

BioRAFT ChemTracker Module  
PI Quick Start Guide



**Prepared by BioRAFT Professional Services**

*Proprietary – Not for External Distribution*

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## BioRAFT ChemTracker Module Introduction

The BioRAFT ChemTracker module provides a method for tracking chemical inventory with connection to a central database. New features will be available in the module throughout 2018 as functionality from the previous version of ChemTracker is built in

Please see the general PI Quick Start Guide for information on logging into BioRAFT, and adding members to your lab/group.

### *About This Guide*

The screenshots on this Quick Start Guide are representative of a general BioRAFT site. Each BioRAFT site may differ in terms of specific modules enabled and IT integrations. For specific questions about your institution's instance of BioRAFT, please contact your institution safety and compliance team.

## ChemTracker PI User Guide

### Viewing Chemical Inventory

From the BioRAFT homepage, open the left side menu to open information relevant to your lab. Click "ChemTracker" to view your current chemical inventory.

If the lab menu is missing, please contact your institution safety and compliance team for assistance in getting your lab added to BioRAFT.



## Containers

This page displays every chemical container in your lab's inventory.

View
Edit
ChemTracker
Dashboard
Members
Bio
Chem
Rad
Training

ChemTracker | Add Inventory | Totals

### Demuth Lab Chemical Containers

Showing 1-25 of 89 results

Chemical Name:  CAS Number:  Container ID:

Physical State:  Location (Space):  Shelf:

Chemical Hazards:  Submit

Chemical Name	CAS #	State	Amount	Unit	Location	Container ID		
<a href="#">1,1,3,3 - Tetraethoxypropane</a>	122-31-6	Liquid	25.00000000	ml	<a href="#">Burchard Research Facility - 182</a>	C-20036881	Edit	Remove
<a href="#">1,10-Phenanthroline monohydrate</a>	5144-89-8	Solid	5.00000000	g	<a href="#">Burchard Research Facility - 158</a>	C-20036883	Edit	Remove
<a href="#">1,2-Dibromo-3-chloropropane</a>	96-12-8	Liquid	155.00000000	ml	<a href="#">Burchard Research Facility - 354</a>	C-20036859	Edit	Remove
<a href="#">1,4-Dioxane</a>	123-91-1	Liquid	500.00000000	ml	<a href="#">Burchard Research Facility - 160</a>	C-01118592	Edit	Remove
<a href="#">1,4-Dioxane</a>	123-91-1	Liquid	1.00000000	l	<a href="#">Burchard Research Facility - 159</a>	C-20036888	Edit	Remove

## Totals

This page adds up the total amount of each chemical in your laboratory's inventory. The "Display Units" dropdown allows you to change the units for the table (i.e., display in grams).

View
Edit
ChemTracker
Dashboard
Members
Bio
Chem
Rad
Training

ChemTracker | Add Inventory | Totals

### Demuth Lab Chemical Totals

Showing 1-25 of 73 results

Chemical Name:  CAS Number:  Building:

Physical State:  Location (Space):

Chemical Hazards:  Display units:  Submit

Chemical Name	CAS #	State	Amount	Units	Total Containers
<a href="#">1,1,3,3 - Tetraethoxypropane</a>	122-31-6	Liquid	0.03	L	1
<a href="#">1,10-Phenanthroline monohydrate</a>	5144-89-8	Solid	0.01	kg	1
<a href="#">1,2-Dibromo-3-chloropropane</a>	96-12-8	Liquid	0.16	L	1
<a href="#">1,4-Dioxane</a>	123-91-1	Liquid	1.75	L	3
<a href="#">1,4-Phenylenediamine diisothiocyanate</a>	4044-65-9	Solid	0.10	kg	1
<a href="#">1-Butanol</a>	71-36-3	Liquid	0.05	L	1
<a href="#">1-Octanesulfonic acid, sodium salt</a>	5324-84-5	Solid	0.03	kg	1
<a href="#">1-Octanethiol</a>	111-88-6	Liquid	0.05	L	1
<a href="#">2,2,2-Trifluoroethanol</a>	75-89-8	Liquid	0.13	L	1
<a href="#">2,3-Dichloropropene</a>	78-88-6	Liquid	2.33	L	3



## Adding Inventory

To add new inventory, click “Add Inventory” from the ChemTracker page. Start typing the chemical name or CAS number of the chemical you are adding to search the central database.

