Syracuse University

BioRAFT
How to Use ChemTracker

Environmental Health and Safety Services

Updated: July 8, 2021

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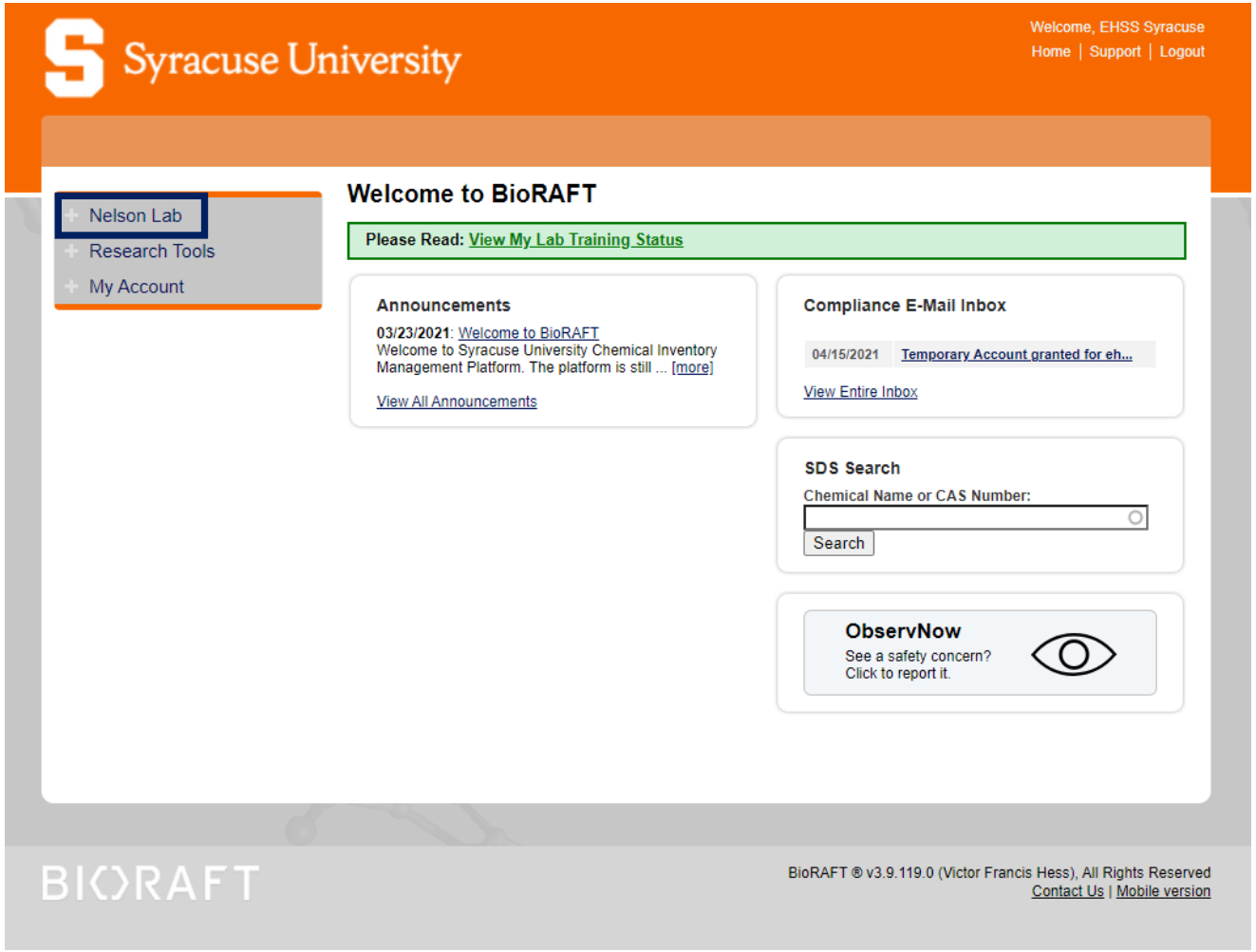
*Requires the following permission: “Manage Group ChemTracker Inventory”

BioRAFT: How to Access ChemTracker

- In order to access and view inventory in ChemTracker, you must:
  - Be an active faculty or staff member in a research laboratory with hazardous chemical(s) that require tracking, OR
  - Be an active student in a research laboratory with hazardous chemical(s) that require tracking

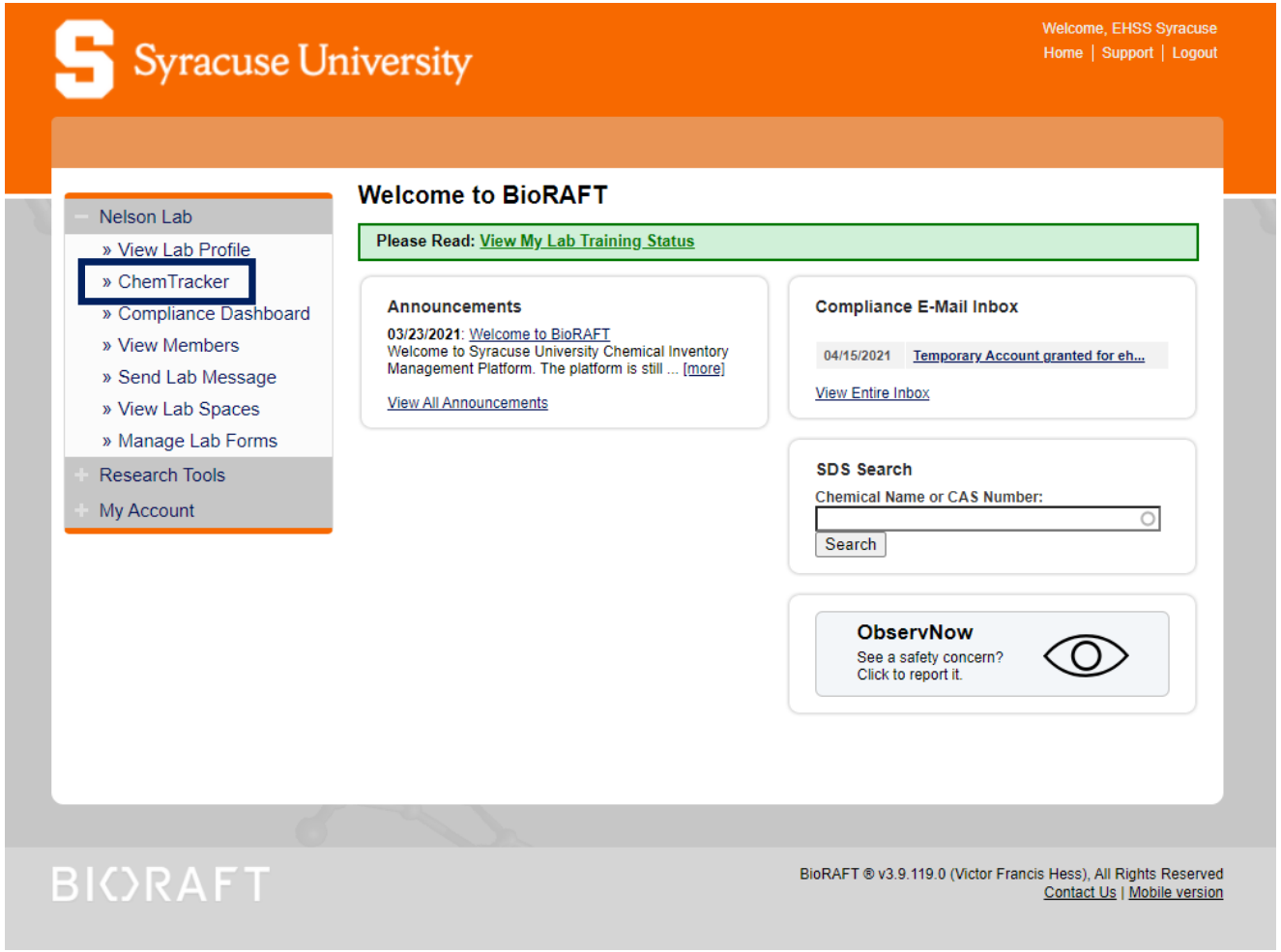
BioRAFT: How to Access ChemTracker

- Visit syracuse.bioraft.com
  - Login with SU NetID and Password
- On the homepage, choose your lab name in the left panel



BioRAFT: How to Access ChemTracker

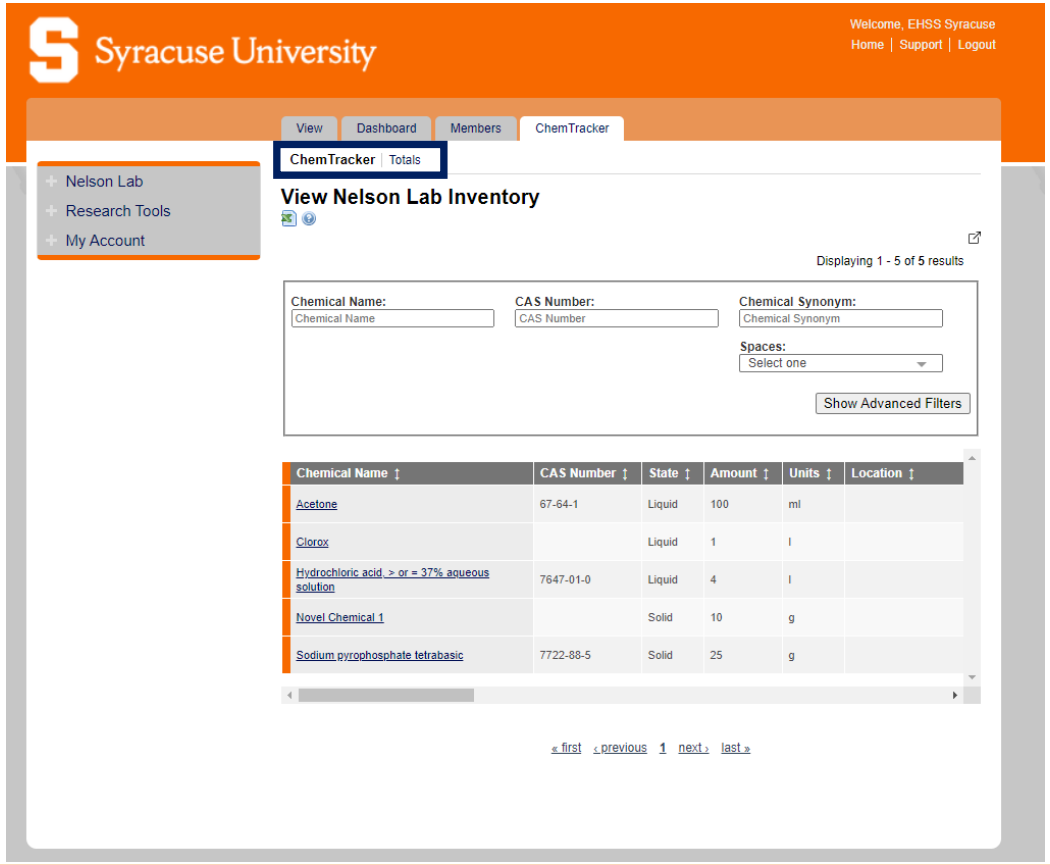
- Choose “ChemTracker” from the drop-down menu



