratory: **360 / Waste Treatment Research**  
 Department: **Chemical Engineering**  
 Lab PI: **Shook, Al**

Building: **Hanna Biocenter**

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**Missing Containers**

Barcode	CAS #	Container Description	Container Size	Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">GITC0002ES</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Waste Treatment Research /Flammable cabinet 3	11/05/2014
<input type="checkbox"/> <a href="#">GITC0002ET</a>	<a href="#">83948-35-0</a>	1-(4-methoxyphenyl)propan-1-amine	1.00 g	Waste Treatment Research /Undefined	11/08/2014
<input type="checkbox"/> <a href="#">GITC000214</a>	<a href="#">75-20-7</a>	CALCIUM CARBIDE PIECES CA. 8MM THICK &	25.00 g	Waste Treatment Research /Undefined	08/17/2012
<input type="checkbox"/> <a href="#">GITC0001WN</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	1.00 L	Waste Treatment Research /Undefined	10/24/2012

Container(s): Discarded as solid waste

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**Misplaced Containers**

Barcode	CAS #	Container Description	Container Size	Registered Lab/ Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">GITC00006M</a>	<a href="#">67-56-1</a>	Methanol	2.00 L	Thermodynamics Lab/Undefined	06/07/2014

---

**Containers Not Registered to You**

Barcode	CAS #	Container Description	Container Size	Contact Details	Expiration Date
<input type="checkbox"/> <a href="#">GITC0001MX</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	4.00 L	Dawn Evans, 877-700-2600	11/15/2011

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**Inactive Containers**

Barcode	CAS #	Container Description	Container Size	Status	Expiration Date
<input type="checkbox"/> <a href="#">GITC0001JJ-0001</a>	<a href="#">67-56-1</a>	Methanol	500.00 mL	Consumed by experiment	08/10/2011

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**Unassigned Container Barcodes**

Please associate the following barcodes to chemical containers in Chematix. You may wish to print this page first.

- GITC0000DI
- GITC0000FX
- GITC0000FY

The discrepancies are broken down into different categories. These categories each need to be dealt with before the reconciliation can be marked as complete. We will go over each area separately below.

### Missing Containers:

The containers in this category are associated to the lab being reconciled, however the barcodes listed here were not scanned and uploaded to **CHEMATIX™**.

Missing Containers					
Barcode	CAS #	Container Description	Container Size	Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">_GITC0002ES</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Waste Treatment Research /Flammable cabinet 3	11/05/2014
<input type="checkbox"/> <a href="#">_GITC0002ET</a>	<a href="#">83948-35-0</a>	1-(4-methoxyphenyl)propan-1-amine	1.00 g	Waste Treatment Research /Undefined	11/08/2014
<input type="checkbox"/> <a href="#">_GITC000214</a>	<a href="#">75-20-7</a>	CALCIUM CARBIDE PIECES CA. 8MM THICK &	25.00 g	Waste Treatment Research /Undefined	08/17/2012
<input type="checkbox"/> <a href="#">_GITC0001WN</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	1.00 L	Waste Treatment Research /Undefined	10/24/2012

Container(s):

There is a column displaying the storage unit where the chemicals in this list are associated to. It can help to track down the missing containers (i.e. if all the missing containers are from the same storage unit, then perhaps that storage unit was not scanned in). If the containers are found then scan their barcode and upload it into **CHEMATIX™** as was done for the previous upload. The list of missing containers will be updated.

The buttons function as follows:

**Toggle Selection:** This button changes the selection of all the check boxes in its section. This means that if none are selected, all the checkboxes will be selected. If all of the checkboxes are selected, none will be selected. If only the top check box is selected and you click “toggle”, the top checkbox will become unselected and all the others will become selected.

**Mark as Consumed:** This button will mark the selected containers as being consumed. Consumed containers are considered to be used up and will not count in any inventory summaries. This will remove the container(s) from the “Active” inventory of the laboratory and place them in the “Used/Waste” inventory. This will also remove the container(s) from the Missing Containers list.

