How to Add an Item into a Lab Inventory

Lab inventory needs to be kept up to date both from a safety standpoint, as well as, for organizational purposes. It is the responsibility of every laboratory to make sure their inventory is up to date in Chematix. An updated inventory not only helps the laboratory keep track of what they have in their laboratory, but make the process of reconciliation easier.

Note: Only persons assigned as a PI or laboratory supervisor will be able to update inventory.

How to Add an Item into a Lab Inventory

1. Log into Chematix using your Campus ID and password.

2. Click on the “Inventory” tab.

3. Click on “Add Chemical Container(s) to Your Inventory

   Add Chemical Container(s) to Your Inventory
   Distribute Chemical to Multiple Containers
   Create a Chemical Mixture Container
   Adjust Container Quantity
   Upload Initial Chemical Container Inventory
4. Type in the chemical name and click “Search CAD”.

Lookup chemical container information by Searching CAD

Chemical Name: Acetone
CAS#

Search CAD Reset

5. Chematix will then pull all chemicals that contain the name typed into the search bar. Click on the appropriate chemical name.

Acetone
ACETONE ALCOHOL
Acetone cyanohydrin
Acetone cyanohydrin, stabilized
Acetone dicarboxylic acid, dimethyl ester; Dimethyl acetonedicarboxylate; Dimethyl 3-oxoglutarate
Acetone oils
Acetone oxime

6. Fill in the fields to add the chemical to the inventory.

Note: Fields in red are required. Chemicals that are deemed PEC’s MUST have an expiration date associated with the container.
7. Complete the additional fields for the container.
   Note: By default, the storage unit displayed will be “undefined”. It is the responsibility of the laboratory to designate storage locations in their laboratory. Storage locations can be added by clicking on the “Resources” tab→”View My Locations”→”Display Storage List”→”Manage Storage Units”. The new storage location can then be named. Once done, click “Commit New Record”. Be sure to associate a barcode with the container. Barcodes can either be preprinted and then associated with the chemical, or populated once the chemical is put into the system and printed out on Avery labels.