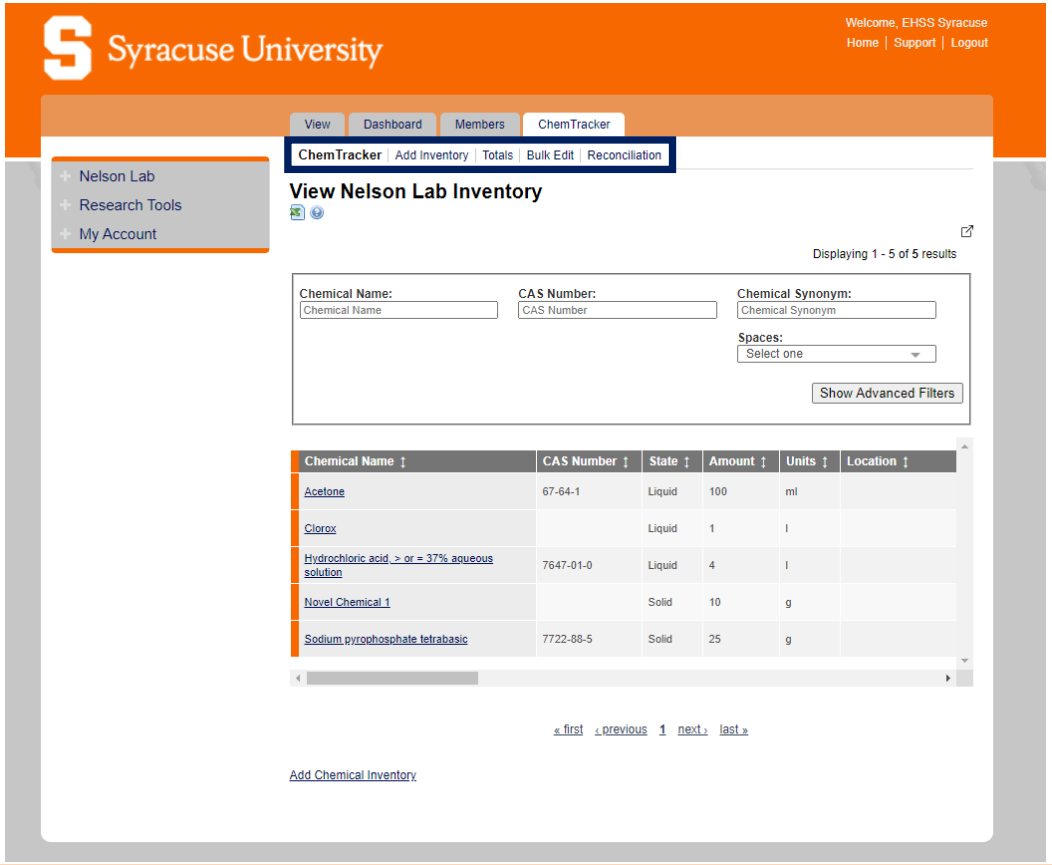
BioRAFT: How to Access ChemTracker

- The options may vary depending on the level of access granted

View Group ChemTracker Inventory

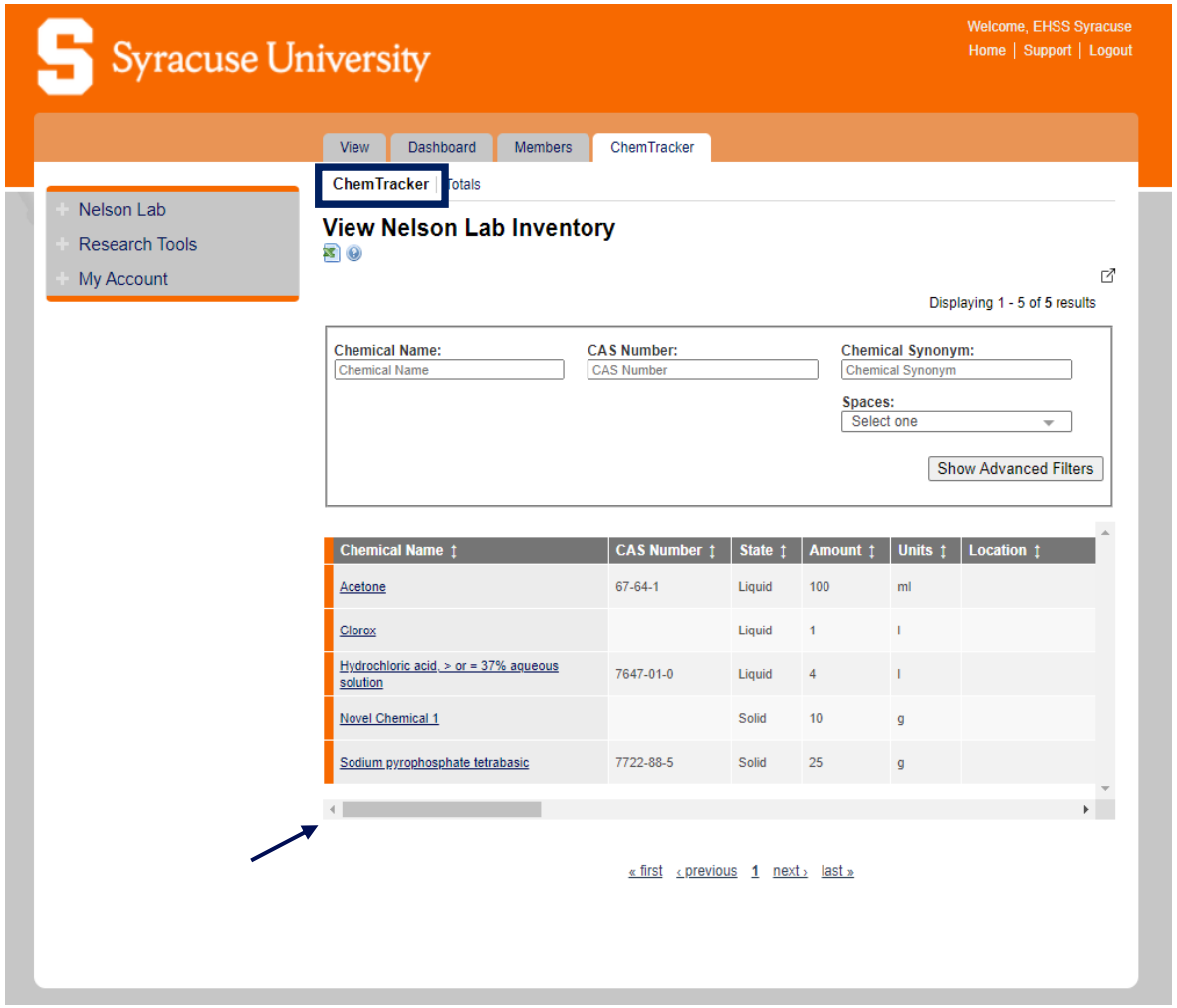


Manage Group ChemTracker Inventory



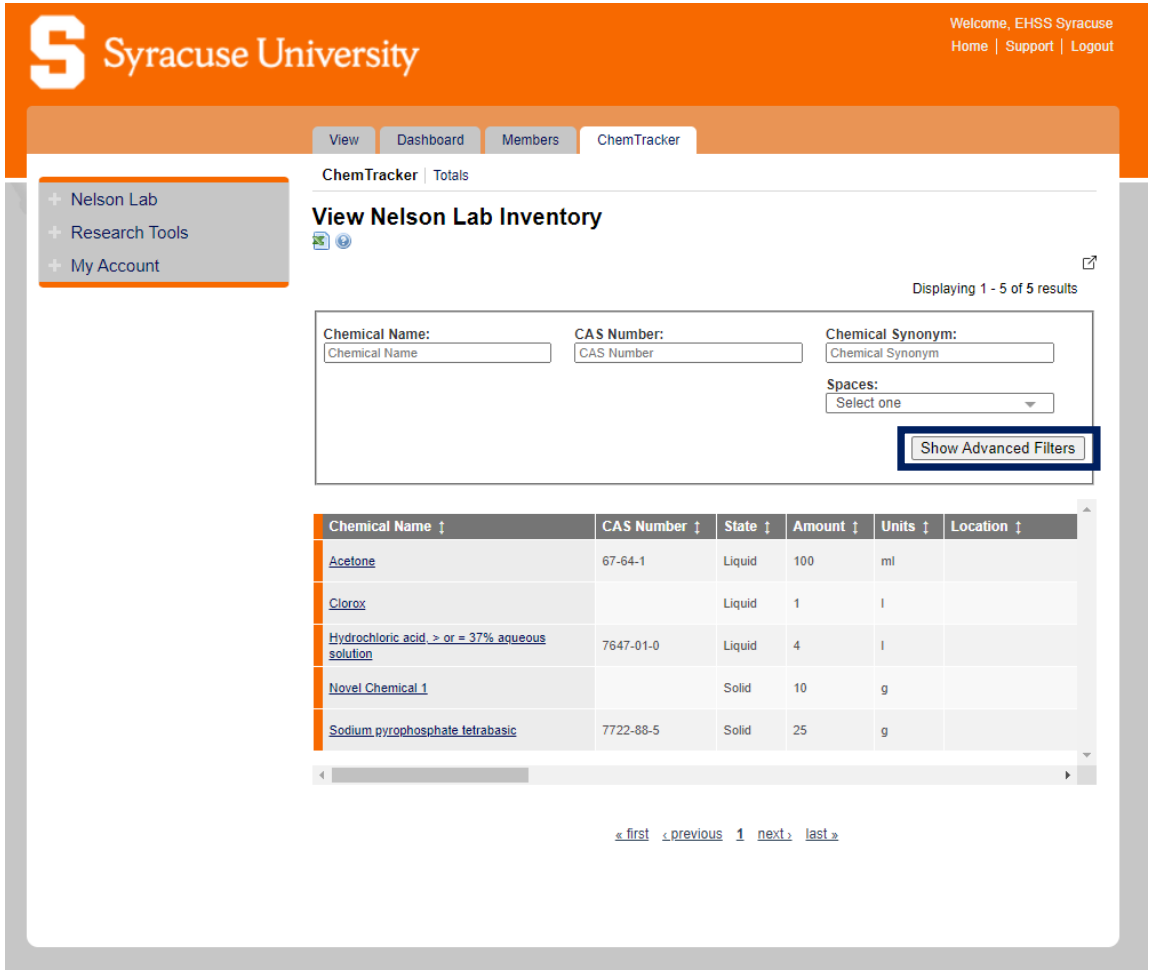
BioRAFT: How to View Chemical Inventory

- Choose “ChemTracker” under the “ChemTracker” tab
  - Use the scroll at the bottom to view **all** column information (CAS Number, Amount, Location, Manufacturer, etc.)