**Mark as Missing:** This button will mark the selected container(s) as missing. This will change the status of the container to “Missing” in the inventory for that laboratory. This means that the container has not been found in the reconciliation of that laboratory but you are certain that it has not been consumed or used up. It may be found in later reconciliations of your laboratories or other laboratories.

**Mark as Discarded:** This button will mark the selected container(s) as discarded and remove them from the active inventory in that laboratory. This will move the containers over to the “Used/Waste” inventory and the containers are considered to be used up and will not count in any inventory summaries. PLEASE NOTE: This option may not be available at your institution.

### Misplaced Containers:

These are containers that are associated to a different laboratory that is assigned to the same Principal Investigator (PI).

Misplaced Containers					
Barcode	CAS #	Container Description	Container Size	Registered Lab/ Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">GITC00006M</a>	<a href="#">67-56-1</a>	Methanol	2.00 L	Thermodynamics Lab/Undefined	06/07/2014
<input type="button" value="Toggle Selection"/> <input type="button" value="Transfer to My Lab"/> <input type="button" value="Return to Original Lab"/>					

These containers are easily transferred between labs that have the same PI.

The buttons function as follows:

**Toggle Selection:** This button changes the selection of all the check boxes in its section. This means that if none are selected, all the checkboxes will be selected. If all of the checkboxes are selected, none will be selected. If only the top check box is selected and you click “toggle”, the top checkbox will become unselected and all the others will become selected.

**Transfer to My Lab:** This button will transfer the selected container(s) to the lab being reconciled. As this is an internal transfer the results will be immediate (do not have to wait for approval from another PI). A record will of the transfer will show up in the Transfer History of the container (visible from the Container Details screen). The container(s) will be removed from the list of Misplaced Containers.

**Return to Original Lab:** This button will mark the container as having been returned to the last laboratory location it was associated with in **CHEMATIX™**. The container(s) will be removed from the list of Misplaced Containers.

### Containers Not Registered to You:

These are containers that were scanned in as part of the reconciliation process but are associated with the inventory of another lab that does not have the same PI as the lab being reconciled.

Containers Not Registered to You					
Barcode	CAS #	Container Description	Container Size	Contact Details	Expiration Date
<input type="checkbox"/> <a href="#">GITC0001MX</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	4.00 L	Dawn Evans, 877-700-2600	11/15/2011
<input type="button" value="Toggle Selection"/> <input type="button" value="Request Transfer to My Lab"/> <input type="button" value="Return to Owner's Lab"/>					

These are containers typically have not had the transfer completed.

Please note that the PI of the lab the chemical container(s) are associated to will receive an e-mail notifying them that the container was found in a laboratory associated to a different PI.

The buttons function as follows:

**Toggle Selection:** This button changes the selection of all the check boxes in its section. This means that if none are selected, all the checkboxes will be selected. If all of the checkboxes are selected, none will be selected. If only the top check box is selected and you click “toggle”, the top checkbox will become unselected and all the others will become selected.

**Request Transfer to My Lab:** This button will request the container(s) be transferred from the laboratory (and PI) where they are currently associated with to the laboratory and PI that is currently being reconciled. This follows the regular transfer process in **CHEMATIX™** where both parties involved need to agree to the transfer taking place. For questions on this please refer to the Transfer Process as outlined in the Inventory Management Module manual. The container(s) will be removed from the list of Containers Not Registered to You.

**Return to Owner's Lab:** This button will mark the container as having been returned to the last laboratory location it was associated with in **CHEMATIX™**. The container(s) will be removed from the list of Containers Not Registered to You.

### Inactive Containers:

These are containers associated to barcodes in **CHEMATIX™** that have been marked as consumed or wasted out. This can happen when containers are reused for different solutions and the previous container barcode was not removed or made non-scannable.

Inactive Containers						
Barcode	CAS #	Container Description	Container Size	Status	Expiration Date	
<input type="checkbox"/> <a href="#">GTC0001JJ-0001</a>	<a href="#">67-56-1</a>	Methanol	500.00 mL	Consumed by experiment	08/10/2011	

The buttons function as follows:

**Toggle Selection:** This button changes the selection of all the check boxes in its section. This means that if none are selected, all the checkboxes will be selected. If all of the checkboxes are selected, none will be selected. If only the top check box is selected and you click "toggle", the top checkbox will become unselected and all the others will become selected.

