



CHEM -SOP- 16	Revision #: 01	Implementation Date: 2019-10-07	Last Reviewed/ Update: 2019-10-07	Page #: 1 of 3 Appendix (p3)
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Standard Operating Procedure: Chemical Inventory Management

- 1. Purpose:** to provide step by step guidance on how to utilize the HECHMET Inventory Management System software, Vertére, to manage chemical inventories.
- 2. Scope:** applies to all students, staff and faculty within the Department of Chemistry who work directly with hazardous chemicals.
- 3. Prerequisites:** WHMIS and Lab Safety training, as provided by the Office of Environmental Health and Safety.
- 4. Responsibilities:** It is the responsibility of all Faculty, staff and students to follow the procedures described in the SOP. Lab users are required to ensure that all chemicals are barcoded and inputted into Vertére, stored in the designated location/sublocation, and are removed from the inventory once disposed of or depleted.

5.

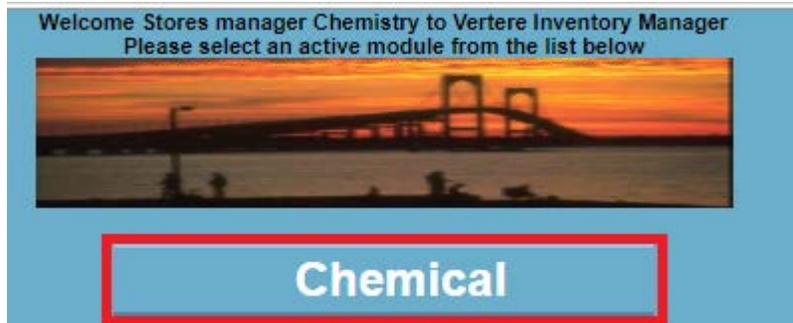
Chemical Inventory Barcode:



6. Access and Login Credentials

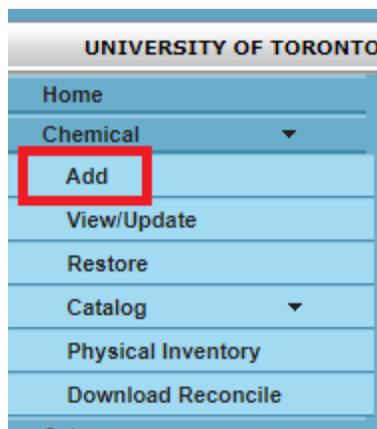
- To access the chemical inventory management software, Vertére, go to the website: <https://apps.hechmet.ca/Login.aspx>

2. Enter your User ID and Password. If you are unsure of your login credentials, please contact the Manager of Chem-Labs Technical Support and Services at chemistry.hechmet@utoronto.ca.
3. Select the Chemical Module.



7. Adding Chemicals to Inventory

1. To add a chemical to an inventory, select the Add link.



2. Enter the chemical's manufacturing Stock Number or Product No. in the corresponding field, and select Search. Vertère will subsequently search the vendor catalog database.

3. Select the corresponding chemical you would like to add to the inventory. Ensure the Amount (i.e. mass or volume) is correct. If your search results do not return the desired chemical you would like to add, please contact the Manager of Chem-Labs Technical Support and Services at chemistry.hechmet@utoronto.ca.

4. Select the storage Location of the chemical. The PI and Group fields will automatically populate once the storage Location has been selected.
5. Click on the Barcode field, and scan the corresponding barcode that will be added to the chemical bottle. Once the barcode has been scanned, the data will be automatically saved. If the barcode number is entered manually, select the Save button on the bottom of the screen.

The screenshot shows a web form titled 'Item Add' with tabs for 'Notes' and 'Dynamic Fields'. The form includes several input fields: 'Parent Tag', 'Barcode #', '* Location', '* PI', and '* Group'. Each of these fields has a dropdown menu with the placeholder text 'Start typing [field name] name'. To the right of the 'Location' field is a barcode scanner icon, and to the right of the 'PI' and 'Group' fields are help icons. A red rectangular box highlights the 'Barcode #', '* Location', '* PI', and '* Group' fields.

8. Searching for Chemicals

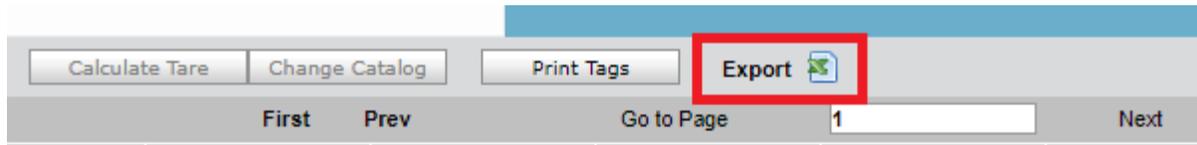
1. To search for chemicals within your inventory, select the View/Update link.