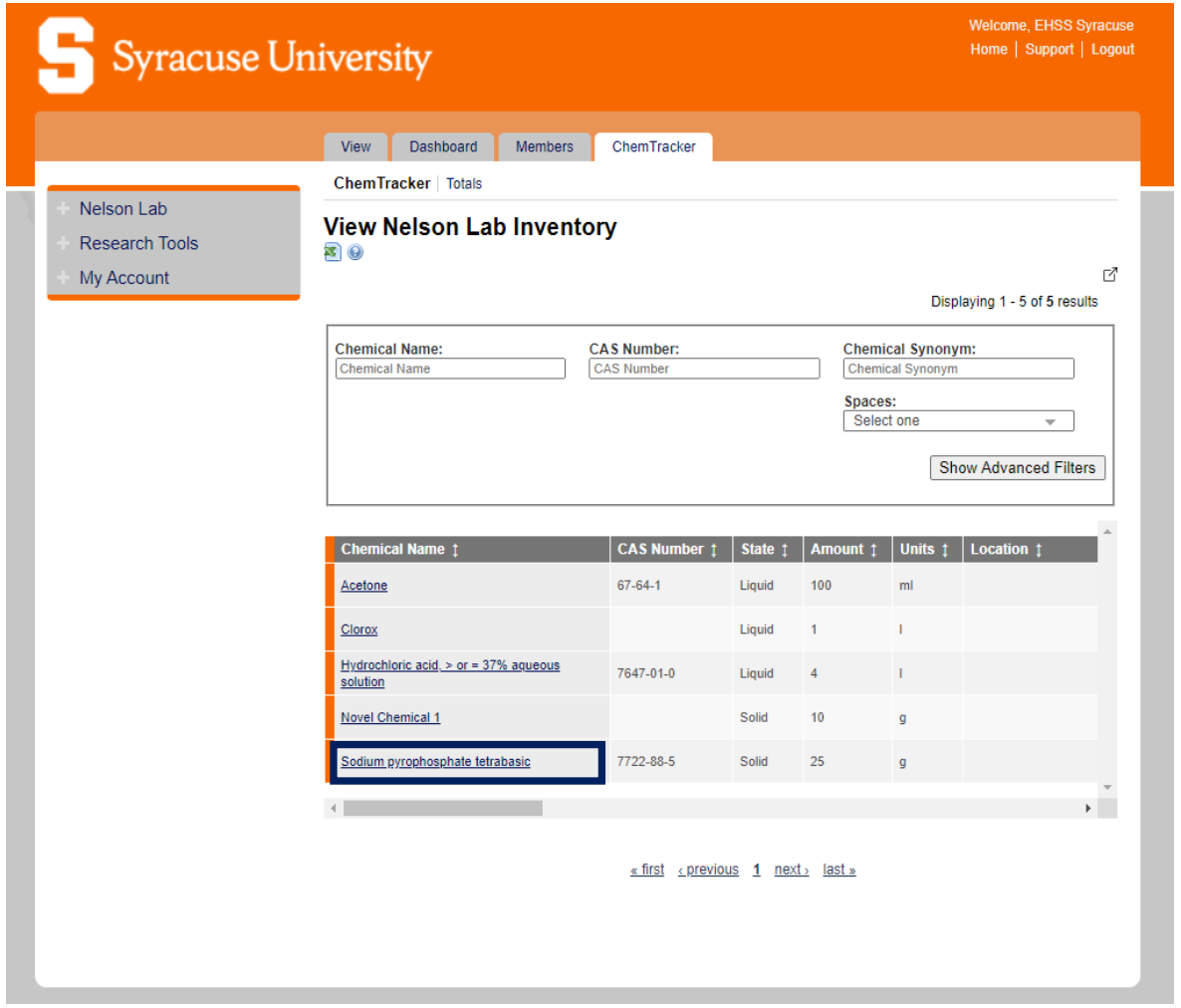
BioRAFT: How to View Chemical Inventory

- How to Filter Chemical Inventory
  - Type in the chemical name, CAS number, or chemical synonym to search for a specific product
    - Click on “Show Advanced Filters” to filter inventory by expiration date, bench, chemical hazards, etc.
      - Can apply one or more filters at a time
    - To remove filter(s):
      - Click on the “X” to the left or below the filter criteria in the appropriate text field, OR
      - Delete the text in the field



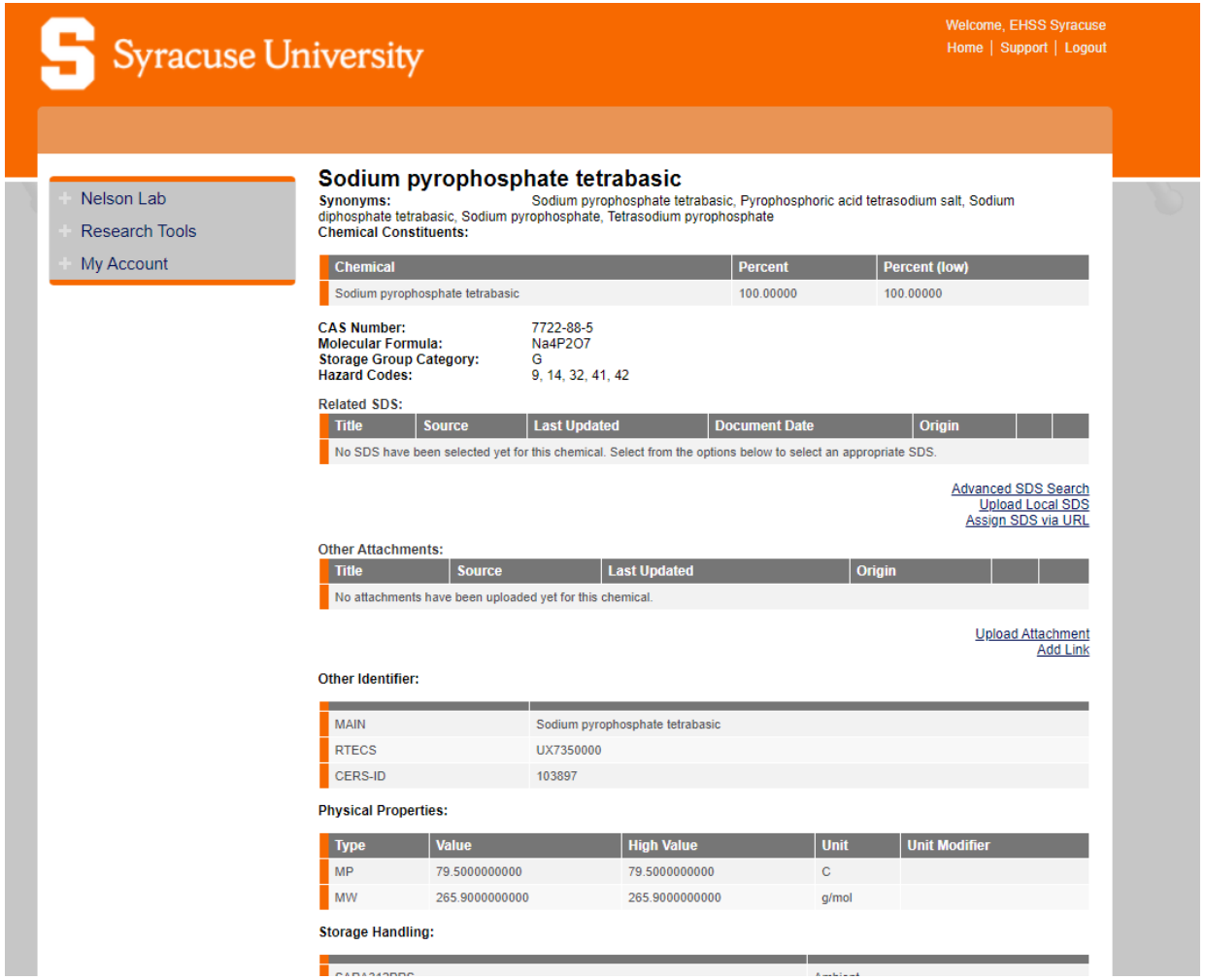
BioRAFT: How to View Chemical Regulatory and Hazard Information

- Click on the desired chemical name in the inventory



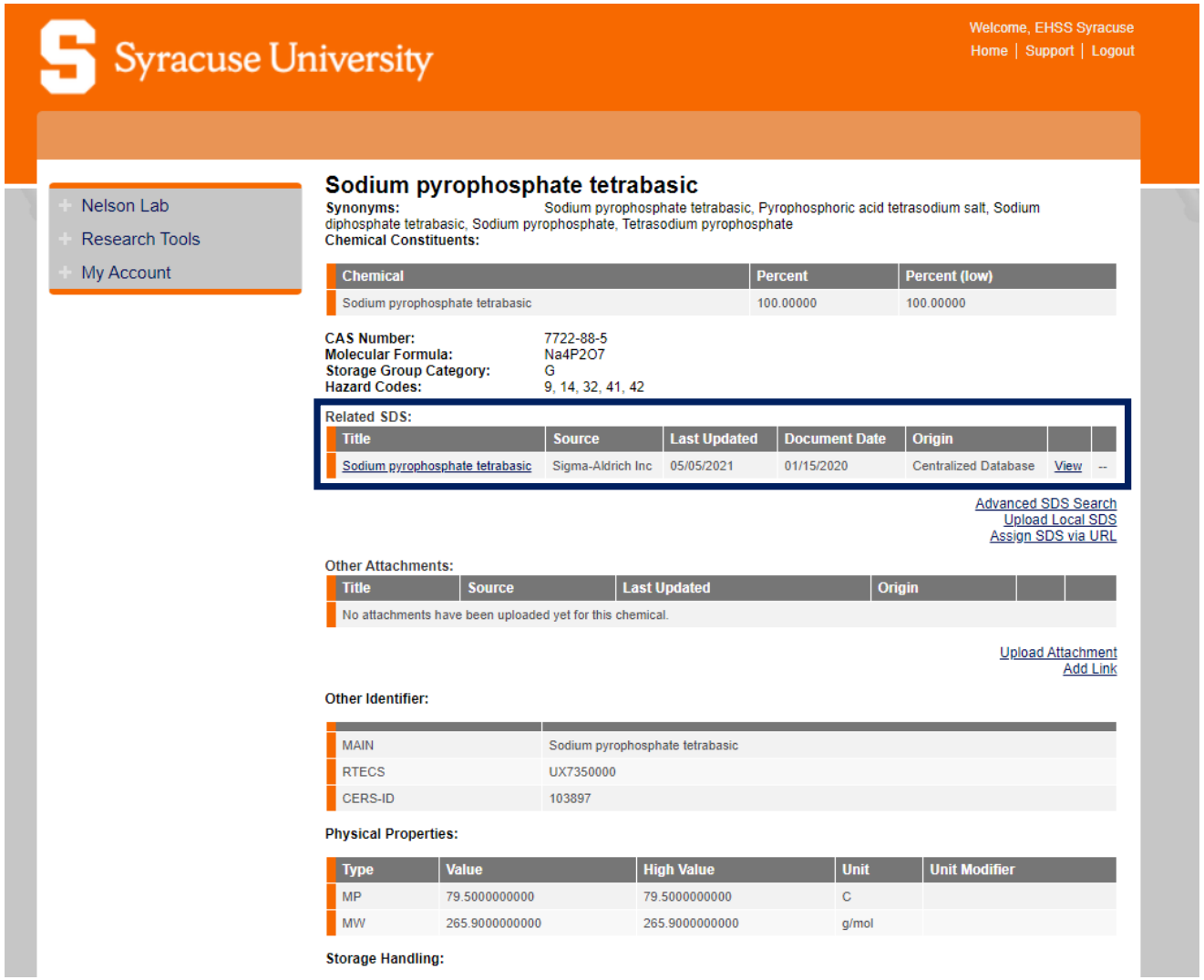
BioRAFT: How to View Chemical Regulatory and Hazard Information

