

# Chemical Inventory Management

## Lash Miller Laboratories St. George Campus

### 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

---

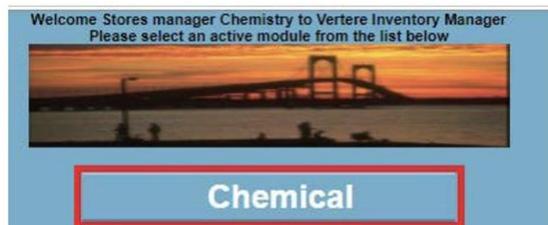


### 6. Access and Login Credentials

---

1. To access the chemical inventory management software, Vertére, go to the website: <https://hechmet.vimenterprise.com/uot>
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](mailto:chemistry.hechmet@utoronto.ca).

3. Select the Chemical Module.

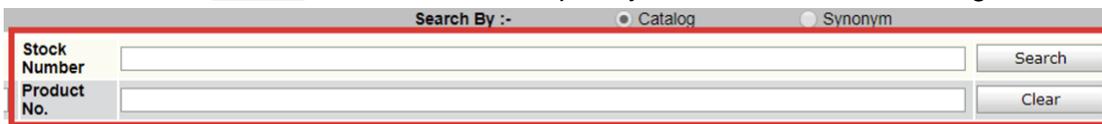


## 7. Adding Chemicals to Inventory

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

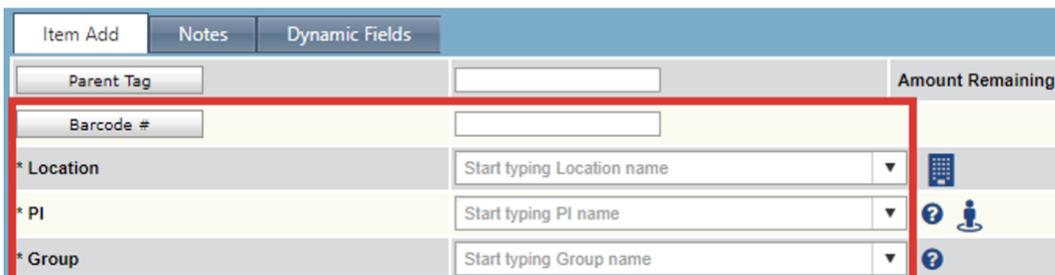


2. Enter the chemical's manufacturing Stock Number or Product No. in the corresponding field, and select Search. Vertère will subsequently search the vendor catalog database.



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](mailto: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.

- 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 fields for 'Parent Tag', 'Barcode #', '\* Location', '\* PI', and '\* Group'. The 'Barcode #' field is highlighted with a red box. To the right of the form is an 'Amount Remaining' field. Below the form are icons for keyboard input, help, and user profile.

## 8. Searching for Chemicals

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

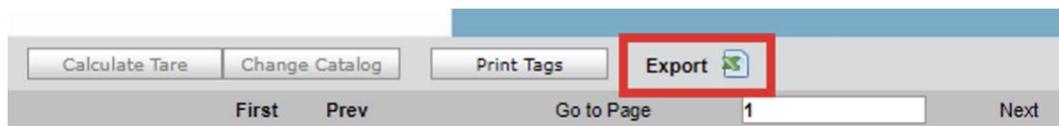


- Use the corresponding fields to search for all chemicals that belong to a PI, Group or Location, or for a specific chemical using the Product Name or CAS#. You may also search for a chemical using the Barcode#.



The screenshot shows a search interface with several input fields. The 'Barcode #' field is highlighted in red. Other fields include 'PI', 'Group', 'Location', 'Product Name', and 'CAS #'. There are also search options for 'Contains', 'Search By' (Catalog, Synonym), and a 'Search' button. A 'Clear Results' link is also visible.

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

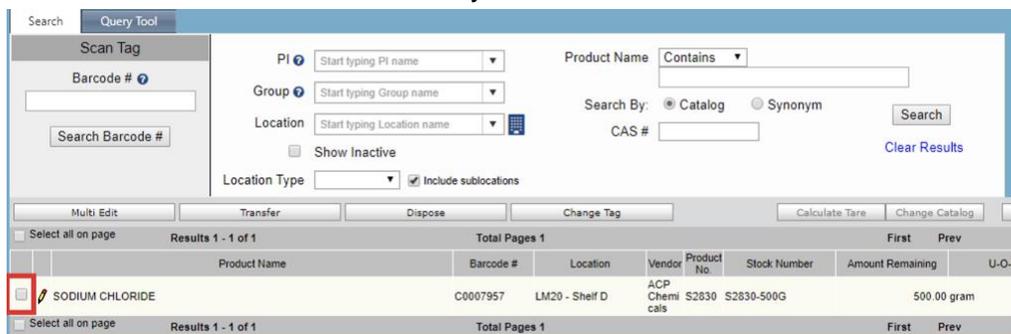


The screenshot shows a toolbar with buttons for 'Calculate Tare', 'Change Catalog', 'Print Tags', and 'Export'. The 'Export' button is highlighted with a red box. Below the buttons are navigation controls: 'First', 'Prev', 'Go to Page', '1', and 'Next'.