2. Use the corresponding fields to search for all chemicals that belong to a PI, Group or Location, or for a specific chemical using the Product Name or CAS#. You may also search for a chemical using the Barcode#.

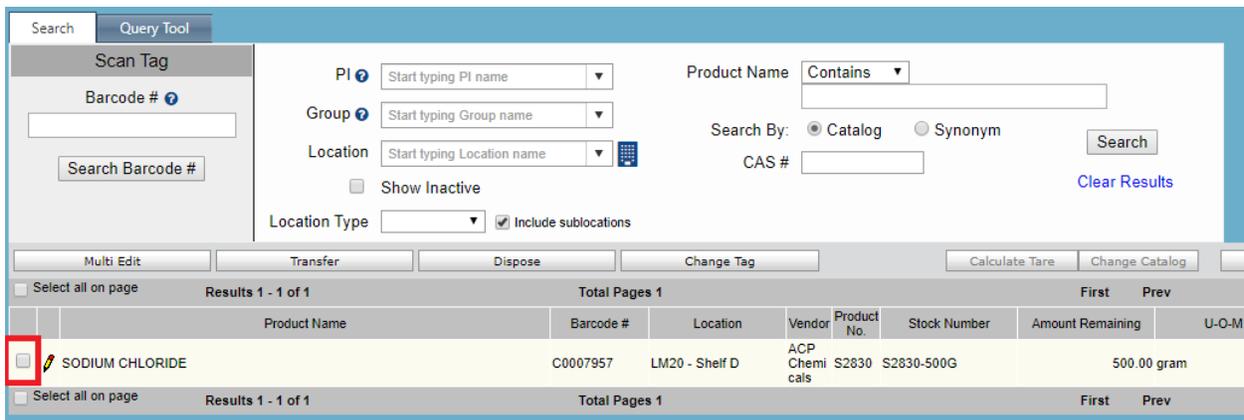
The screenshot shows a search interface. On the left is a 'Scan Tag' section with a 'Barcode #' field and a 'Search Barcode #' button. The main search area contains three dropdown menus: 'PI' (placeholder: 'Start typing PI name'), 'Group' (placeholder: 'Start typing Group name'), and 'Location' (placeholder: 'Start typing Location name'). Below these is a 'Show Inactive' checkbox. To the right is a 'Product Name' search section with a 'Contains' dropdown, a search input field, and a 'Search' button. Below this is a 'CAS #' search section with a search input field and a 'Search' button. The 'Search By:' section has radio buttons for 'Catalog' (selected) and 'Synonym'. A 'Clear Results' link is at the bottom right. Red boxes highlight the 'Barcode #', 'PI', 'Group', 'Location', 'Product Name', and 'CAS #' fields.

3. If required, the search results may be exported to a Microsoft Excel format using the Export button.

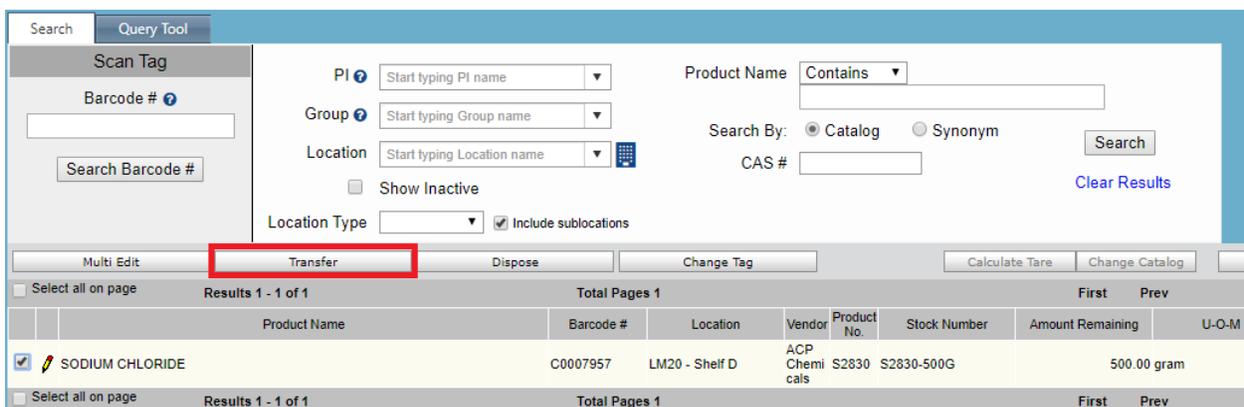


9. Transferring Chemicals

1. Search for the desired chemical to be transferred using the steps described in Section 8 of this SOP.
2. Checkmark the box of the chemical you would like to transfer.