- Information such as synonyms, chemical constituents, physical properties, storage and handling, and regulations will be populated



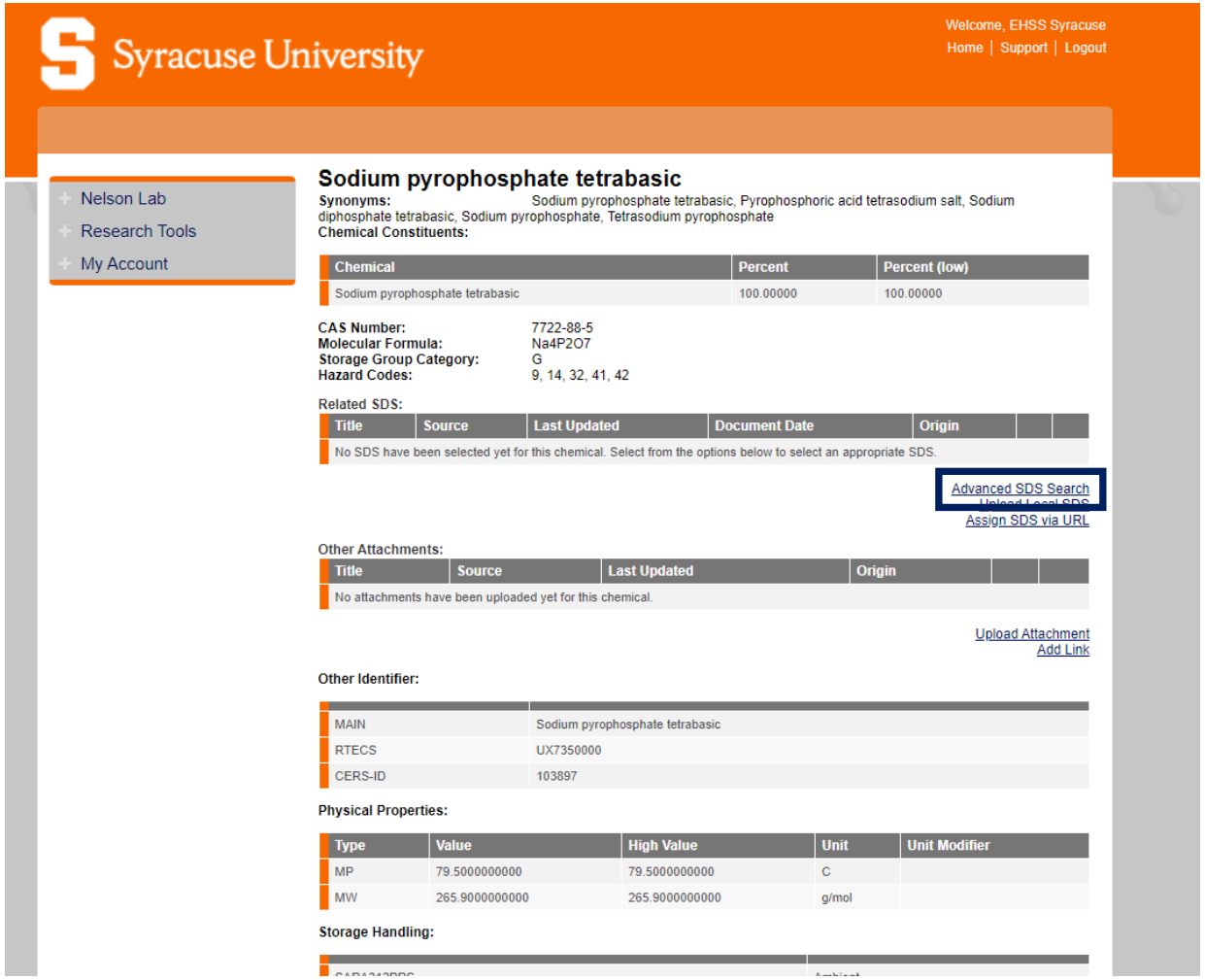
BioRAFT: How to View Chemical Regulatory and Hazard Information

- If a Safety Data Sheet (SDS) is preferred, it will be located here
  - Click on “View”
  - The SDS will download and can be accessed with a .pdf compatible reader



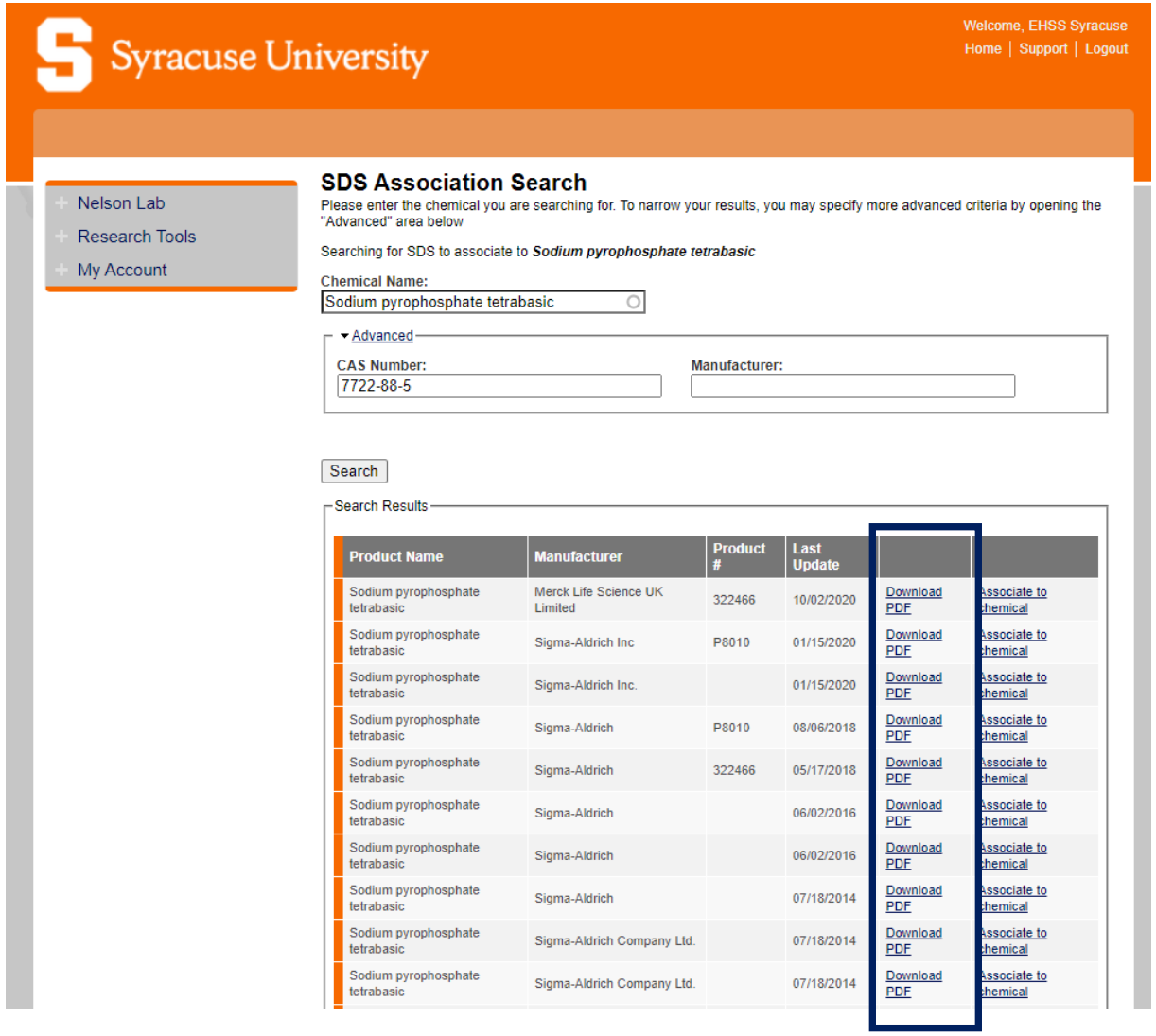
BioRAFT: How to View Chemical Regulatory and Hazard Information

- If an SDS is not assigned for the chemical, you may perform an “Advanced SDS Search”



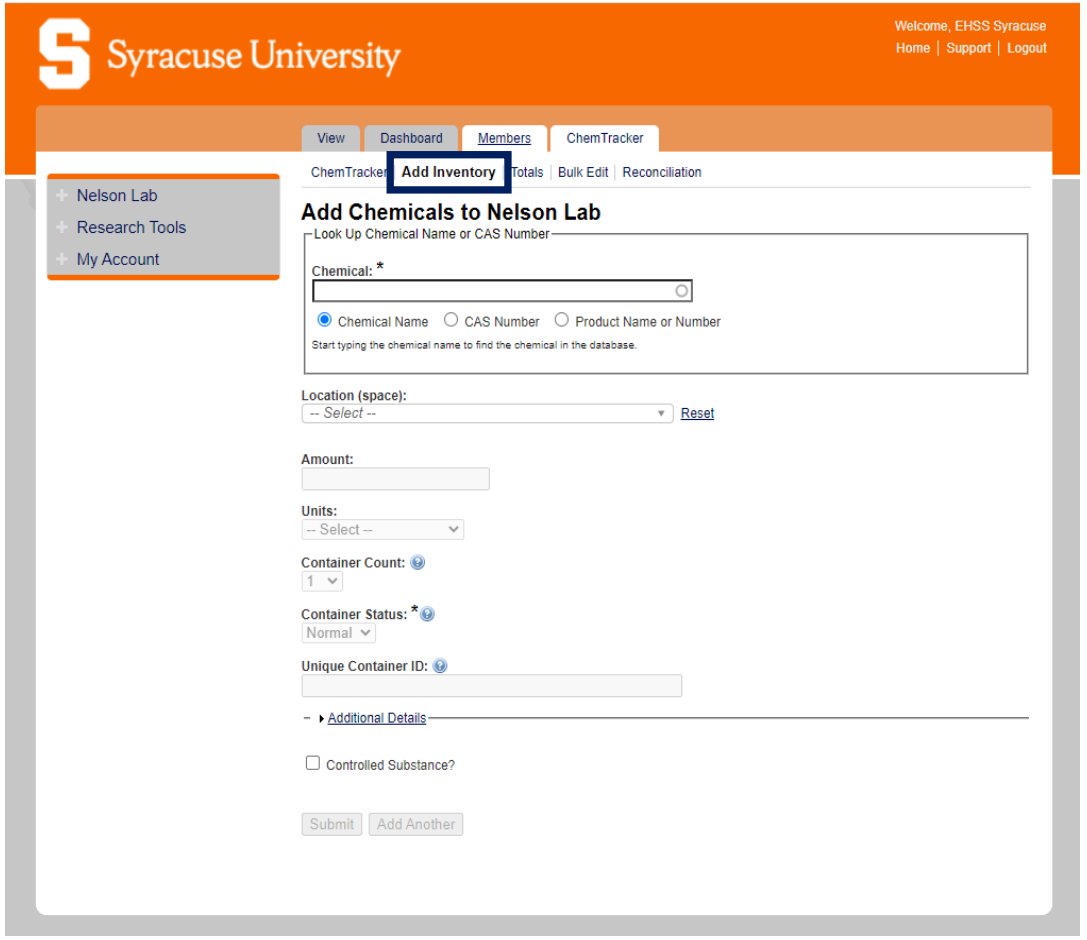
BioRAFT: How to View Chemical Regulatory and Hazard Information