## 9. Transferring Chemicals

- 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.



Search Query Tool

Scan Tag

Barcode #

Search Barcode #

PI

Group

Location

Show Inactive

Location Type

Include sublocations

Product Name

Search By:  Catalog  Synonym

CAS #

Search

Clear Results

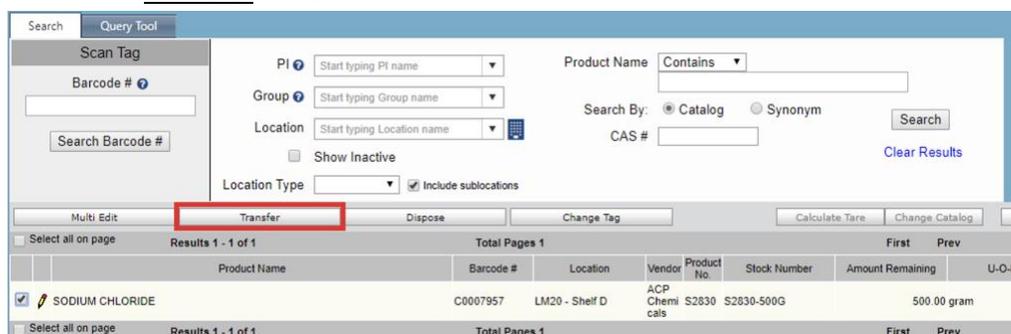
Multi Edit Transfer Dispose Change Tag Calculate Tare Change Catalog

Select all on page Results 1 - 1 of 1 Total Pages 1 First Prev

Product Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M
<input checked="" type="checkbox"/> SODIUM CHLORIDE	C0007957	LM20 - Shelf D	ACP Chemi cal	S2830	S2830-500G	500.00 gram	

Select all on page Results 1 - 1 of 1 Total Pages 1 First Prev

3. Select the Transfer button.



Search Query Tool

Scan Tag

Barcode #

Search Barcode #

PI

Group

Location

Show Inactive

Location Type

Include sublocations

Product Name

Search By:  Catalog  Synonym

CAS #

Search

Clear Results

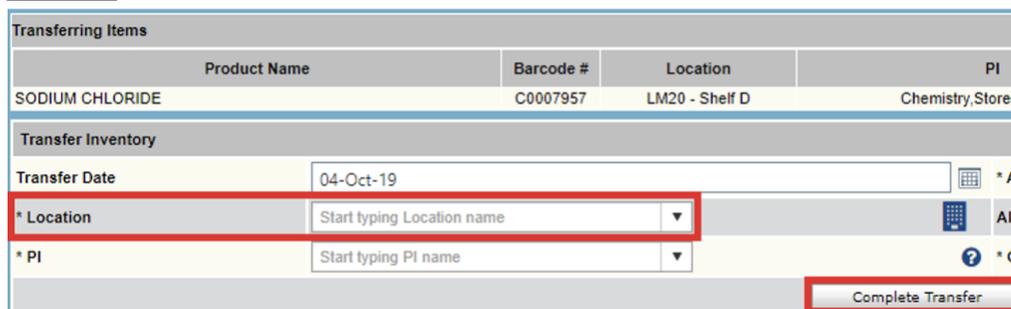
Multi Edit **Transfer** Dispose Change Tag Calculate Tare Change Catalog

Select all on page Results 1 - 1 of 1 Total Pages 1 First Prev

Product Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M
<input checked="" type="checkbox"/> SODIUM CHLORIDE	C0007957	LM20 - Shelf D	ACP Chemi cal	S2830	S2830-500G	500.00 gram	