**Mark as Reconciled:** This button will remove the Inactive container(s) from the list. Many times there is a matching "Missing Container" for these containers as the wrong barcode was scanned in. Please check to see if any of the Missing Containers would match with these containers (scan and upload the proper barcode(s) as described above).

### Unassigned Container Barcodes:

These are valid **CHEMATIX™** barcodes that have been scanned in with the reconciliation, however they are not associated to any chemical containers in **CHEMATIX™**. This happens most often when using pre-printed barcodes and the user is interrupted and does not finish the process of assigning the barcode to a container. Containers with these barcodes on them need to be added to the inventory. The barcode on the container that was scanned in can be used as it is a valid **CHEMATIX™** barcode and it has not been assigned to any container yet.

### Reconciliation Complete:

Once all of the above areas have been dealt with as applicable for the lab being reconciled, the **“Reconciliation Complete”** button will become active. Clicking this will mark the reconciliation complete.



The date it is marked as complete is stored and will be visible in the Laboratory Summary page (Resource Management → View My Locations →select location) as the “Last Inventory Date”. It also appears in specific reconciliation reports for assigned safety personnel. Depending on configuration settings (per institution) it may also be used in notifying users to perform another reconciliation.

**Back to Lab List:**

This button will return the user to the list of their lab locations.

**Inventory Reconciliation of a Lab by Storage Units:**

This reconciliation is done by reconciling each storage unit in the laboratory separately. This allows users to break the reconciliation down into smaller chunks and have the whole laboratory marked as reconciled when completed.

All of the storage units in a laboratory must have a reconciliation completed within a time period specified by their institution. This is because laboratories may have large changes in inventory over a time period.

If the reconciliation for the entire laboratory is not completed in this time frame the storage unit(s) that were scanned first will not be counted toward the reconciliation and need to be reconciled again. The storage units that exceed this time period before the whole laboratory is completed will need to be redone. Please ask the System Administrator for your institution what this time frame is if you are unsure.

**Example:**

Test Lab has four storage units – Storage 1, Storage 2, Storage 3 and Storage 4. The institution has set the time period for the reconciliation to be complete as 14 days.

The Lab Supervisor for the lab reconciles Storage 1 on the 2<sup>nd</sup> of the month. Storage 2 is reconciled on the 5<sup>th</sup> of the month. Storage 3 is reconciled on the 8<sup>th</sup> of the month. Storage 4 is reconciled on the 17<sup>th</sup> of the month.

Because Storage 4 was not reconciled within 14 days of the reconciliation being started with Storage 1, the reconciliation for Storage 1 was dropped after 14 days and does not count toward the full lab reconciliation. If Storage 1 is reconciled again before the 19<sup>th</sup>, the whole lab will be marked as reconciled. If Storage 1 is not reconciled by the 19<sup>th</sup>, the reconciliation for Storage 2 will also be dropped as it has been 14 days since it was performed. This will also continue for Storage 3 on the 22<sup>nd</sup>.

All the storage units need to be reconciled within the 14 days (for this example) in order for the entire laboratory to be reconciled.

The first step is to scan all of the **CHEMATIX™** barcodes for the chemicals in a specific storage unit. This is typically done by using a batch scanner. **Any user from the lab can scan and upload the barcodes, however a PI or Lab Supervisor is needed to manage the discrepancies.** PLEASE NOTE: the first barcode that needs to be scanned in is the Storage Unit barcode. Each Storage Unit has its own unique barcode for an identifier. This barcode can be printed out on several different label types, depending on how **CHEMATIX™** is configured for your institution. If your institution does not have a barcode printer, then simply print the storage unit barcode on a regular piece of paper for scanning purposes.

To print out the storage unit barcode go to Resource Management and →Click the [Find and Reprint Existing Barcodes](#) link.

**Print Barcodes**

[Manage Past Print Jobs](#)

[Generate/Print Barcodes](#)

[Find and Reprint Existing Barcodes](#)

→Click on the Lab Name Link for the lab where for the lab where the storage unit(s) are located.