- Scroll until the desired product is found
- To view SDS, click “Download PDF”
- If the proper SDS is not available, please contact EHSS (ehss@syr.edu)



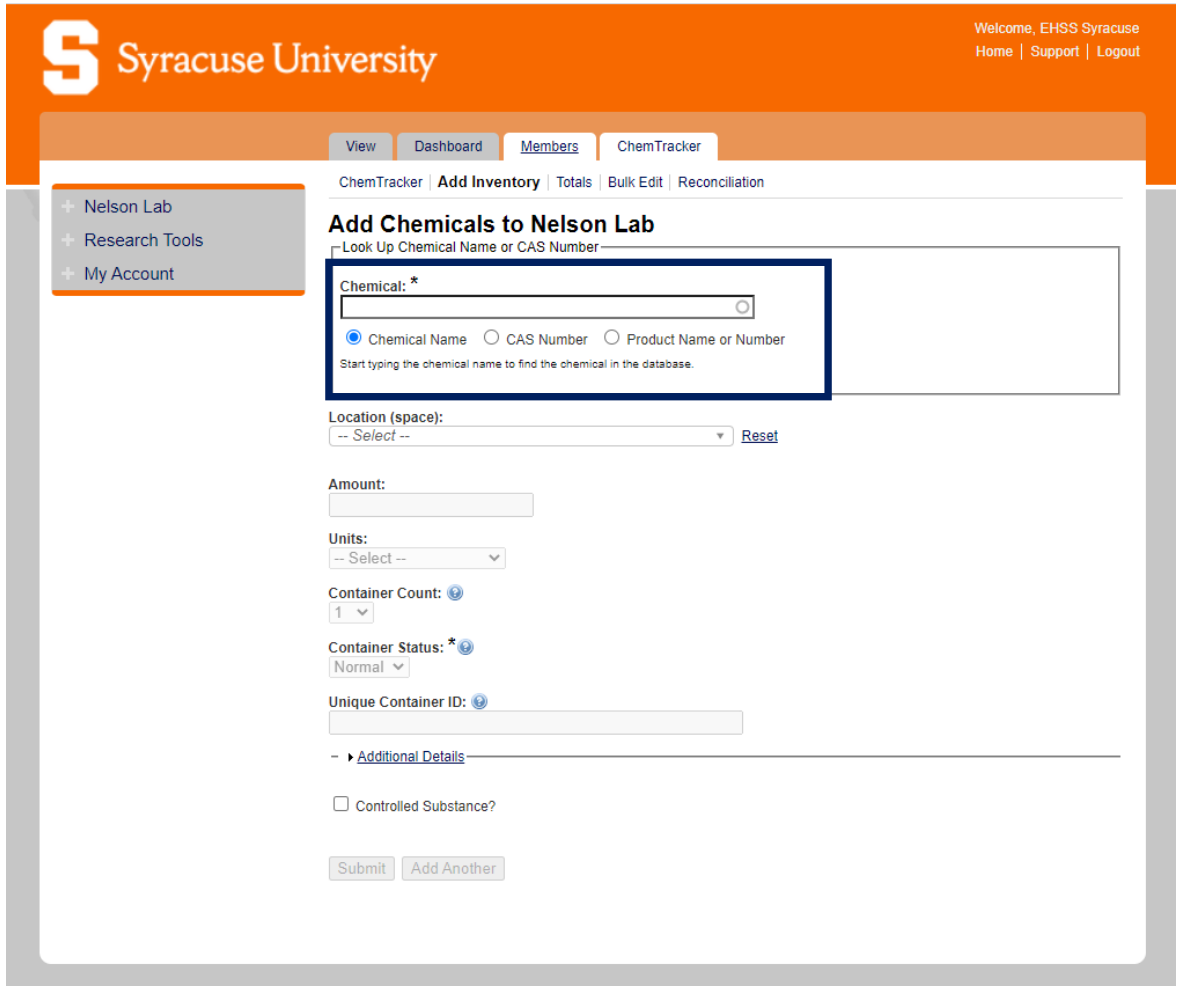
BioRAFT: How to Add Chemicals to Inventory

- Choose “Add Inventory” under the “ChemTracker” tab



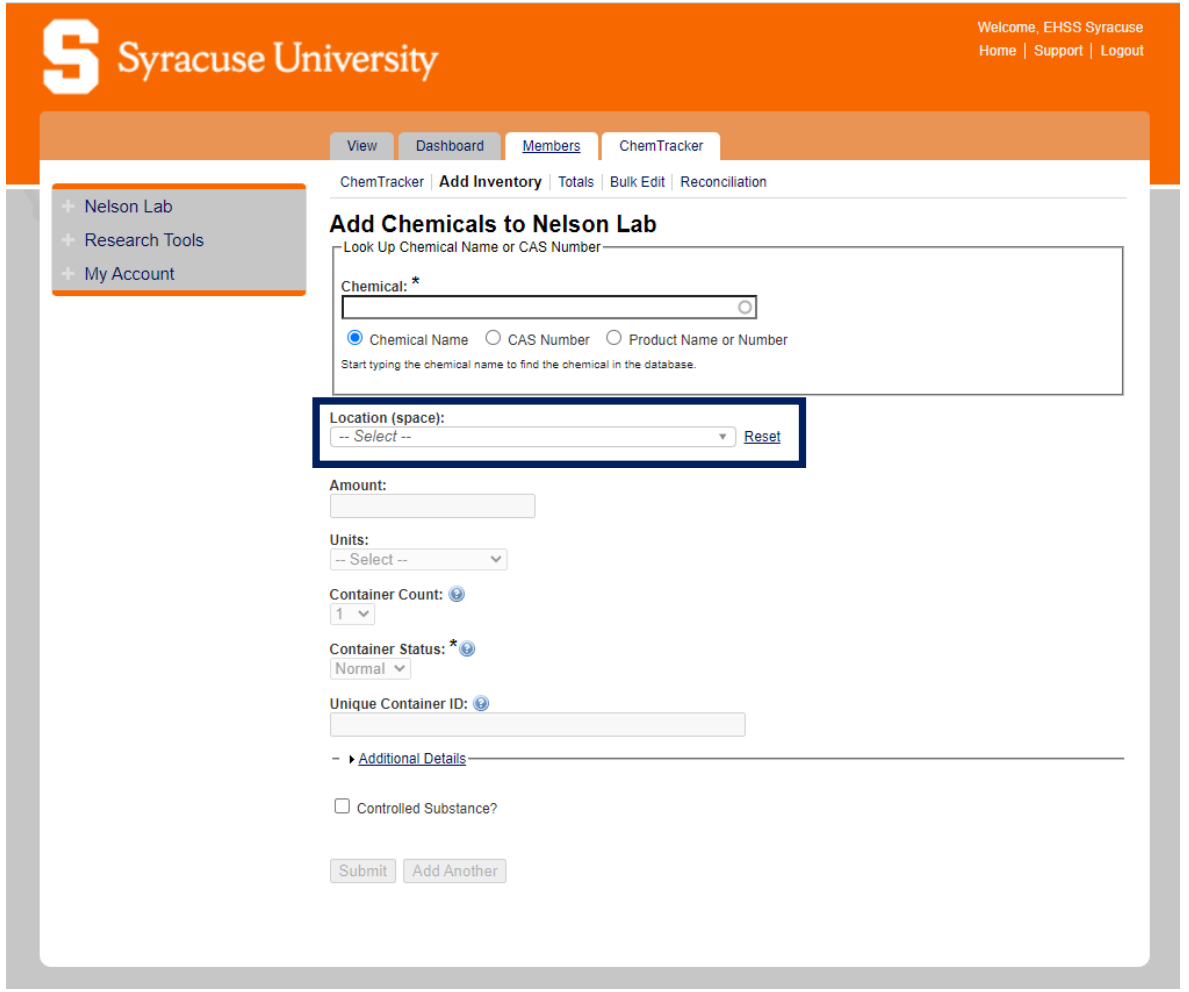
BioRAFT: How to Add Chemicals to Inventory

- First, select how the chemical information is being entered below the “chemical” field
  - Options: Chemical name, CAS number, or product name or number
- Next, begin typing the name or number and select the appropriate option from the drop-down menu



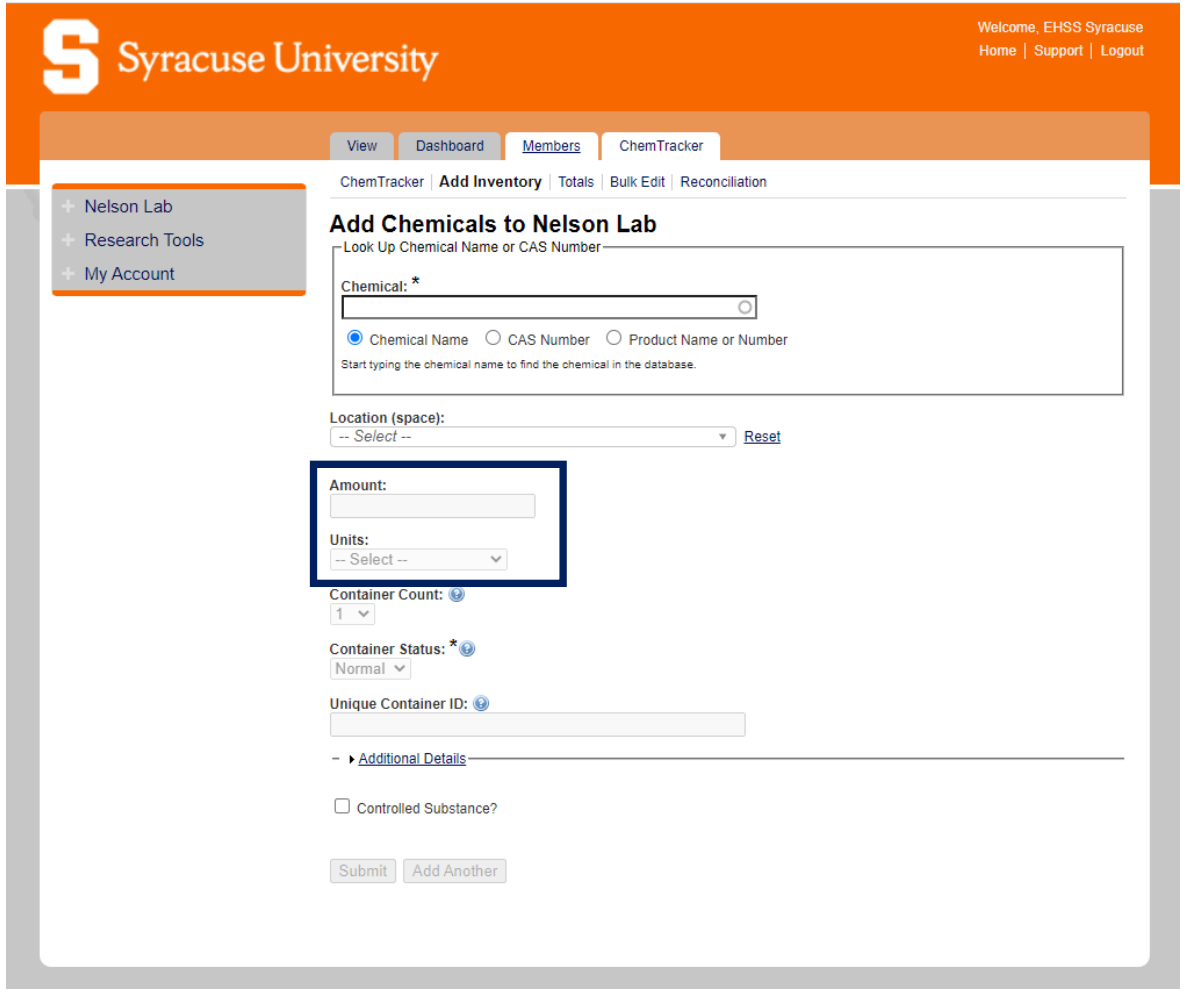
BioRAFT: How to Add Chemicals to Inventory

