

BioRAFT ChemTracker Module
PI Quick Start Guide



Prepared by BioRAFT Professional Services

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Table of Contents

BioRAFT ChemTracker Module Introduction.....	1
About This Guide	1
ChemTracker PI User Guide.....	1
Viewing Chemical Inventory.....	1
Containers	1
Totals	2
Adding Inventory.....	3
Providing Inventory Edit Permissions to Laboratory Members.....	4
Giving ChemTracker Edit Permission.....	4
Adding a New Laboratory Member with ChemTracker Edit Permissions	6



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:

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

Chemical Name	CAS #	State	Amount	Units	Total Containers
1,1,3,3 - Tetraethoxypropane	122-31-6	Liquid	0.03	L	1
1,10-Phenanthroline monohydrate	5144-89-8	Solid	0.01	kg	1
1,2-Dibromo-3-chloropropane	96-12-8	Liquid	0.16	L	1
1,4-Dioxane	123-91-1	Liquid	1.75	L	3
1,4-Phenylene diisothiocyanate	4044-65-9	Solid	0.10	kg	1
1-Butanol	71-36-3	Liquid	0.05	L	1
1-Octanesulfonic acid, sodium salt	5324-84-5	Solid	0.03	kg	1
1-Octanethiol	111-88-6	Liquid	0.05	L	1
2,2,2-Trifluoroethanol	75-89-8	Liquid	0.13	L	1
2,3-Dichloropropene	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 'Add Chemicals to Demuth Lab' page. A search box labeled 'Look Up Chemical Name or CAS Number: *' contains the text 'chloroform'. A dropdown menu is open, listing various chemical options such as '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)', and several phosphatidylcholine and phosphatidylethanolamine derivatives. The left sidebar shows navigation options for 'Demuth Lab' and 'Research Tools'.

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.

This screenshot shows the 'Add Chemicals to Demuth Lab' page with the search results from the previous step. The search box now contains 'Chloroform (Liquid)'. Below the search box is a 'Location (space):' dropdown menu with 'Burchard Research Facility - 377' selected and a 'Reset' button. There are input fields for 'Amount:' (containing '4'), 'Units:' (a dropdown menu with 'L' selected), and 'Unique Container ID:'. A 'Submit' button is at the bottom. The left sidebar remains the same.



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.

The screenshot displays the BioRAFT ChemTracker interface for adding chemicals to the Demuth Lab. The top navigation bar includes tabs for View, Edit, ChemTracker, Dashboard, Members, Bio, Chem, Rad, and Training. The left sidebar lists various lab management options such as View Lab Profile, ChemTracker, Compliance Dashboard, and Manage Members. 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 field with a dropdown arrow, currently showing 'Chloroform (Liquid)'. Below it is a hint: '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' button.
- Amount:** A text input field containing the number '4'.
- Units:** A dropdown menu showing 'L'.
- Unique Container ID:** A text input field.
- Additional Details:** A section with several sub-fields:
 - Shelf:** Text input field.
 - Manufacturer:** Text input field with a dropdown arrow.
 - Product Name:** Text input field.
 - Product Number:** Text input field.
 - Date Received:** Text input field with a format hint: 'Format: 2018-04-17'.
 - Expiration Date:** Text input field with a format hint: 'Format: 2018-04-17'.
 - Notes:** A large text area for additional information.

A 'Submit' button is located at the bottom of the form.

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.



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	
Demuth, Danial	daniel.g.demuth@bioraft.org	Principal Investigator	Edit
Bakerfield, Thomas	Thomas.Bakerfield@bioraft.org	Lab Manager	Edit Remove
Barrett, Kim	Kim.J.Barrett@bioraft.org	Research Assistant	Edit Remove
Barth, John	John.T.Barth@bioraft.org	Lab Manager	Edit Remove
Beach, Dale	Dale.A.Beach@bioraft.org	Peer Inspector	Edit Remove
Burris, Twila	Twila.T.Burris@bioraft.org	Lab Coordinator	Edit Remove

[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: Research Assistant

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](#)

Save



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.

Members | Manage Job Activities | Pending Approvals | Members History

Demuth Lab Members

Last Confirmed: 07/26/2017

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

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

Add a member

Name:
Rayford Adan Thompson

Designation:
Research Associate

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](#)

[Lookup / Add](#)

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.