The screenshot shows the ChemTracker interface with the 'Add Inventory' page selected. A search dropdown is open for the text 'chloroform', displaying a list of chemical suggestions. The left sidebar contains navigation options for 'Demuth Lab' and 'Research Tools'.

**ChemTracker | Add Inventory | Totals**

**Add Chemicals to Demuth Lab**

Look Up Chemical Name or CAS Number: \*

chloroform

- Chloroform-D with <1% TMS (Liquid)
- Benzyl chloroformate (Liquid)
- Ethyl chloroformate (Liquid)
- Methyl chloroformate (Liquid)
- Chloroform-D (Liquid)
- Chloroform (Liquid)
- Phenyl chloroformate (Liquid)
- Isopropyl chloroformate (Liquid)
- Propyl chloroformate (Liquid)
- sec-Butyl chloroformate (Liquid)
- L- $\alpha$ -Phosphatidylcholine, type III-L in 75% chloroform and 25% met (Liquid)
- L- $\alpha$ -Phosphatidylethanolamine in chloroform (Liquid)
- L- $\alpha$ -Phosphatidylethanolamine in 90% chloroform 10% methanol (Liquid)
- L- $\alpha$ -Phosphatidylcholine, type XI-E in chloroform (Liquid)
- L- $\alpha$ -Phosphatidylinositol ammonium 1% in chloroform (Liquid)
- L- $\alpha$ -Phosphatidyl-DL-glycerol sodium in 98% chloroform 2% methanol (Liquid)
- L- $\alpha$ -Phosphatidylcholine, type V-E in 90% chloroform 10% methanol (Liquid)
- L- $\alpha$ -Phosphatidyl-L-serine in 95% chloroform 5% methanol (Liquid)
- Potassium phosphate, .075M in .2% chloroform (Liquid)
- Buffer Solution (contains Chloroform preservative) (Liquid)
- Antimony trichloride, 22% in chloroform (Liquid)
- Diphenylhexatriene spray reagent in chloroform (Liquid)
- L- $\alpha$ -Lecithin-sphingomyelin standard, 50% chloroform, 50% methanol (Liquid)
- Chloroform-14C (Liquid)
- 4-Nitrophenyl chloroformate (Solid)
- Isobutyl chloroformate (Liquid)
- Butyl chloroformate (Liquid)



Select the chemical that you are adding a container of to your inventory. 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 get your lab added to the space.

The screenshot shows the 'Add Inventory' page in the ChemTracker system. At the top, there are navigation tabs: View, Edit, ChemTracker, Dashboard, Members, Bio, Chem, Rad, and Training. The main header indicates the current page is 'ChemTracker | Add Inventory | Totals'. On the left, a sidebar menu for 'Demuth Lab' includes options like 'View Lab Profile', 'ChemTracker', 'Compliance Dashboard', 'Manage Members', 'Send Lab Message', 'Bio Summary', 'Chem Summary', 'Rad Summary', 'Rad Request', 'Rad Waste Pickup', 'Self Inspections', 'Manage Lab Forms', 'Research Tools', 'Training', 'Equipment', and 'My Account'. The main content area is titled 'Add Chemicals to Demuth Lab' and contains the following fields:
 

- Look Up Chemical Name or CAS Number: \***: A search box containing 'Chloroform (Liquid)' with a magnifying glass icon and a note: 'Start typing the chemical name to find the chemical in the database.'
- Location (space):**: A dropdown menu showing 'Burchard Research Facility - 377' and a 'Reset' link.
- Amount:**: A text input field containing the number '4'.
- Units:**: A dropdown menu showing 'L'.
- Unique Container ID:**: An empty text input field.
- Additional Details:**: A link with a minus sign and an arrow pointing right.
- Submit:**: A button at the bottom of the form.

If using barcodes, the barcode number would be entered in the “Unique Container ID” field. Otherwise, this field may be left blank, where the system auto-generates a unique ID number.