- Choose the location (space) where the chemical will be stored in the laboratory



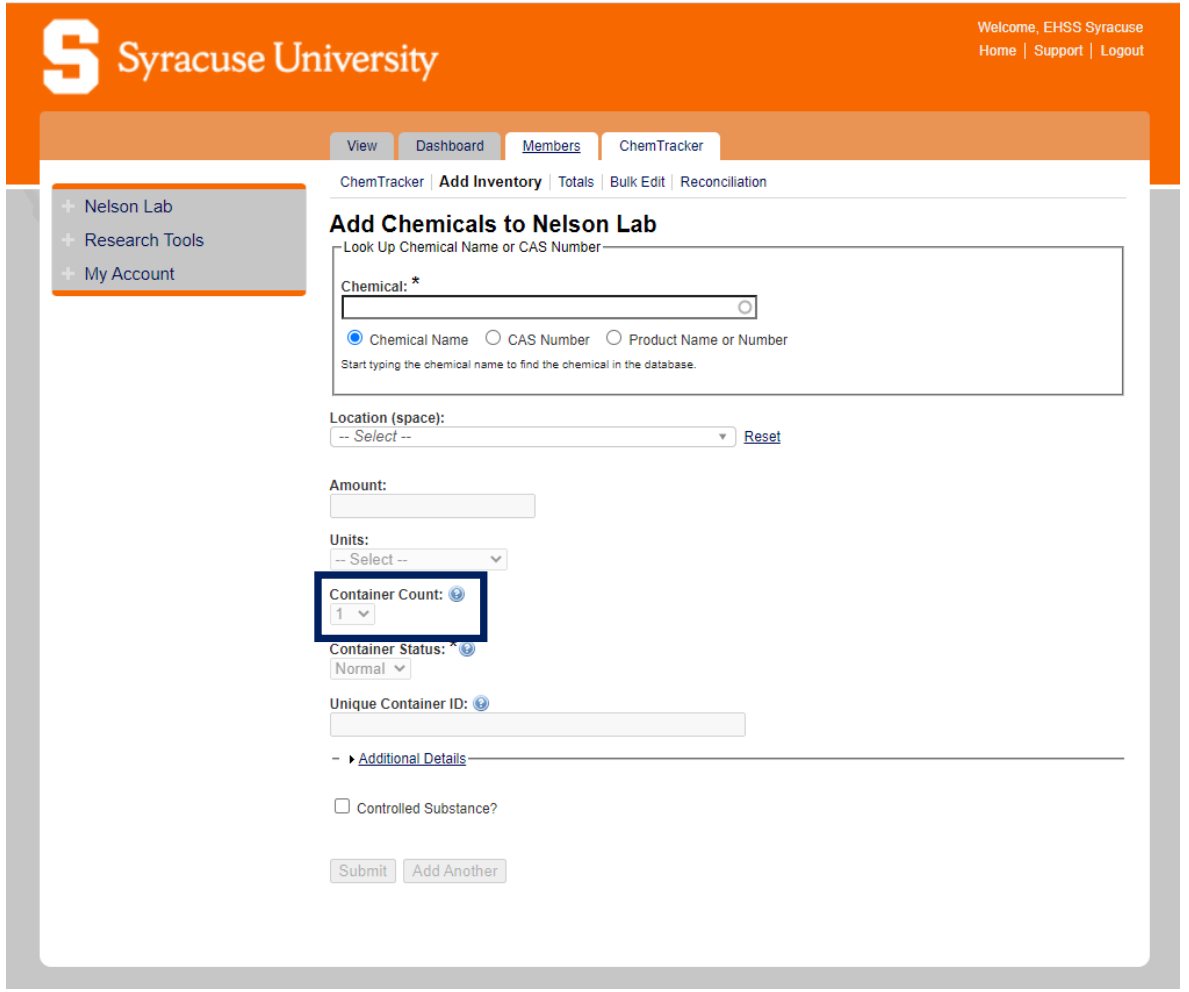
BioRAFT: How to Add Chemicals to Inventory

- Type in the correct amount and the corresponding units
  - For example, for a 4 L bottle of acetone, type in “4” for amount and “L” for units
  - Note: The total amount of each chemical is tracked.
    - For example, if approximately half of a 4 L bottle of acetone is gone, record “4 L” for the amount



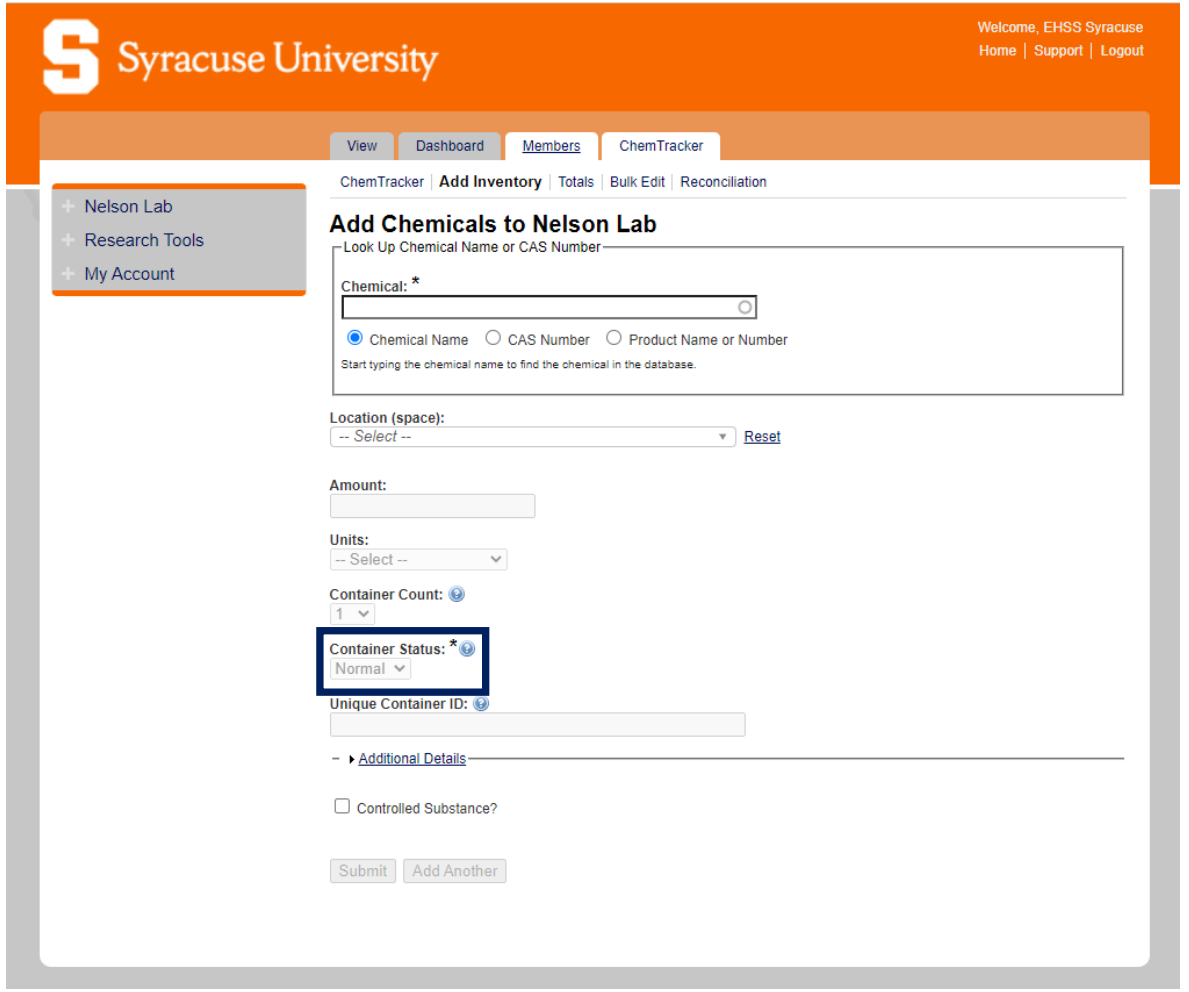
BioRAFT: How to Add Chemicals to Inventory

- If multiple containers exist of the exact chemical (including size and manufacturer), generate multiple entries using the container count function
  - *Note: This *automatically* generates barcode numbers sequentially