Reprint Barcodes							User Name: <b>shook</b>
My Laboratory Locations							
	Bldg#	Bldg Name	Room	Lab Name	PI	Lab Barcode	
<input type="checkbox"/>	1200	Continuing Education Center	5.300	<a href="#">UKY Test Lab 1</a>	<a href="#">Karolat, Jack</a>	GITL00004B	
<input type="checkbox"/>	1200	Continuing Education Center	5.300	<a href="#">UKY Test Lab 2</a>	<a href="#">Shook, Al</a>	GITL00004D	
<input type="checkbox"/>	1202	Continuing Education Complex	205	<a href="#">UMN Lab 1</a>	<a href="#">Shook, Al</a>	GITL00003U	
<input type="checkbox"/>	5144	Hanna Biocenter	110	<a href="#">5144 - shook</a>	<a href="#">Shook, Al</a>	GITL00004X	
<input type="checkbox"/>	5144	Hanna Biocenter	360	<a href="#">Waste Treatment Research</a>	<a href="#">Shook, Al</a>	GITL00000P	

→Select the checkbox(es) for the storage units that you would like to print the Storage Unit Barcode for.

**Reprint Barcodes**  
**Laboratory Storage Units**

• Click on the storage unit barcode to view the units inventory

Building #: **5144** Building Name: **Hanna Biocenter** Room:**360** Lab:**Waste Treatment Research** PI:**Al Shook**

	Storage Unit	Storage Unit Barcode
<input type="checkbox"/>	Undefined	<a href="#">GITS00000K</a>
<input checked="" type="checkbox"/>	Bottom Flammable cabinet	<a href="#">GITS00004B</a>
<input checked="" type="checkbox"/>	Cabinet 2	<a href="#">GITS000047</a>
<input type="checkbox"/>	Flammable cabinet 3	<a href="#">GITS00004L</a>
<input checked="" type="checkbox"/>	Flammables Cabinet	<a href="#">GITS00003X</a>

→At the bottom of the page there are several buttons to print out the barcodes. The printing options vary by institution.

Toggle

Back to Your Laboratory Location

Select Label:  Reprint Barcode

Start Row:

Start Col:

Reprint Selected Storage Unit Barcode

The buttons function as follows:

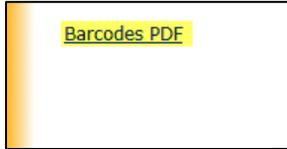
**Toggle Selection:** This button changes the selection of all the check boxes in its section. This means that if none are selected, all the checkboxes will be selected. If all of the checkboxes are selected, none will be selected. If only the top check box is selected and you click “toggle”, the top checkbox will become unselected and all the others will become selected.

**Back to Your Laboratory Location:** This button will return you to the previous page where the laboratory was selected by clicking on the “Lab Name” link.

**Reprint Barcode:** This button works with the drop-down list beside it. It is for printing out the Storage Unit Barcode on a dedicated barcode printer that has been set up in **CHEMATIX™**. Any barcode printers available to you in **CHEMATIX™** will appear in the drop-down list. Select the appropriate barcode printer and click the button. The Storage Unit Barcodes will be printed out on the selected barcode printer. If your institution does not have a barcode printer, then simply print the storage unit barcode on a regular piece of paper for scanning purposes.

**Reprint Selected Storage Unit Barcode:** This button works with the Select Label drop-down list directly above it. This is for printing Storage Unit Barcodes on blank office labels on a printer attached to the computer where user has logged in. These labels (such as the Avery label above) are described by the number of columns, then rows. In the Avery example above there are three columns and 10 rows of labels on a full sheet. The Start Row and Start Column allow you to select where the labels start to be printed. This allows for the use partial sheets of blank

labels. After making sure that the sheet of blank labels is in your printer, click the button. A new browser window will open up with a link in it.