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

View Edit ChemTracker Dashboard Members Bio Chem Rad Training

ChemTracker Add Inventory Totals

### Add Chemicals to Demuth Lab

**Look Up Chemical Name or CAS Number: \***  
Chloroform (Liquid)   
Start typing the chemical name to find the chemical in the database.

**Location (space):**  
Burchard Research Facility - 377  [Reset](#)

**Amount:**  
4

**Units:**  
L

**Unique Container ID:**

**Additional Details**

**Shelf:**

**Manufacturer:**

**Product Name:**

**Product Number:**

**Date Received:**   
Format: 2018-04-17

**Expiration Date:**   
Format: 2018-04-17

**Notes:**



## Editing Chemical Inventory in Bulk

The bulk edit function is valuable for editing or deleting many records all together. Click "Bulk Edit" from your lab's ChemTracker menu.

**Select Chemical Containers**

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would like to change. Once you have selected the desired containers, click "Edit selected container" at the bottom of the page. From there, changes to all the selected containers may be made.

Chemical Name:  CAS Number:  Chemical Hazards:

Location (Space):  Physical State:  Last Changed Between:

Bench:  Shelf:  Notes:

Container IDs (up to 1000):

Comma-delimited list of Container IDs

Submit

Showing 1 to 181 of 181 entries

Show  entries

Select All	Chemical Name	CAS #	Amount	Unit	Location	Bench	Shelf	Last Changed
<input type="checkbox"/>	(-)-Deoxyephedrine	33817-09-3	10	g	Burchard Research Facility - 673			11/29/2018
<input type="checkbox"/>	1,1,3,3 - Tetraethoxypropane	122-31-6	10	ml	Burchard Research Facility - 182			11/30/2018



From there, select the relevant search parameters and select the desired containers. Click “Edit selected containers” in the bottom right corner. From there, indicate the changes you would like to make.

View
Edit
ChemTracker
Dashboard
Members
Bio
Rad
Training
Waste

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

### Select Chemical Containers

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would like to change. Once you have selected the desired containers, click "Edit selected container" at the bottom of the page. From there, changes to all the selected containers may be made.

Chemical Name:

Location (Space):

Bench:

CAS Number:

Physical State:

Shelf:

Chemical Hazards:

Last Changed Between:  2018-11-21  2018-12-07

Notes:

Container IDs (up to 1000):

Comma-delimited list of Container IDs

Show  entries
Showing 1 to 3 of 3 entries

<input checked="" type="checkbox"/> Select All	Chemical Name	CAS #	Amount	Unit	Location	Bench	Shelf	Last Changed
<input checked="" type="checkbox"/>	(-)-Deoxyephedrine	33817-09-3	10	g	Burchard Research Facility - 673			11/29/2018
<input checked="" type="checkbox"/>	1,1,3,3 - Tetraethoxypropane	122-31-6	10	ml	Burchard Research Facility - 182			11/30/2018
<input checked="" type="checkbox"/>	Ethylenediaminetetraacetic acid	60-00-4	50	g	Burchard Research Facility - 377			12/4/2018

Showing 1 to 3 of 3 entries

**3 total containers selected.**



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.

The screenshot displays the 'Edit All Selected Containers' page in the BioRAFT system. The top navigation bar includes tabs for View, Edit, ChemTracker, Dashboard, Members, Bio, Rad, Training, and Waste. The main header shows 'ChemTracker | Add Inventory | Totals | **Bulk Edit** | Find Other Chemicals'. A left-hand navigation menu for 'Demuth Lab' lists options like View Lab Profile, ChemTracker, Compliance Dashboard, Manage Members, Send Lab Message, Bio Summary, Rad Summary, Rad Request, Rad Waste Pickup, Waste, Self Inspections, and Manage Lab Forms. Below this are sections for Research Tools, Training, Equipment, and My Account.

The main content area is titled 'Edit All Selected Containers'. It contains a green notification box stating '3 total containers selected.' Below this, a warning reads: 'Any changes made below will be applied to all of the chemical containers selected to modify. Any data entered for these fields will **overwrite** data currently existing for these chemical containers. Leaving a field blank means the original values for that field are kept.'

