On the home page under the Group name, click on ChemTracker.
To add chemicals to the Group’s inventory, either click on the Add Inventory link at the top of the page or the Add Chemical Inventory link below the search field or inventory list.
Under Look up Chemical Name or CAS Number, begin typing either the name of the chemical or its CAS number. A drop down menu will appear with chemicals and their physical state. Select the correct chemical.
4. Under Location (space), select the building and room number from the drop down menu that corresponds to the space the chemical will be stored.
Add Chemicals to Roberts Group

Look Up Chemical Name or CAS Number: *
Acetone (Liquid)

- Chemical Name  CAS Number

Start typing the chemical name to find the chemical in the database.

Location (space):
All selected

Amount: 100

Units: ml

Container Count: 1

Container Status: Normal

Unique Container ID:

- Additional Details

Under Amount, type in the correct amount of chemical.

Under Units, select the correct unit from the drop-down menu.

Note: For gas cylinders, DO NOT use the following units: Cylinder, Large, Cylinder, Medium, Cylinder, Small.

Under Container Count, select the number of containers from the drop-down menu. The default is “1”.

Click on Additional Details to view additional fields.
9. Under **Additional Details**, fill out any other necessary information such as **Bench**, **Shelf**, **Date Received**, and **Expiration Date**.

10. When finished entering in all chemical information, click **Submit**.