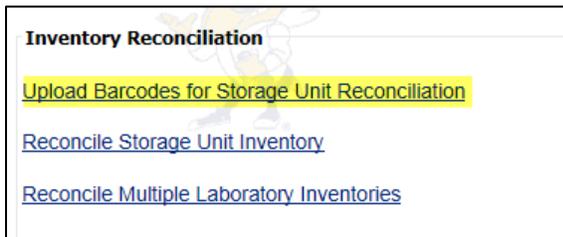


Clicking the [Barcodes PDF](#) link will open a PDF of the Storage Unit Barcodes, with the labels placed as set in the Start Row and Start Column.



These labels can now be printed on your printer.

To upload the barcodes for a specific storage unit, go to the Inventory Management Module and →Click the [Upload Barcodes for Storage Unit Reconciliation](#) link



→Place the cursor inside the box and have the scanner download the scanned barcodes into the box (the way to do this varies by scanner).

### Storage Unit Reconciliation Barcode Upload

Instructions:

1. If uploading from a MetroLogic barcode scanner, read the [MetroLogic Scanner Setup Instructions](#)
2. If you do not have a Flic or MetroLogic barcode scanner, paste the barcodes into the textbox below
3. Click "Send to Chematix"

**Barcodes**

GITS00004B  
 GITC00025G  
 GITC00028N  
 GITC0000QV  
 GITC0002F3  
 GITC0002F5  
 GITC0001JJ  
 GITC000012

→ Click the **"Send to CHEMATIX"** button. All of the barcodes uploaded to that field will be uploaded into **CHEMATIX™**. You will be taken to a screen displaying a summary of the barcodes uploaded. The total number of valid and invalid barcodes are displayed. The uploaded barcodes are broken down by storage unit so you can see which barcodes were uploaded for each storage unit.

### Storage Unit Reconciliation Barcode Upload Summary

**Barcode Summary**

Total Barcodes: **8**  
 Valid Chematix Barcodes: **8**  
 Invalid Chematix Barcodes: **None**  
 Total Storage Unit Barcodes: **1**  
 Invalid Storage Unit Barcodes: **None**

---

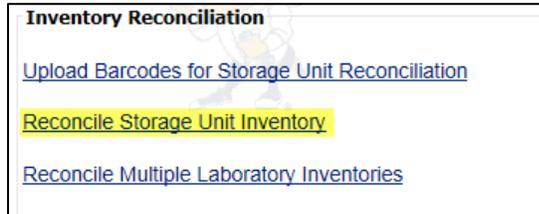
**Storage Unit Barcode: GITS00004B**

GITC00025G GITC00028N GITC0000QV GITC0002F3 GITC0002F5 GITC0001JJ GITC000012

Clicking the **"Return"** button will take you back to the main screen for the Inventory module.

PLEASE NOTE that it is possible to upload the barcodes for several storage units at one. Just make sure that the Storage Unit Barcode is scanned in first for each storage unit, then the chemical container barcodes for that storage unit.

The next step is to reconcile the storage unit inventory. This is done from another link in the Inventory Management module:



→Click the [Reconcile Storage Unit Inventory](#) link. You will be taken to a page that displays all of the storage units in all of the labs where you are either a PI or Lab Supervisor. Any lab user can scan and upload the container barcodes but you need to be a PI or Lab Supervisor in order to reconcile them.

