

ChemTracker 4.0: Chemical Inventory System



Overview

All personnel that are responsible for an area where chemicals are stored or used at Weill Cornell Medicine (WCM) is required to maintain a complete inventory of all chemicals and report annually on the types, quantities, and locations. On an annual basis, the Chemical Inventory must be submitted to Environmental Health and Safety (EHS). EHS will compile all the chemical inventories for the College and submit the annual WCM chemical inventory reports to the appropriate federal and local government agencies as part of the Community Right-to-Know Program and perform a Security Vulnerability Assessments as part of the Department of Homeland Security Chemical Facility Anti-Terrorism Standards.

To facilitate process, WCM has implemented the ChemTracker Chemical Inventory System. ChemTracker is a web-based chemical inventory system for inventory management within research laboratories and facilities. Authorized ChemTracker users may update chemical inventory information, prepare inventory reports, and obtain chemical safety information. ChemTracker also allows users to:

- Track all chemicals by location, owner, container, and other criteria.
- Link directly to Material Safety Data Sheets and additional safety information.
- Look up hazard, toxicological, and physical references.
- Save money and space by reducing or eliminating unnecessary purchases.
- List chemicals in surplus and search for other surplus chemicals.
- Increase efficiency by making chemicals easy to locate.
- Identify chemicals with specific shelf life and storage requirements.

Applicability

This EHS Update is applicable to all areas (e.g., laboratories, clinics, service areas, mechanical rooms, print shops) that store and/or use chemicals. Chemical inventories must be maintained in ChemTracker and updated regularly to reflect the typical quantities of chemicals present in the area. For example, if an area typically maintains approximately four 4-liter bottles of ethanol, the four bottles would be entered into ChemTracker. The inventory does not need to reflect the routine inventory fluctuations associated general use and re-ordering.

Responsibilities

EHS maintains the user and chemical owner accounts in ChemTracker; audits the chemical inventory data, prepares and submits chemical inventories to appropriate government agencies, and provides assistance/training on the use of ChemTracker.

Principal Investigators (PIs), Directors, or non-clinical chemical owners ensure a chemical inventory for their area(s) is maintained and updated in the ChemTracker database.

Clinical chemical owners record chemicals that commonly used in the clinical area like flammable liquids (e.g., ethanol, isopropanol), preservatives (e.g. formalin), corrosive liquids (e.g. acetic acid), disinfectants (e.g., glutaraldehyde, cidex OPA) and compressed gases (e.g. oxygen, nitrous oxide) in the chemical inventory. Chemicals/materials used in clinic areas which are excluded from inventorying are:

- FDA-approved drugs and medications
- Any consumer products in the same form and concentration that are used in the workplace in the same manner as normal consumer use and the use results in a duration and frequency of exposure which is not greater than exposures experienced by consumer (e.g., household bleach).



**Weill Cornell
Medicine**

Environmental Health and Safety

TEL 646-962-7233 WEB weill.cornell.edu/ehs EMAIL ehs@med.cornell.edu

Weill Cornell Medicine | 402 East 67th Street, Room LA-0020 | New York, NY 10065



Procedures for Creating a Chemical Inventory

Follow the steps below to create a chemical inventory using the ChemTracker Inventory System. If you have questions about ChemTracker or need assistance, contact EHS at 646-962-7233 or e-mail at chemtracker@med.cornell.edu.

1. ROLES AND ACCESS RIGHTS:

- Due to confidentiality and security issues, a user's access is restricted according to their user profile. These levels of authorization allow users of different needs to access the information and tools necessary to perform their daily responsibilities, while potentially restricting access to inventory and program functions not associated with their responsibilities. Individual access rights can be added or removed from a user's profile at anytime upon request of the chemical owner to EHS. Below are the ChemTracker access categories and associated access rights.

CHEMTRACKER ACCESS CATEGORY	ACCESS RIGHTS
Department /Division Administrators	<ul style="list-style-type: none"> Review chemical inventory for all Chemical Owners within their Department or Division Identify available chemical stocks for departmental use Look-up specific chemical information (e.g., MSDS, molecular structure)
Chemical Owners	<ul style="list-style-type: none"> Chemicals assigned to chemical owners Add, modify, and delete chemical inventory Review chemical inventory (entire inventory or storage area) Look-up specific chemical information (e.g., MSDS, molecular structure)
Managers or Senior Staff	<ul style="list-style-type: none"> Add, modify, and delete chemical inventory for assigned Chemical Owner Review chemical inventory (entire inventory or storage area) Look-up specific chemical information (e.g., MSDS, molecular structure)
General Staff	<ul style="list-style-type: none"> Review chemical inventory (entire inventory or storage area) Look up specific chemical information (e.g., MSDS, molecular structure)

2. NEW CHEMICAL OWNERS AND USERS:

- All new chemical owner and user accounts must be created by EHS before accessing ChemTracker utilizing the following steps:
 - Chemical Owner or designated Laboratory Safety Coordinator submits [the ChemTracker New User Request Form](#) to EHS.
 - Users will receive a unique ChemTracker username (e.g., CWID when available) and temporary password via e-mail.
 - To login into ChemTracker, go to the <http://weill.cornell.edu/ehs/chemtracker>, and then enter the username and password to access to the chemical inventory.
 - Users can change their password by logging into ChemTracker and clicking the 'Change My Password' button.