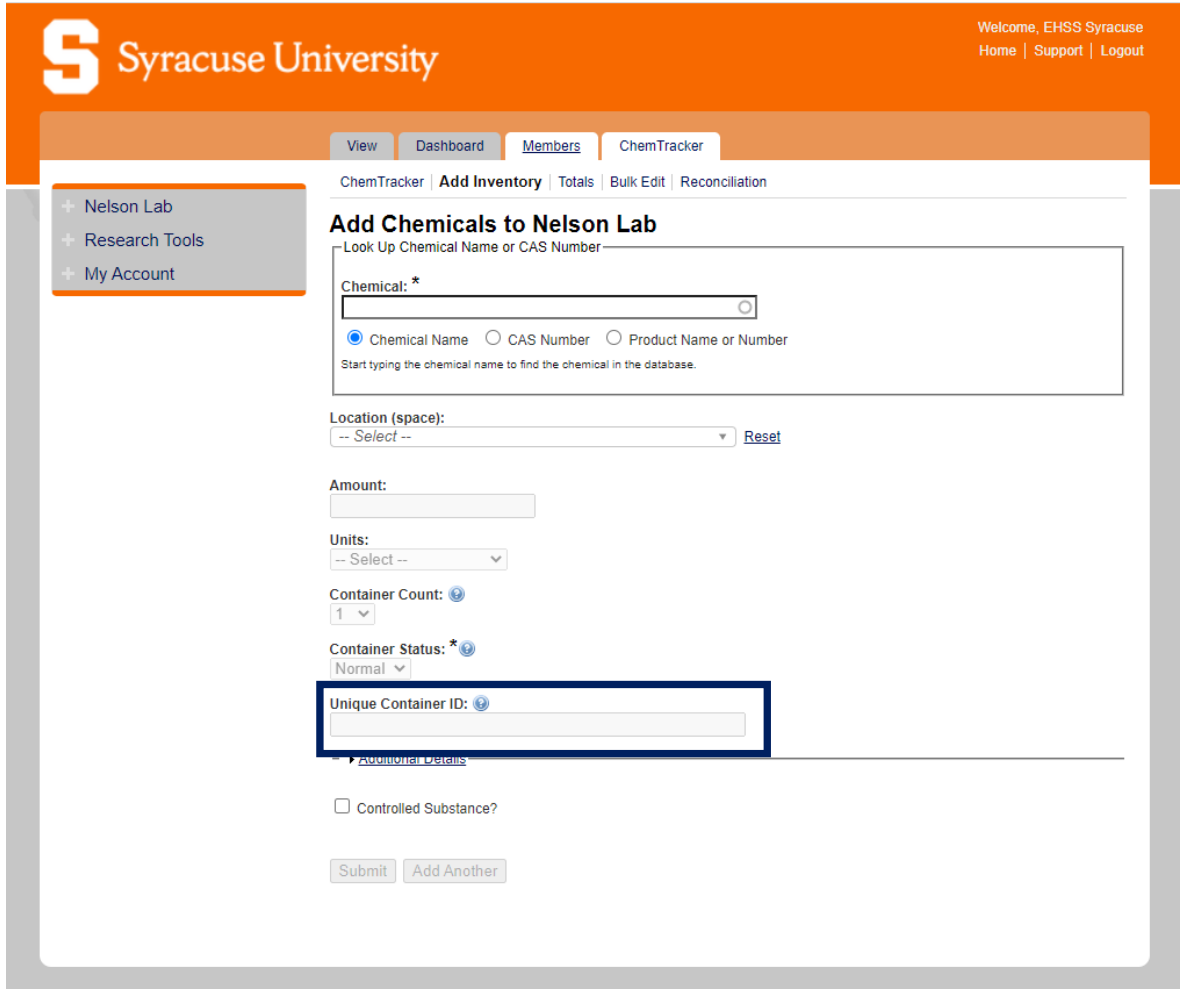
BioRAFT: How to Add Chemicals to Inventory

- Container Status: “Normal”



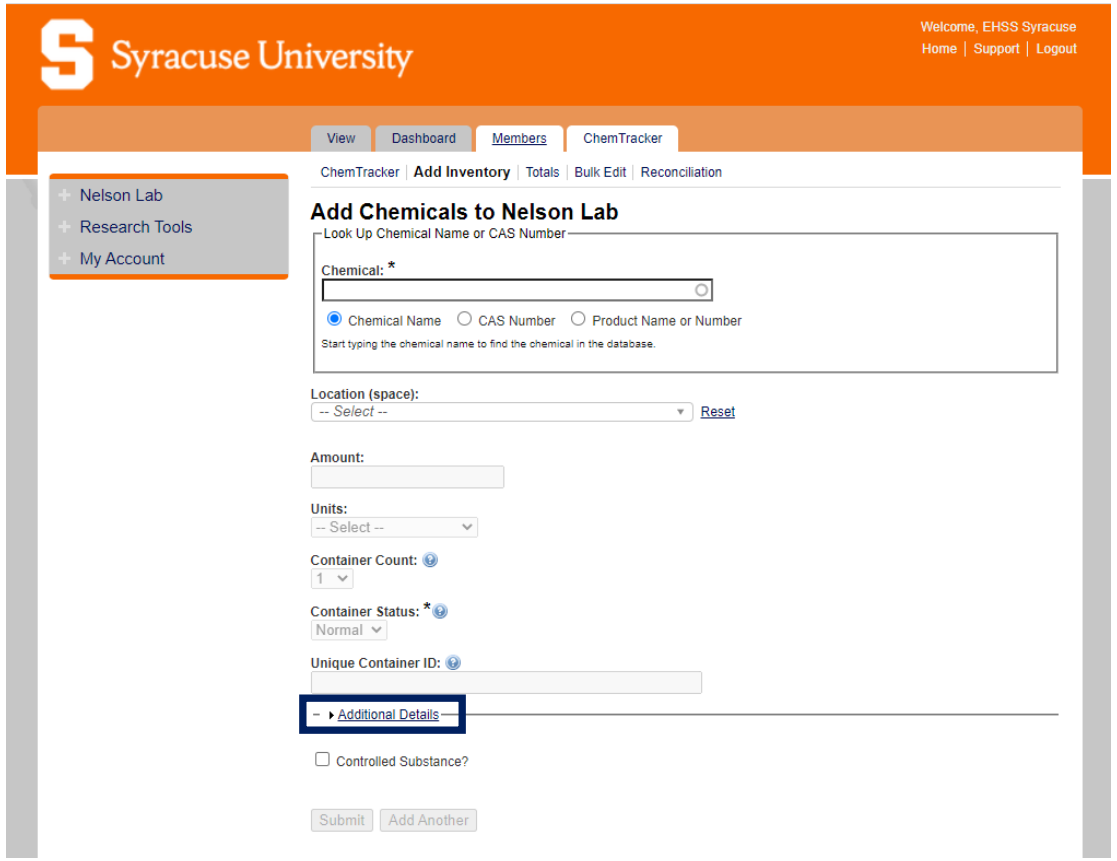
BioRAFT: How to Add Chemicals to Inventory

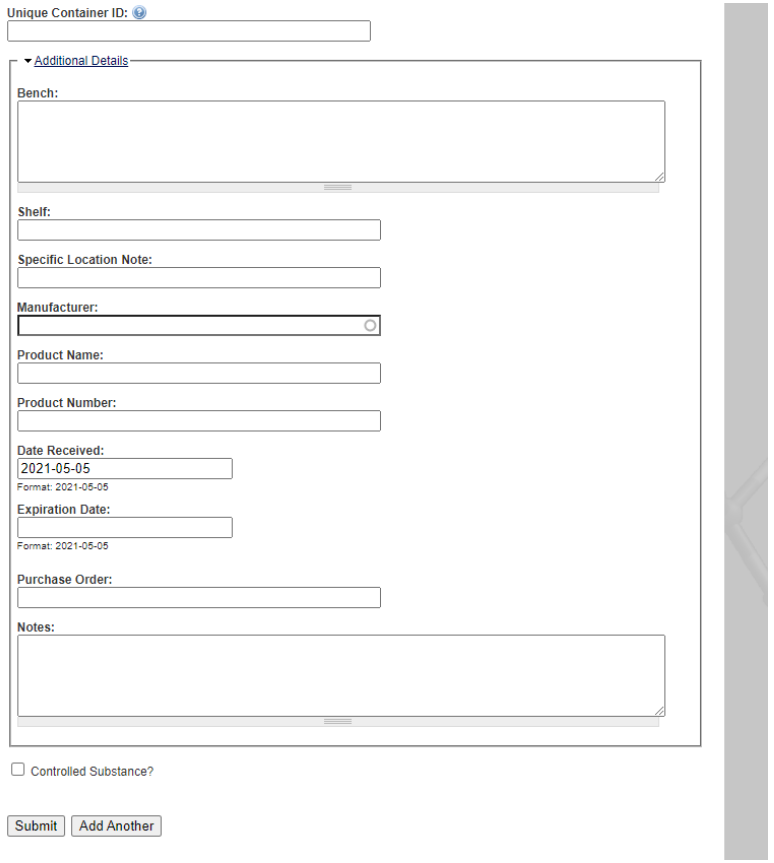
- Click in the “Unique Container ID” field and type in the barcode number or scan the barcode with a barcode scanner



BioRAFT: How to Add Chemicals to Inventory

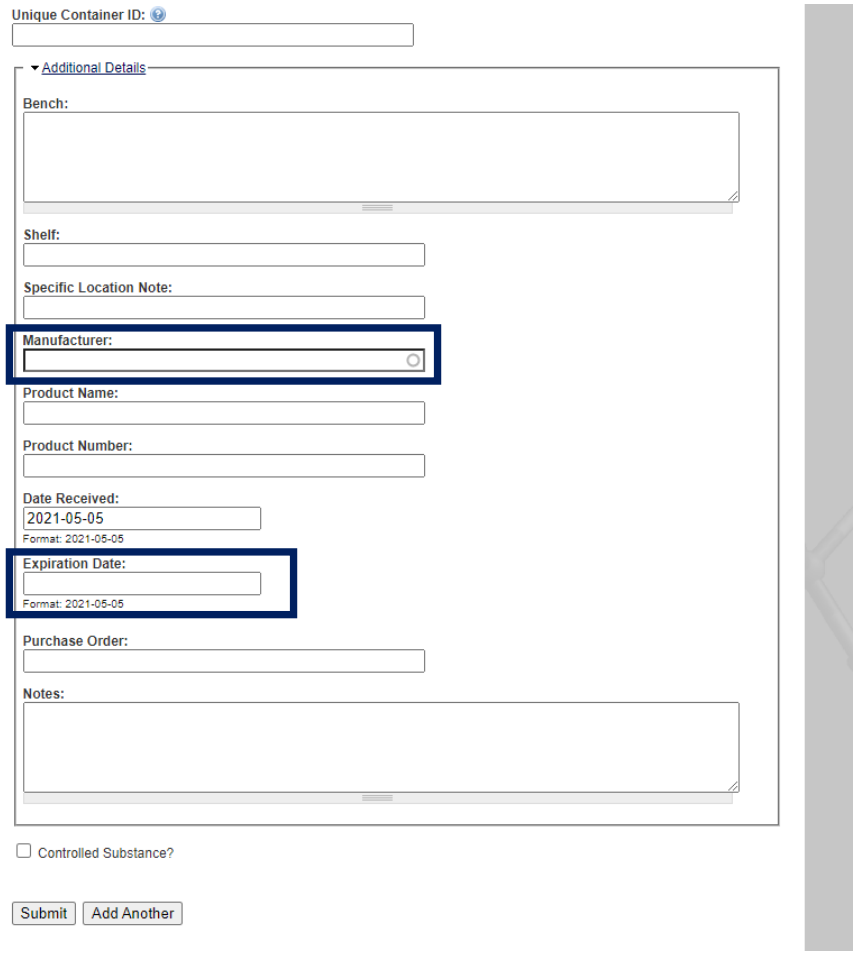
- Click on “Additional Details” to view and enter other information