Storage Unit Reconciliation Storage Unit List					
Laboratory Storage Unit List					
Building Name/#	Room#	Lab	Storage Unit		
			Description	Barcode	Last Inventory
Continuing Education Center/1200	5,300	UKY Test Lab 2	<input type="radio"/> Undefined	GITS000058	
Continuing Education Complex/1202	205	UMN Lab 1	<input type="radio"/> Undefined	GITS000044	11/15/10
Hanna Biocenter/5144	110	5144 - shook	<input type="radio"/> Undefined	GITS000060	
Hanna Biocenter/5144	360	Waste Treatment Research	<input checked="" type="radio"/> Bottom Flammable cabinet	GITS00004B	
			<input type="radio"/> Cabinet 2	GITS000047	
			<input type="radio"/> Flammable cabinet 3	GITS00004L	
			<input type="radio"/> Flammables Cabinet	GITS00003X	
			<input type="radio"/> New cabinet 1	GITS00006P	
			<input type="radio"/> Oxidiser closet 2	GITS00003Y	
			<input type="radio"/> Refrigerator Bottom Shelf	GITS000048	
			<input type="radio"/> Refrigerator Middle Shelf	GITS000049	
			<input type="radio"/> Secure 5	GITS00005K	
			<input type="radio"/> Secure Flammables 7a	GITS00005H	
			<input type="radio"/> Secure Storage 3	GITS00004K	
			<input type="radio"/> Secure cabinet	GITS00004T	
			<input type="radio"/> Trial Storage 8A	GITS00006M	
<input type="radio"/> Undefined	GITS00000K				
Siemens Engineering Commons/805	127	Corrosion Research	<input type="radio"/> Flammables 2	GITS00003Z	
			<input type="radio"/> Oxidizer shelf - left side	GITS00002N	2/22/07
			<input type="radio"/> Oxidizer Shelf	GITS00000N	2/22/07
			<input type="radio"/> Oxidizer Shelf - Bottom	GITS00002S	2/22/07
			<input type="radio"/> Refrigerator	GITS000046	
			<input type="radio"/> Undefined	GITS00000L	2/22/07
			<input type="radio"/> storage 2	GITS00004U	
Swanson Chemistry Center/917	339	Thermodynamics Lab	<input type="radio"/> Flammable Storage	GITS00000O	
			<input type="radio"/> Undefined	GITS00000M	
Swanson Chemistry Center/917	B25	UMN Demo Lab	<input type="radio"/> Undefined	GITS000041	

[Reconcile Storage Unit](#)

→ Select the storage unit you would like to reconcile. Click the “**Reconcile Storage Unit**” button. You will be taken to the Storage Unit Reconciliation page.

**Storage Unit Reconciliation**
User Name: **shook**

---

**Storage Unit Information**

Description: <b>Bottom Flammable cabinet</b>	Barcode: <b>GITS00004B</b>	Last Inventory:
Laboratory: <b>Waste Treatment Research</b>	Building: <b>Hanna Biocenter</b>	Room: <b>360</b>
Department: <b>Chemical Engineering</b>	Lab Supervisor: <b>Jack Karolat</b>	
Lab PI: <b>Al Shook</b>		

---

**Missing Containers**

Barcode	CAS #	Container Description	Container Size	Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">_GITC0002BR</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Bottom Flammable cabinet	08/12/2014
<input type="checkbox"/> <a href="#">_GITC0002BS</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Bottom Flammable cabinet	08/12/2014
<input type="checkbox"/> <a href="#">_GITC0002EY</a>	<a href="#">67-56-1</a>	Methanol	5.00 L	Bottom Flammable cabinet	11/15/2014
<input type="checkbox"/> <a href="#">_GITC0002F4</a>	<a href="#">132228-87-6</a>	methanol hydrochloride	400.00 mL	Bottom Flammable cabinet	11/20/2014

Container(s): Discarded as solid waste

---

**Other Storage Unit Containers**

Barcode	CAS #	Container Description	Container Size	Registered Lab/Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">_GITC0000QV</a>	<a href="#">67-56-1</a>	Methanol	1.00 L	Waste Treatment Research/Flammable cabinet 3	01/18/2008
<input type="checkbox"/> <a href="#">_GITC0001JJ</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Waste Treatment Research/Undefined	08/10/2011

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**My Other Labs Containers**

**None**

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**Containers Not Registered to You**

Barcode	CAS #	Container Description	Container Size	Contact Details	Expiration Date
<input type="checkbox"/> <a href="#">_GITC000012</a>	<a href="#">1317-65-3</a>	Calcium carbonate	500.00 g	Michelle Stark, 877-700-2600	

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**Inactive Containers**

**None**

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**Unassigned Container Barcodes**

**None**

The reconciliation process now proceeds as described in the area above for reconciling an entire lab inventory. After all of the areas in this are reconciled the “**Reconciliation Complete**” button becomes active and the reconciliation can be submitted. The date of the storage unit reconciliation is kept for comparison to other storage unit reconciliations and marking the entire lab as reconciled (as mentioned at the start of this section).

The process for dealing with each of these areas is the same as gone through above in the section regarding reconciling an entire lab inventory at once. Please refer to that section if you have questions.