The form includes the following fields and options:

- Look Up Chemical Name or CAS Number:** A search input field with a magnifying glass icon.
- Selection Options:** Radio buttons for 'Chemical Name' (selected), 'CAS Number', and 'Product Name or Number'.
- Location (space):** A dropdown menu showing 'Burchard Research Facility - 158' with a downward arrow. Below it, a note says 'Select a group to pick a space'.
- Amount:** A text input field.
- Units:** A dropdown menu showing '-- Select --' with a downward arrow.
- Bench:** A text input field.
- Shelf:** A text input field.
- Specific Location Note:** A text input field.
- Expiration Date:** A text input field with the format '2018-12-07' indicated below it.
- Notes:** A large text area for entering notes.

At the bottom of the form, a warning message states: 'These changes cannot be undone in bulk.' Below this are three buttons: 'Cancel', 'Apply changes', and 'Delete all selected'.

Click "Apply changes" and follow the prompts to complete.

To instead delete these records, click "Delete all selected".



## Searching for Inventory in other Laboratories

Depending on your institution's preferences, you may be given access to search for inventory in other labs based on the building you are in, or your department association in the system. Inventory can only be edited by the lab owning the chemical or by administrators.

To search for inventory in another lab, visit your lab's ChemTracker tab, and click on "Find Other Chemicals". From here, you can search for a chemical based on any of the filters provided.

The screenshot shows the ChemTracker interface. At the top, there are tabs for View, Edit, ChemTracker, Dashboard, Members, Bio, Rad, Training, and Waste. Below these is a sub-navigation bar with ChemTracker, Add Inventory, Totals, Bulk Edit, and Find Other Chemicals. A blue arrow points to the 'Find Other Chemicals' button. The main content area is titled 'Find Other Chemicals' and shows 'Showing 1-4 of 4 results'. Below the title is a search form with fields for Chemical Name (acetone), CAS Number, Product Name, Manufacturer, Container ID, Physical State, Location (Space), and Chemical Hazards. There is also a checkbox for 'Surplus' and a 'Submit' button. Below the form is a table with the following data:

Chemical Name	CAS #	Amount	Unit	Group	Container ID	Date Changed
Acetone	67-64-1	4	l	Bagley Lab	C-20001167	8/8/2018
Acetone oxime	127-06-0	10	ml	Bagley Lab	C-20001693	11/6/2018
Acetone oxime	127-06-0	10	ml	Bagley Lab	C-20001692	11/6/2018
Acetylacetone	123-54-6	2	l	Demuth Lab	C-20036846	1/31/2018



## Providing Inventory Edit Permissions to Laboratory Members

By default, lab members can view their lab’s ChemTracker inventory. As a PI of a lab in BioRAFT, you can give out the permission to edit your lab’s inventory.

### Giving ChemTracker Edit Permission

Go to the “Members” tab of your laboratory.

**Members** | Manage Job Activities | Pending Approvals | Members History

**Demuth Lab Members** Last Confirmed: 07/26/2017

Name	Email	Designation	
<a href="#">Demuth, Danial</a>	daniel.g.demuth@bioraft.org	Principal Investigator	<a href="#">Edit</a>
<a href="#">Bakerfield, Thomas</a>	Thomas.Bakerfield@bioraft.org	Lab Manager	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Barrett, Kim</a>	Kim.J.Barrett@bioraft.org	Research Assistant	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Barth, John</a>	John.T.Barth@bioraft.org	Lab Manager	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Beach, Dale</a>	Dale.A.Beach@bioraft.org	Peer Inspector	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Burris, Twila</a>	Twila.T.Burris@bioraft.org	Lab Coordinator	<a href="#">Edit</a> <a href="#">Remove</a>

[Confirm List](#) [Definitions and Policies](#)

Click “Edit” next to the laboratory member who needs access to edit your laboratory’s ChemTracker inventory. Select “Manage Group ChemTracker Inventory” and click save to apply this permission.



