

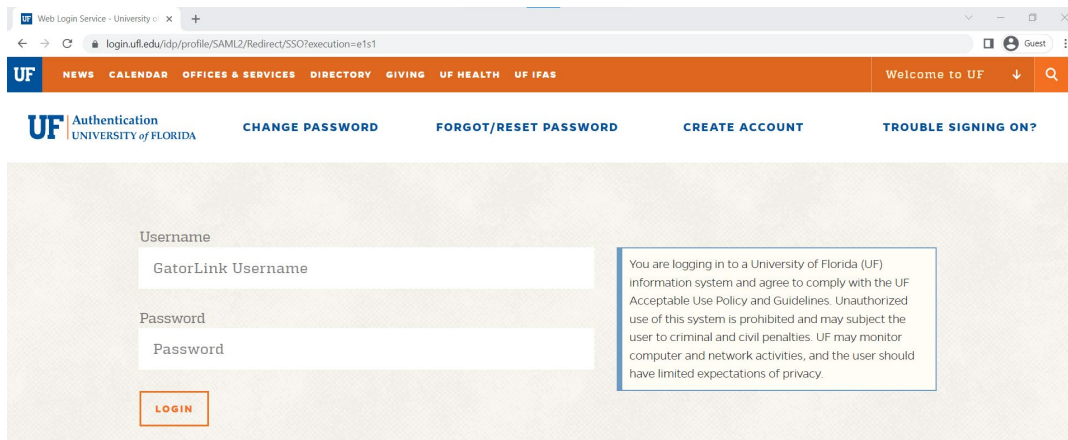
How to Update Chemical Inventory in Gator Tracs

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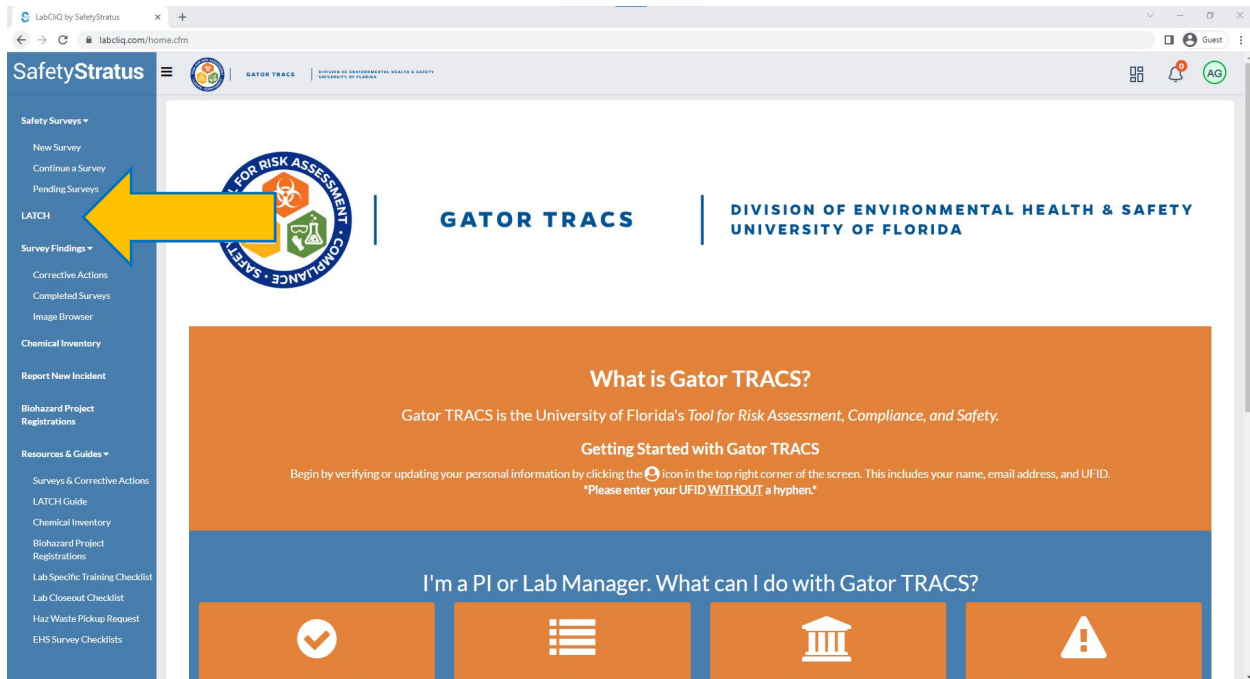
Part A - How to Log into Gator Tracs