## Reconciling Multiple Lab Inventories at Once:

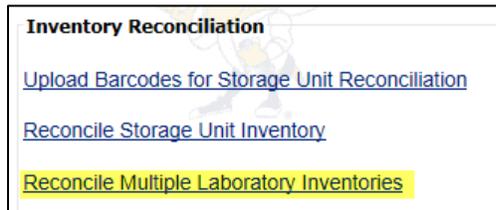
This can be used when a PI has multiple laboratories in the same building that they want to reconcile at the same time. The labs selected must be in the same building in order to be reconciled at the same time.

The process for this follows the same initial process as described above for reconciling an entire laboratory. The inventory for each laboratory must be uploaded separately for that specific lab. Then the multiple can be selected and reconciled at the same time. This process may be easier for reconciling transfers as it allows the container to be transferred to the labs they are found in for multiple labs at once.

To upload the scanned barcodes for the laboratories please follow the instructions in the “Inventory Reconciliation of the Entire Lab” section above. PLEASE NOTE: In order to reconcile multiple labs at once, the entire inventory for a lab must be scanned in. It is not possible to do multiple lab reconciliations one storage unit at a time.

Once all the barcodes have been scanned and uploaded into **CHEMATIX™** the labs can be reconciled. The next step is to

→Click the [Reconcile Multiple Laboratory Inventories](#) link

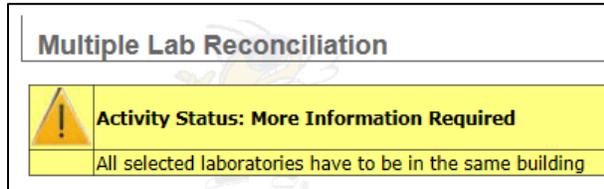


→Select the checkboxes for the laboratories that you would like to reconcile together. The list of labs where the user is a Principal Investigator (PI) or Lab Supervisor.

Multiple Lab Reconciliation				
Laboratory Storage Unit List				
Building	Laboratory	PI	Supervisor	Last Inventory
<input type="checkbox"/> 1200/Continuing Education Center	UKY Test Lab 2	<a href="#">Shook, Al</a>	<a href="#">Carpenter, John</a>	-
<input type="checkbox"/> 1202/Continuing Education Complex	UMN Lab 1	<a href="#">Shook, Al</a>	<a href="#">Shook, Al</a>	2010-11-15
<input checked="" type="checkbox"/> 5144/Hanna Biocenter	5144 - shook	<a href="#">Shook, Al</a>	<a href="#">Karolat, Jack</a>	-
<input checked="" type="checkbox"/> 5144/Hanna Biocenter	Waste Treatment Research	<a href="#">Shook, Al</a>	<a href="#">Karolat, Jack</a>	2006-08-21
<input type="checkbox"/> 805/Siemens Engineering Commons	Corrosion Research	<a href="#">Shook, Al</a>	<a href="#">Evans, Dawn</a>	2007-02-22
<input type="checkbox"/> 917/Swanson Chemistry Center	Thermodynamics Lab	<a href="#">Karolat, Jack</a>	<a href="#">Shook, Al</a>	-
<input type="checkbox"/> 917/Swanson Chemistry Center	UMN Demo Lab	<a href="#">Shook, Al</a>	<a href="#">Shook, Al</a>	-
<a href="#">Reconcile selected laboratories</a>				

→Click the “**Reconcile selected laboratories**” button

PLEASE NOTE: The laboratories to be reconciled together must be from the same building. If they are from different buildings you will receive a message indicating this.



→The discrepancies for all the labs selected will be displayed. The process for dealing with each of these areas is the same as gone through above in the section regarding reconciling an entire lab inventory at once. Please refer to that section if you have questions.

