Chemistry
UNIVERSITY OF TORONTO

Lash Miller Laboratories St. George Campus

CHEM -SOP- 05	Revision #: 01	Implementation Date: 2019-10-07	Last Reviewed/ Update: 2019-10-07	Page #: 1 of 3 Appendix (p3)

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:

C0085770   2019
uToronto Chemical Inv

6.   *Access and Login Credentials*

1. 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.
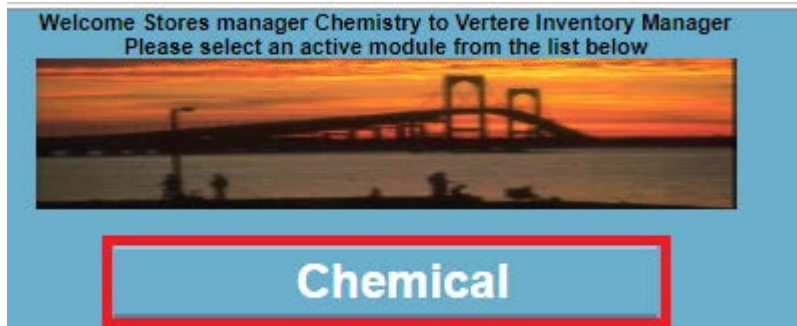
7. *Adding Chemicals to Inventory*

1. To add a chemical to an inventory, select the *Add* link.
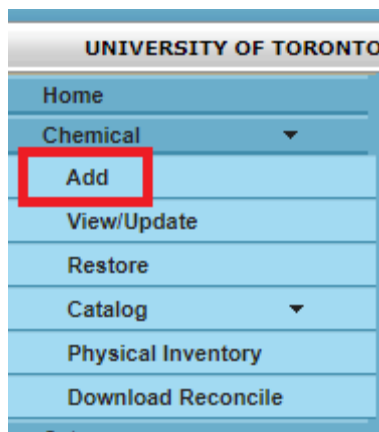
2. Enter the chemical's manufacturing *Stock Number* or *Product No.* in the corresponding field, and select *Search*. Vertére will subsequently search the vendor catalog database.

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.

Item Add	Notes	Dynamic Fields		
Parent Tag				Amount Remaining
Barcode #				
* Location		Start typing Location name ▼		🏢
* PI		Start typing PI name ▼		❷ 👤
* Group		Start typing Group name ▼		❷

8.   Searching for Chemicals

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

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Home
Chemical ▼
Add
View/Update
Restore
Catalog ▼
Physical Inventory
Download Reconcile

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#_.

Scan Tag

Barcode # ❷

[   ]

Search Barcode #

PI ❷	Start typing PI name ▼
Group ❷	Start typing Group name ▼
Location	Start typing Location name ▼ 🏢
☐ Show Inactive	

Product Name | Contains ▼

[   ]

Search By: ⦿ Catalog   ○ Synonym

CAS # [   ]