Log into Gator Tracs (<https://labcliq.com/l/ufl/>). When the page opens, click on “Log in with GatorLink” and proceed to UF login authentication.

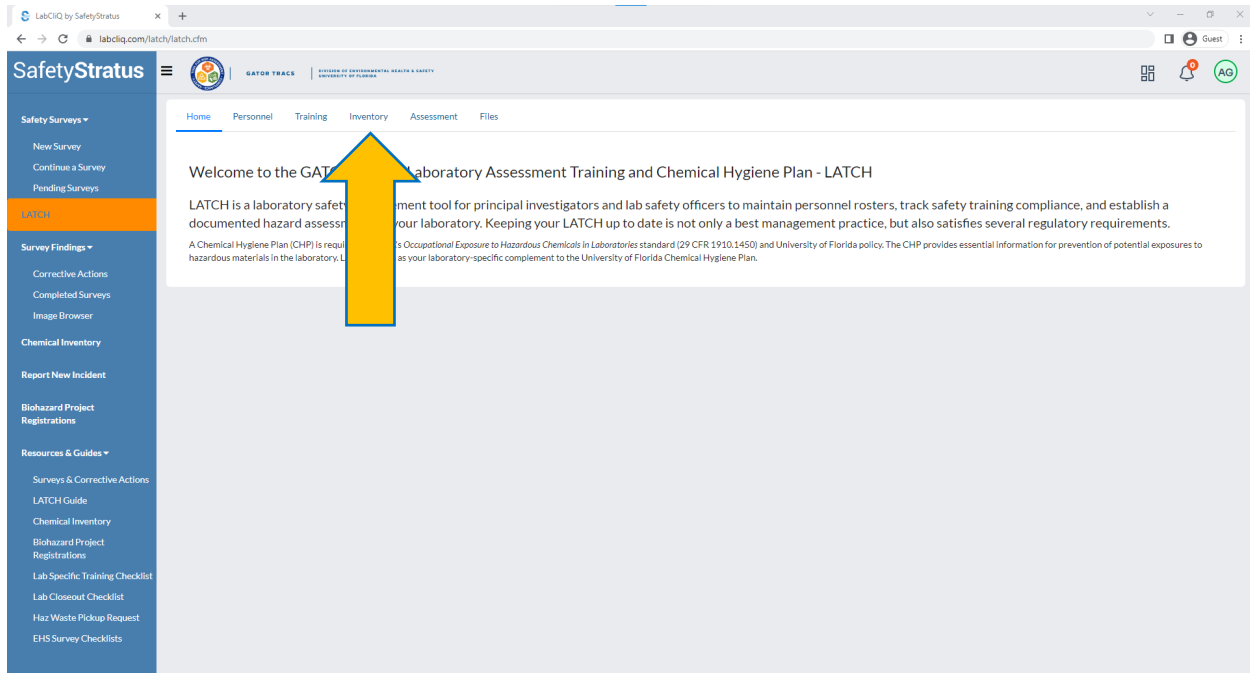


Part B - Access Chemical Inventory

Once logged in, click on “LATCH” from the left side menu bar. Proceed to selecting “Inventory” from the tabs shown below the Gator Tracs banner.