3. Select the Transfer button.



4. Select the new desired Location for the corresponding chemical, and click on Complete Transfer.

Transferring Items			
Product Name	Barcode #	Location	PI
SODIUM CHLORIDE	C0007957	LM20 - Shelf D	Chemistry, Stores n

Transfer Inventory	
Transfer Date	04-Oct-19
* Location	Start typing Location name
* PI	Start typing PI name

Complete Transfer

10. Removing Chemicals

1. To dispose of a chemical, you may email a picture of the HECHMET barcode to chemistry.hechmet@utoronto.ca or you may remove the chemical manually.
2. To remove a chemical manually, search for the desired chemical as per Section 8 of this SOP.
3. Checkmark the box of the chemical you would like to dispose of.

Search		Query Tool					
Scan Tag Barcode # <input type="text"/> <input type="button" value="Search Barcode #"/>		PI <input type="text"/> Group <input type="text"/> Location <input type="text"/> <input type="checkbox"/> Show Inactive Location Type <input type="text"/> <input checked="" type="checkbox"/> Include sublocations	Product Name <input type="text"/> Contains <input type="text"/> Search By: <input checked="" type="radio"/> Catalog <input type="radio"/> Synonym <input type="button" value="Search"/> CAS # <input type="text"/> <input type="button" value="Clear Results"/>				
<input type="button" value="Multi Edit"/> <input type="button" value="Transfer"/> <input type="button" value="Dispose"/> <input type="button" value="Change Tag"/> <input type="button" value="Calculate Tare"/> <input type="button" value="Change Catalog"/>							
<input type="checkbox"/> Select all on page		Results 1 - 1 of 1 Total Pages 1 First Prev					
<input checked="" type="checkbox"/>	SODIUM CHLORIDE	C0007957	LM20 - Shelf D	ACP Chemi cals	S2830 S2830-500G	500.00 gram	U-O-M
<input type="checkbox"/> Select all on page		Results 1 - 1 of 1 Total Pages 1 First Prev					

4. Select the Dispose button.

Search		Query Tool					
Scan Tag Barcode # <input type="text"/> <input type="button" value="Search Barcode #"/>		PI <input type="text"/> Group <input type="text"/> Location <input type="text"/> <input type="checkbox"/> Show Inactive Location Type <input type="text"/> <input checked="" type="checkbox"/> Include sublocations	Product Name <input type="text"/> Contains <input type="text"/> Search By: <input checked="" type="radio"/> Catalog <input type="radio"/> Synonym <input type="button" value="Search"/> CAS # <input type="text"/> <input type="button" value="Clear Results"/>				
<input type="button" value="Multi Edit"/> <input type="button" value="Transfer"/> <input checked="" type="button" value="Dispose"/> <input type="button" value="Change Tag"/> <input type="button" value="Calculate Tare"/> <input type="button" value="Change Catalog"/>							
<input type="checkbox"/> Select all on page		Results 1 - 1 of 1 Total Pages 1 First Prev					
<input type="checkbox"/>	SODIUM CHLORIDE	C0007957	LM20 - Shelf D	ACP Chemi cals	S2830 S2830-500G	500.00 gram	U-O-M
<input type="checkbox"/> Select all on page		Results 1 - 1 of 1 Total Pages 1 First Prev					

5. Select the Disposal Date, Principal Investigator (PI) of the research group, and Disposal Method. All other fields may be left blank. Click on Ok.

Dispose Inventory

Disposal Date: 02-Oct-19

* PI: Start typing PI name

Disposal Method: [Dropdown]

Approved On: [Date Picker]

Amount to Dispose: 500.00 gram

Amount Remaining: 0.00

Empty Container:

Ok Cancel

11. Accessing Safety Data Sheets

1. To access a chemical's Safety Data Sheet, search for the desired chemical as per Section 8 of this SOP.
2. On the right side of the search result, click on the CW (Chemwatch) link.

Product Name: Contains

Search By: Catalog Synonym

CAS #: [Input]

Search

Clear Results

Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Group	PO Number	Account Storage	Storage
10 - Shelf D	ACP Chemicals	S2830	S2830-500G	500.00 gram		7647-14-5	Chemistry, Stores manager	Teaching Lab, Chemistry		General Storage	CW

3. The corresponding Safety Data Sheet will open on a new window.