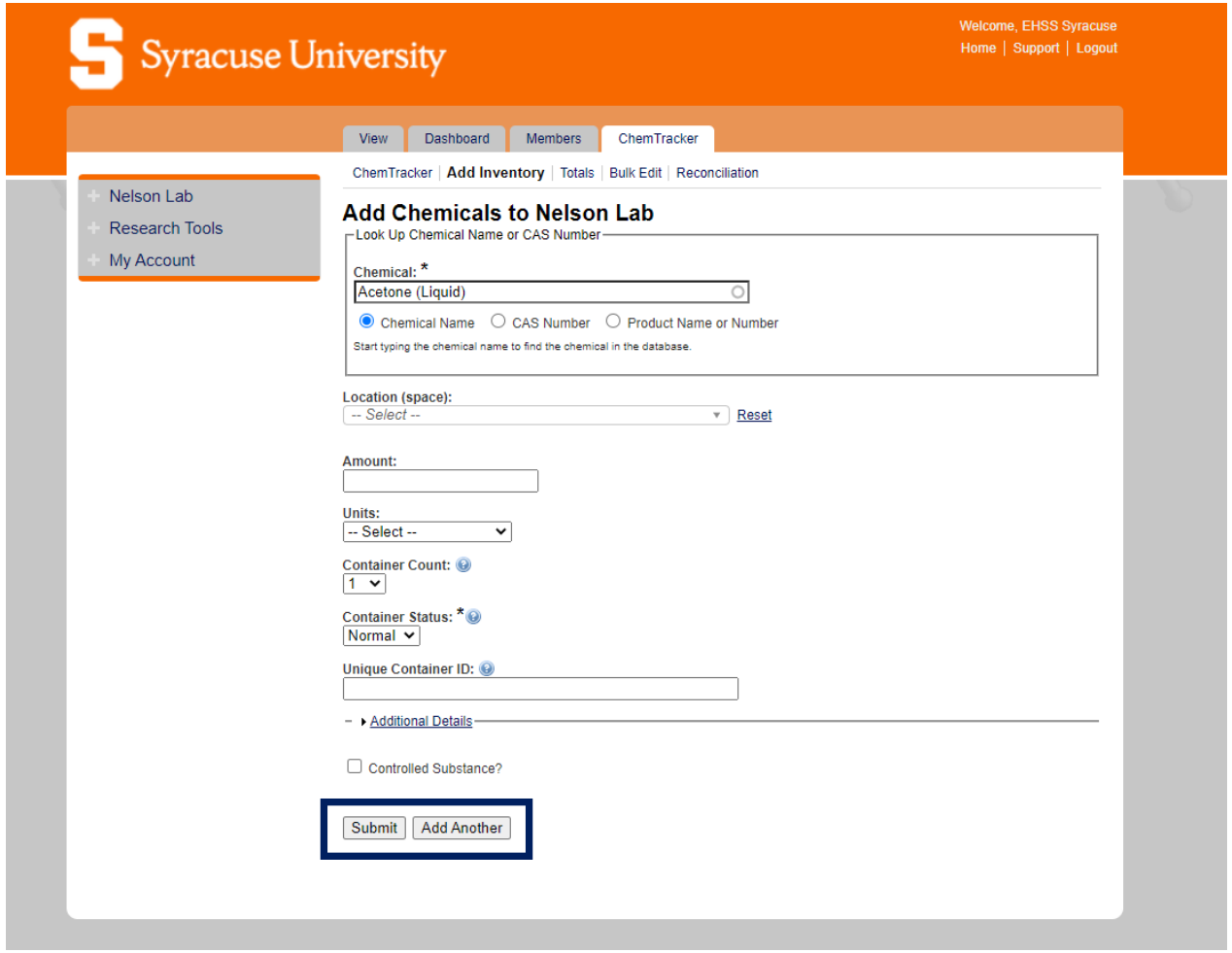
BioRAFT: How to Add Chemicals to Inventory

- Minimally, enter the Manufacturer information and Expiration Date, if available
  - Information will populate from the Manufacturer field. Select the right Manufacturer
    - If the Manufacturer is missing, leave this field blank



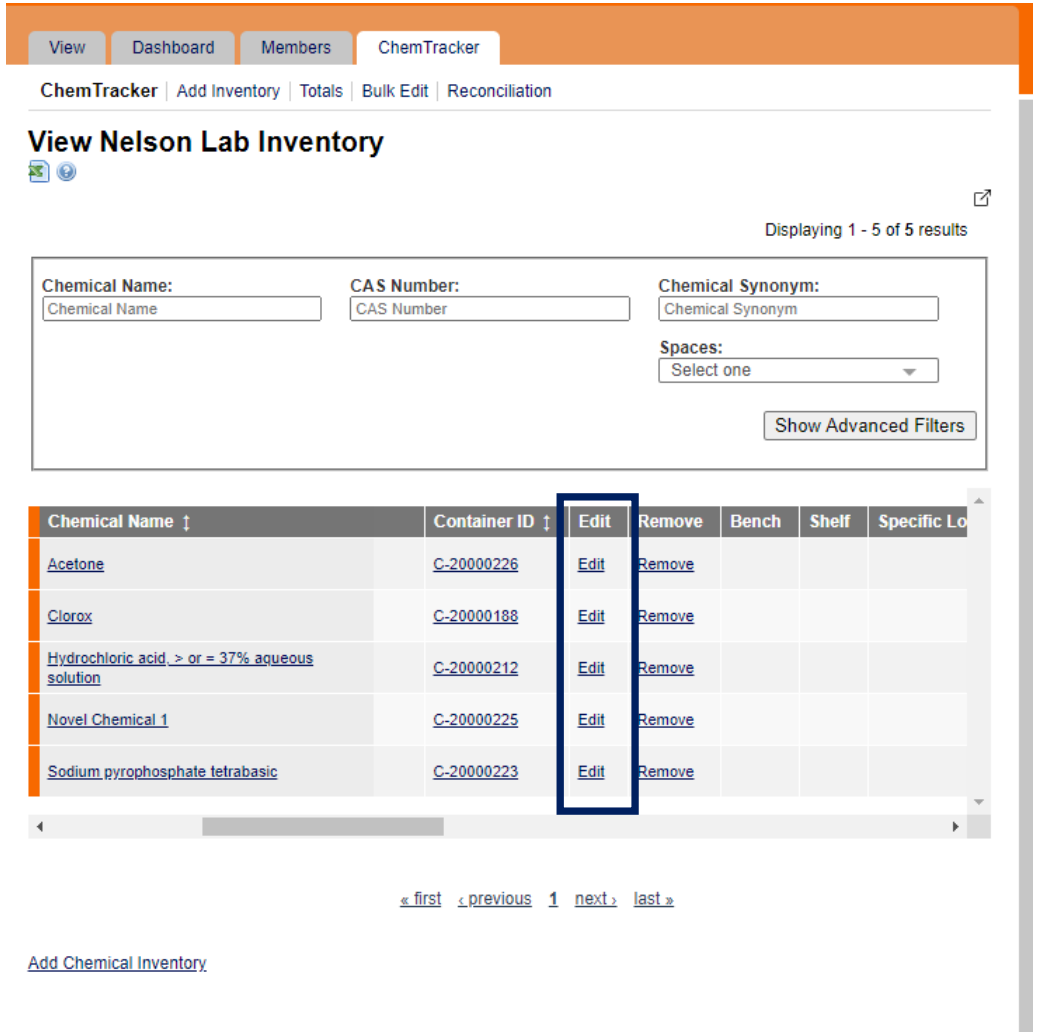
BioRAFT: How to Add Chemicals to Inventory

- Click on “Submit” when finished
- To add more chemicals into the inventory, click on “Add Another”



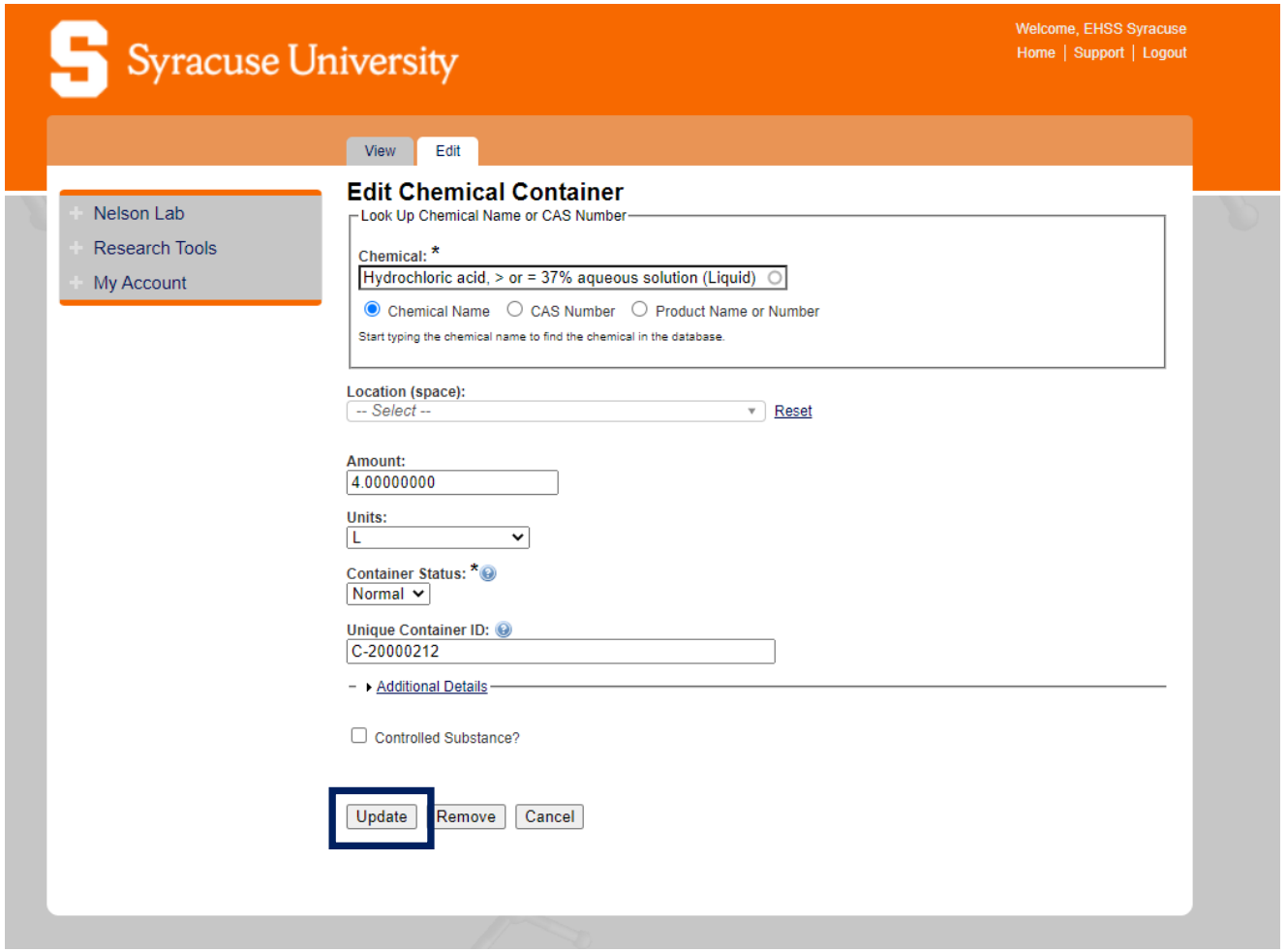
BioRAFT: How to Edit Existing Chemicals in Inventory

- While viewing inventory, scroll to the edit column
- Select edit for the desired chemical



BioRAFT: How to Edit Existing Chemicals in Inventory

- Edit the desired fields for the chemical
- Click “Update”



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Please reach out to EHSS (ehss@syr.edu) if you have any questions.