The screenshot shows the SafetyStratus home page. The left sidebar menu is visible, with 'LATCH' highlighted by a yellow arrow. The main content area features a 'GATOR TRACS' banner with the text 'What is Gator TRACS?' and 'Getting Started with Gator TRACS'. Below the banner are four icons representing different user roles: a checkmark, a list, a building, and a warning sign.



The screenshot shows the SafetyStratus LATCH page. The left sidebar menu is visible, with 'LATCH' highlighted by a yellow arrow. The main content area shows the 'Inventory' tab selected, with a yellow arrow pointing to the 'Inventory' tab. The page content includes a welcome message and a description of LATCH as a laboratory safety management tool.

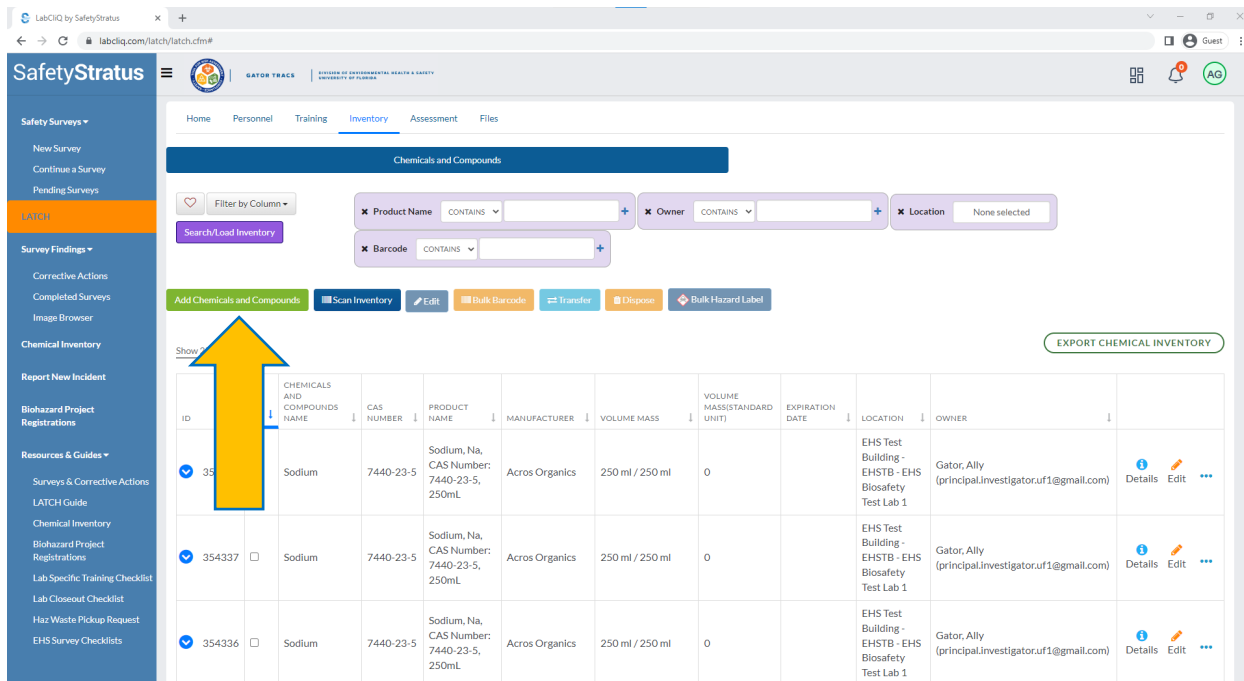
Welcome to the GATOR TRACS Laboratory Assessment Training and Chemical Hygiene Plan - LATCH

LATCH is a laboratory safety management tool for principal investigators and lab safety officers to maintain personnel rosters, track safety training compliance, and establish a documented hazard assessment for your laboratory. Keeping your LATCH up to date is not only a best management practice, but also satisfies several regulatory requirements.