Demuth Lab

- » View Lab Profile
- » ChemTracker
- » Compliance Dashboard
- » Manage Members
- » Send Lab Message
- » Bio Summary
- » Chem Summary
- » Rad Summary
- » Rad Request
- » Rad Waste Pickup
- » Self Inspections
- » Manage Lab Forms

+ Research Tools

+ Training

+ Equipment

+ My Account

## Members

User setup for Kim J Barrett

**Designation:**

**Disabled Roles:**  
 Kim J Barrett has Access basic user experience enabled, which has been disabled in the [group defaults](#).

Optional Access in BioRAFT

- Edit Basic Group Information
- Edit Group Biological Information
- Edit Group Equipment Inventory
- Group Compliance Liaison
- Manage Group ChemTracker Inventory
- Submit RAM Order Request
- View Group ChemTracker Inventory

**Job Activities**

Biological
Animals
Chemical
Radiological
Physical
General

- Works with Viral Vectors which May Infect Humans
- Works with Biological Materials
- Works with Biosafety Level 2 Materials
- Works with Biosafety Level 3 Materials
- Exposed to Bloodborne Pathogens or Human Source Materials
- Works with Biosafety Level 2+ Materials
- Works with Select Agent Organisms
- Works with Recombinant and/or Synthetic Nucleic Acids
- Ships Biological/Infectious Materials

- [More options](#)

[Configure Defaults](#)

## Adding a New Laboratory Member with ChemTracker Edit Permissions

Go to the “Members” tab of your laboratory. Enter the person’s name to find him or her in the directory. From there, select “Manage Group ChemTracker Inventory” in the “Optional Access in BioRAFT” section. Select the appropriate Job Activities and click “Lookup/Add” to add this person to your laboratory.



View
Edit
ChemTracker
Dashboard
Members
Bio
Chem
Rad
Training

**Members** | [Manage Job Activities](#) | [Pending Approvals](#) | [Members History](#)

## Demuth Lab Members

Last Confirmed: 07/26/2017

Name	Email	Designation	
<a href="#">Demuth, Danial</a>	daniel.g.demuth@bioraft.org	Principal Investigator	<a href="#">Edit</a>
<a href="#">Bakerfield, Thomas</a>	Thomas.Bakerfield@bioraft.org	Lab Manager	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Barrett, Kim</a>	Kim.J.Barrett@bioraft.org	Research Assistant	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Barth, John</a>	John.T.Barth@bioraft.org	Lab Manager	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Beach, Dale</a>	Dale.A.Beach@bioraft.org	Peer Inspector	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Burriss, Twila</a>	Twila.T.Burriss@bioraft.org	Lab Coordinator	<a href="#">Edit</a> <a href="#">Remove</a>

[Confirm List](#)
[Definitions and Policies](#)

**Add a member**

**Name:**  
 [Help](#)

**Designation:**

**Optional Access in BioRAFT**

- [Edit Basic Group Information](#)
- [Edit Group Biological Information](#)
- [Edit Group Equipment Inventory](#)
- [Group Compliance Liaison](#)
- [Manage Group ChemTracker Inventory](#)
- [Submit RAM Order Request](#)
- [View Group ChemTracker Inventory](#)

**Job Activities**

Biological
Animals
Chemical
Radiological
Physical
General

- [Works with Viral Vectors which May Infect Humans](#)
- [Works with Biological Materials](#)
- [Works with Biosafety Level 2 Materials](#)
- [Works with Biosafety Level 3 Materials](#)
- [Exposed to Bloodborne Pathogens or Human Source Materials](#)
- [Works with Biosafety Level 2+ Materials](#)
- [Works with Select Agent Organisms](#)
- [Works with Recombinant and/or Synthetic Nucleic Acids](#)
- [Ships Biological/Infectious Materials](#)

[More options](#)

[Configure Defaults](#)

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. **Please only click Add Once.** Thank you for your patience.

- Demuth Lab
  - » View Lab Profile
  - » ChemTracker
  - » Compliance Dashboard
  - » Manage Members
  - » Send Lab Message
  - » Bio Summary
  - » Chem Summary
  - » Rad Summary
  - » Rad Request
  - » Rad Waste Pickup
  - » Self Inspections
  - » Manage Lab Forms
- Research Tools
- Training
- Equipment
- My Account