Search

Clear Results

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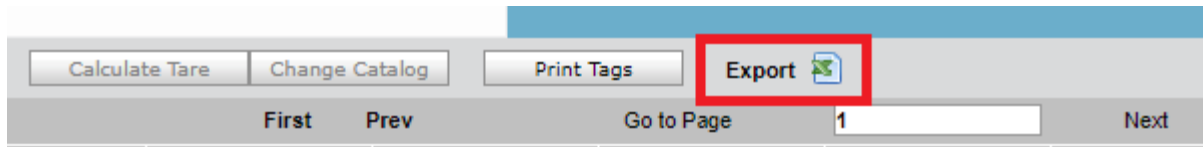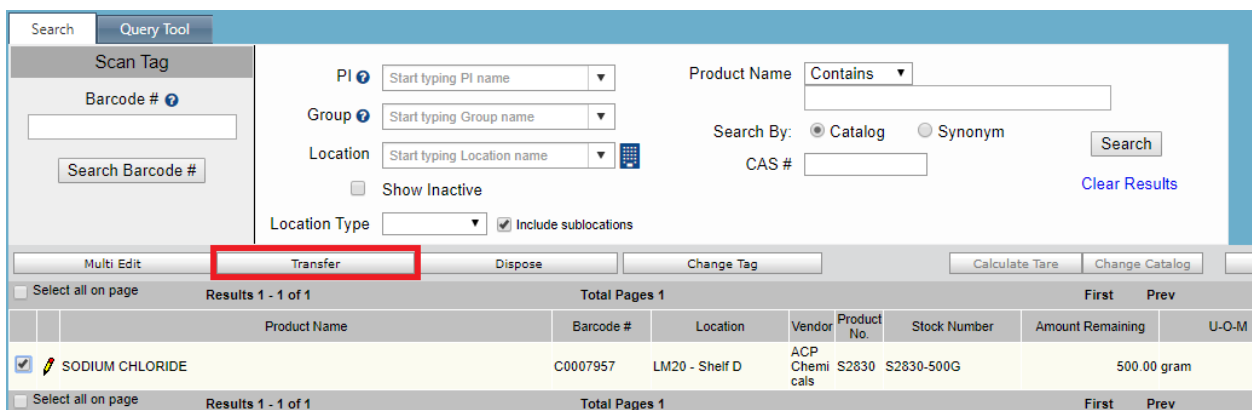

9. Transferring Chemicals

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.
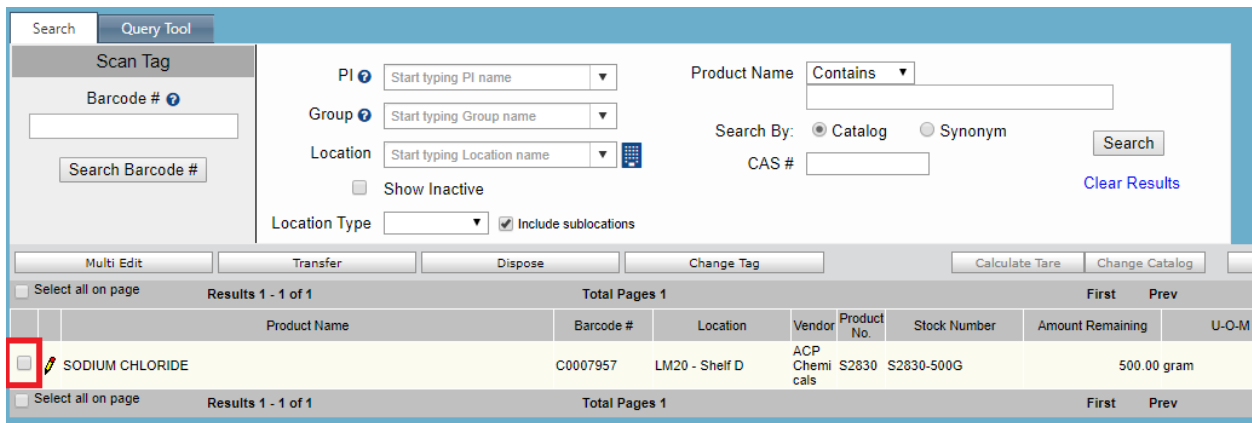
3. Select the *Transfer* button.

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

Transfer Inventory		
Transfer Date	04-Oct-19	* Ad
* **Location**	Start typing Location name ▼	Alter
* **PI**	Start typing PI name ▼	* Gr
	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.

4. Select the Dispose button.

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		▼	☐	**Empty Container**	
Approved On					
Amount to Dispose	500.00		gram	**Amount Remaining**	0.00
	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	Search							
CAS #			Clear Results							

Change Tag			Calculate Tare	Change Catalog		Print Tags		Export			
		First	Prev		Go to Page	1		Next		Last	
Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Group	PO Number	Account	Storage
0 - Shelf D	ACP Chemi cals	S2830	S2830-500G	500.00 gram		7647-14-5	Chemistry,Stores manager	Teaching Lab, Chemistry			Genera l Storage CW

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