Select all on page Results 1 - 1 of 1 Total Pages 1 First Prev

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  \* Ad

\* Location  Alte

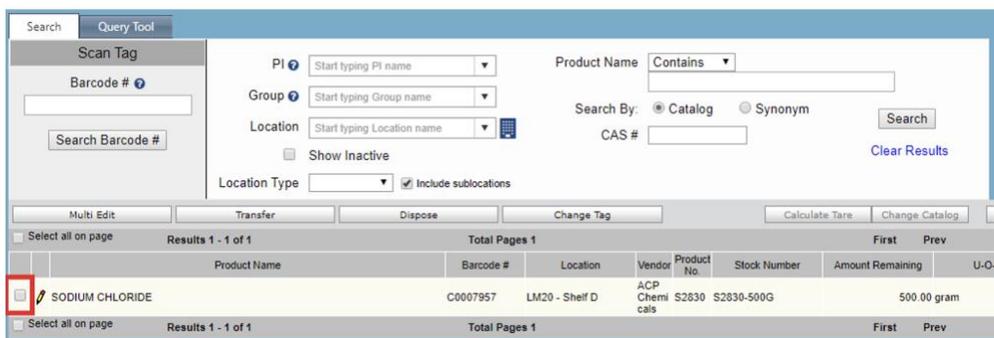
\* PI  \* Gr

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](mailto: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 #

Search Barcode #

PI Start typing PI name

Group Start typing Group name

Location Start typing Location name

Show Inactive

Location Type Include sublocations

Product Name Contains

Search By: Catalog (selected) Synonym

CAS #

Search Clear Results

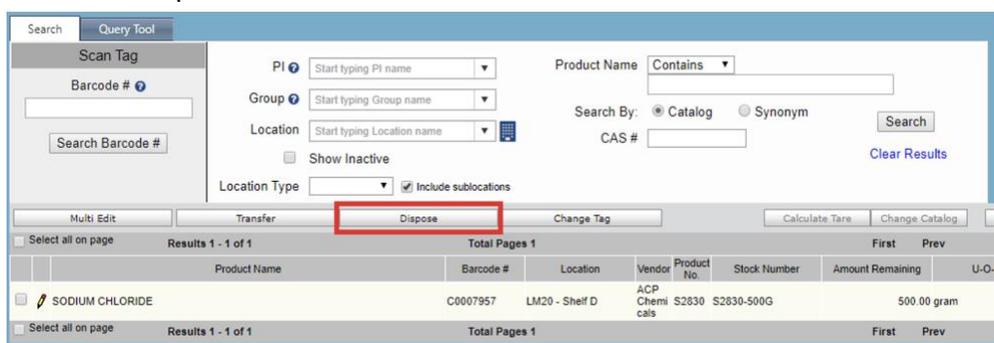
Multi Edit Transfer Dispose Change Tag Calculate Tare Change Catalog

Select all on page Results 1 - 1 of 1 Total Pages 1 First Prev

	Product Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M
<input checked="" type="checkbox"/>	SODIUM CHLORIDE	C0007957	LM20 - Shelf D	ACP Chemi cals	S2630	S2630-500G	500.00 gram	

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 #

Search Barcode #

PI Start typing PI name

Group Start typing Group name

Location Start typing Location name

Show Inactive

Location Type Include sublocations

Product Name Contains

Search By: Catalog (selected) Synonym

CAS #

Search Clear Results

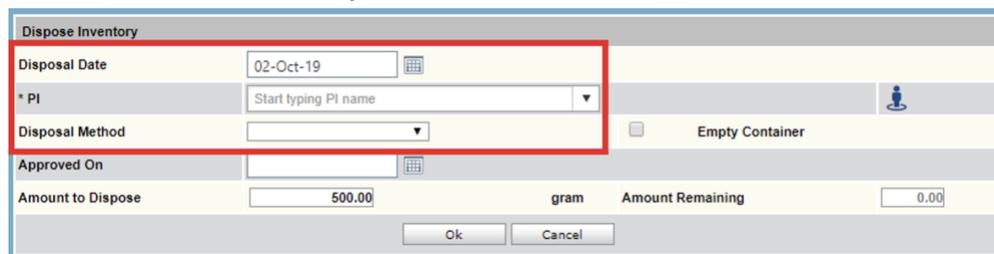
Multi Edit Transfer Dispose Change Tag Calculate Tare Change Catalog

Select all on page Results 1 - 1 of 1 Total Pages 1 First Prev

	Product Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M
<input checked="" type="checkbox"/>	SODIUM CHLORIDE	C0007957	LM20 - Shelf D	ACP Chemi cals	S2630	S2630-500G	500.00 gram	

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

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.

- On the right side of the search result, click on the CW (Chemwatch) link.

Product Name:

Search By:  Catalog  Synonym

CAS #:

[Clear Results](#)

Change Tag											
Calculate Tare											
Change Catalog											
Print Tags											
Export											
			First	Prev	Go to Page			Next	Last		
Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Group	PO Number	Account Storage	
10 - Shelf D	ACP Chemicals	S2830	S2830-500G	500.00 gram		7647-14-5	Chemistry Stores manager	Teaching Lab, Chemistry		General Storage	<a href="#">CW</a>

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