3. CHEMTRACKER INFORMATION AND TRAINING:

- EHS is available to provide training on ChemTracker upon request by contacting EHS at chemtracker@med.cornell.edu. EHS has also prepared the following job aids to facilitate the use of ChemTracker 4.0:
 - [Login and Navigation Information](#)
 - [View Chemical Inventory](#)
 - [Add Chemical to Inventory](#)
 - [Add Chemical to Inventory using a Template](#)
 - [Modify, Duplicate, or Delete Chemical Inventory](#)
 - [Export Chemical Inventory to Excel](#) (with Chemical Segregation Groups)
 - [Look-Up Chemical Safety Information](#)



4. CHEMICAL INVENTORY INFORMATION:

- The information in ChemTracker is utilized to comply with all federal and local chemical inventory annual reporting requirements. Therefore, when entering a chemical into ChemTracker, the information must include, at a minimum:
 - **Owner**– The name of the Principal Investigator/chemical owner.
 - **Department** – The primary department name for the area(s).
 - **Building** – The building code where the chemicals are located.
 - **Room** – The room number where the chemicals are physically located. The room number should be indicated on a placard adjacent to the entrance to the area.
 - **Chemical Name** – Enter the full chemical name of each hazardous chemical. The user can select the chemical name from the ChemTracker reference database in the Select a Value window. Abbreviations and chemical nomenclature are not acceptable.
 - **Physical State** – If the chemical is entered from the Select a Value list, the physical state of the chemical will be automatically entered. The user can also select physical state from the Select a Value window.
 - **Container Count** – Enter the number of container.
 - **Amount** – Enter the container volume or weight (numerical value only).
 - **Unit** – Enter the correlating unit of measure.
- **Notes:** Each entry represents one container, if you have similar chemical and size then when you click the Save button in the Add Inventory Item heading, the Confirm Inventory Add window appears. At this point you may add additional records of like containers.

5. ADD CHEMICALS TO INVENTORY:

- Press Add in the top navigation bar.
- On the Add Inventory screen, complete the 9 required fields at the top (i.e. Owner, Department, Building, Room, Chemical Name, Physical State, Container Count, Amount, and Units).
- Use pull-down menus and pre-searches (accessed with Magnifying Glass icon) to:
 - Help you enter validated data.
 - Link your item to the reference data-base for certain fields.
 - Auto-populate data from the reference database into other fields.
- Enter information into other fields as appropriate.
- Press Add Inventory at the bottom to save the entry.
- **TIPS:**
 - Try to enter the Manufacturer and Product Number first. If the combination is in the reference database, this may be the fastest way to get chemical information entered since other data will be auto-filled for you.
 - For future ease in data entry, enter your data for Chemical Owner, Department, Building and Room, and click on Save As Add Template at the bottom of the page. This will keep these values filled and you will not have to enter them each time.
 - To load Chemical Owner, Department, Building and Room information, click on Access As Inventory Templates at the top page and pick the template which you want to add the chemicals to.
 - In addition, you can pin values in the Add Inventory fields. After the new record(s) are saved, the pinned values will remain in their respective fields when the screen refreshes post-save. To pin a field, click on the corresponding field name; click the field name again to unpin the value.



6. MODIFYING CHEMICALS FROM INVENTORY:

- Individual chemical record can be modified by running a search, then selecting the chemical from the “Details View” screen.
 - At the “Welcome to ChemTracker 4.0” screen, press “Search” on the top navigation bar.
 - Click on the Owner field box. Enter the last name of the Owner in the blank box and the full name of the Chemical Owner will appear on the bottom. Press Enter to select.
 - You can refine your search and narrow your results by entering more field values (e.g. building, room and others).
 - Perform the search by clicking “Search” at the bottom of the screen. Results will match **all** criteria selected and be displayed in the Summary View. Click “Details” at the bottom of the screen to see more record information.
 - At the bottom of “Detail” view screen, there is “Modify”, “Duplicate” and “Delete” function bottoms.
 - To modify or delete a single or multiple record(s), highlight the single or multiple items then click the “Modify”, or “Delete” bottom.
 - To add another container of an item that already in the inventory, go to the “Details” View and select the record, and press “Duplicate” bottom.

7. OBTAIN SAFETY INFORMATION:

- ChemInfo and SDSs are available to all CT Users, even without specific authority to access inventory.
 - To see ChemInfo, click “ChemInfo” in the navigation bar at the top of the screen and search, or select the ChemInfo Action at the left of an inventory item in the “Summary” or “Detail” view. ChemTracker displays validated physical properties, physical hazards, health hazards, storage code, regulations and other identifiers from its reference database of over 35,000 chemicals and 107,000 synonyms
 - Follow the steps as above, select SDS to view a third-party SDS of the chemical(s).

8. DOWNLOAD CHEMICAL INVENTORY TO EXCEL:

- The chemical inventory can be downloaded to the Excel on either a Mac or PC.
 - To download a single record from the search result in Summary view, select the row and then click Download button at the bottom of the page. To download all records, click the Download button then select Download All Data.
 - Follow the steps above, to download search result in Detail view.