### Inventory Discrepancy Report and Reconciliation

User Name: **shook**

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#### Laboratory Information

Room / Laboratory: **110 / 5144 - shook , 360 / Waste Treatment Research**  
 Department: **Veterinary Medicine**  
 Lab PI: **Shook, Al**

Building: **Hanna Biocenter**

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#### Missing Containers

Barcode	CAS #	Container Description	Container Size	Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">GITC0002H3</a>	<a href="#">67-56-1</a>	Methanol	6.00 L	Waste Treatment Research /Flammable cabinet 3	04/16/2015
<input type="checkbox"/> <a href="#">GITC0002H4</a>	<a href="#">67-56-1</a>	Methanol	6.00 L	Waste Treatment Research /Flammable cabinet 3	04/16/2015
<input type="checkbox"/> <a href="#">GITC0002H5</a>	<a href="#">67-56-1</a>	Methanol	6.00 L	Waste Treatment Research /Flammable cabinet 3	04/16/2015
<input type="checkbox"/> <a href="#">GITC0002ES</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Waste Treatment Research /Flammable cabinet 3	11/05/2014
<input type="checkbox"/> <a href="#">GITC0002ET</a>	<a href="#">83948-35-0</a>	1-(4-methoxyphenyl)propan-1-amine	1.00 g	Waste Treatment Research /Undefined	11/08/2014
<input type="checkbox"/> <a href="#">GITC0002H6</a>	<a href="#">110-54-3</a>	Hexane	4.00 L	5144 - shook /Undefined	04/21/2015
<input type="checkbox"/> <a href="#">GITC0002H7</a>	<a href="#">67-63-0</a>	Isopropyl alcohol	2.00 L	5144 - shook /Undefined	04/21/2015
<input type="checkbox"/> <a href="#">GITC0002H8</a>	<a href="#">67-63-0</a>	Isopropyl alcohol	2.00 L	5144 - shook /Undefined	04/21/2015
<input type="checkbox"/> <a href="#">GITC000214</a>	<a href="#">75-20-7</a>	CALCIUM CARBIDE PIECES CA. 8MM THICK &	25.00 g	Waste Treatment Research /Undefined	08/17/2012
<input type="checkbox"/> <a href="#">GITC0001WN</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	1.00 L	Waste Treatment Research /Undefined	10/24/2012

Container(s): Discarded as solid waste

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#### Misplaced Containers

Barcode	CAS #	Container Description	Container Size	Registered Lab/ Storage Unit	Expiration Date
<input type="checkbox"/> <a href="#">GITC00006M</a>	<a href="#">67-56-1</a>	Methanol	2.00 L	Thermodynamics Lab/Undefined	06/07/2014

---

#### Containers Not Registered to You

Barcode	CAS #	Container Description	Container Size	Contact Details	Expiration Date
<input type="checkbox"/> <a href="#">GITC000012</a>	<a href="#">1317-65-3</a>	Calcium carbonate	500.00 g	Michelle Stark, 877-700-2600	
<input type="checkbox"/> <a href="#">GITC0001MX</a>	<a href="#">7647-01-0</a>	Hydrochloric acid	4.00 L	Dawn Evans, 877-700-2600	11/15/2011

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#### Inactive Containers

Barcode	CAS #	Container Description	Container Size	Status	Expiration Date
<input type="checkbox"/> <a href="#">GITC0001JJ-0001</a>	<a href="#">67-56-1</a>	Methanol	500.00 mL	Consumed by experiment	08/10/2011
<input type="checkbox"/> <a href="#">GITC0002FV</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Consumed by experiment	02/26/2015
<input type="checkbox"/> <a href="#">GITC0002FZ</a>	<a href="#">67-56-1</a>	Methanol	4.00 L	Consumed by experiment	03/21/2015

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#### Unassigned Container Barcodes

Please associate the following barcodes to chemical containers in Chematix. You may wish to print this page first.

- GITC0000DI
- GITC0000FX
- GITC0000FY

→Once all the discrepancies have been dealt with (as described above previously) the **“Reconciliation Complete”** button becomes active. Clicking this button will update the reconciliation date for all the selected labs.

## **EHS Reconciliation of any Laboratories:**

Additionally, it is possible for institutions to allow Environment Health and Safety users to reconcile any laboratory inventory. This is typically done at institutions where a team of EHS users goes around the institution and performs the reconciliations.

If this is of interest to the EHS users at your institution, please contact us for more information.