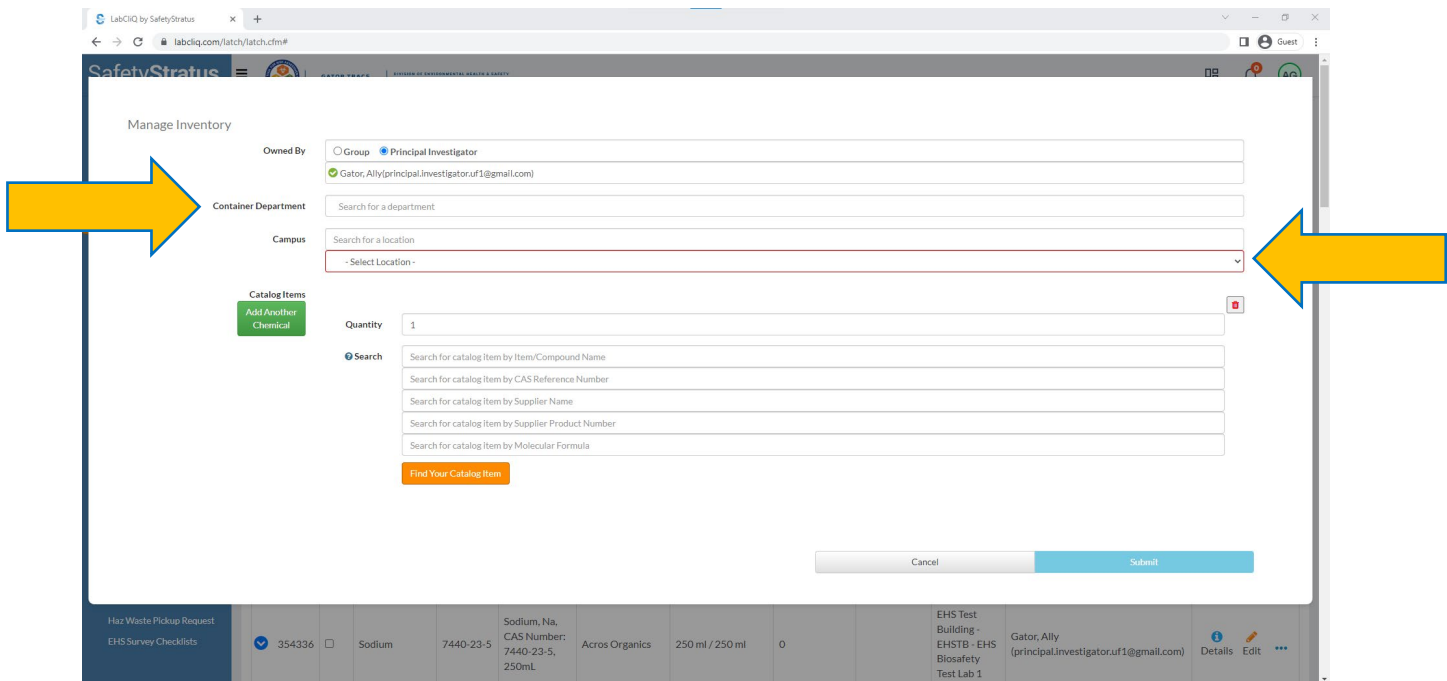
A Chemical Hygiene Plan (CHP) is required by the Occupational Exposure to Hazardous Chemicals in Laboratories standard (29 CFR 1910.1450) and University of Florida policy. The CHP provides essential information for prevention of potential exposures to hazardous materials in the laboratory. LATCH serves as your laboratory-specific complement to the University of Florida Chemical Hygiene Plan.

Part C - Add a Chemical

To add a chemical, click on “Add Chemical and Compounds.”



A “pop-up” window will appear on your screen. On this screen, you must start typing in the box and then select the department the PI is associated with and select the location of the chemical from the dropdown menu.



LabCIQ by SafetyStatus

labciq.com/latch/latch.cfm#

Manage Inventory

Owned By: Group Principal Investigator
Gator, Ally (principal.investigator.uf1@gmail.com)

Container Department:

Campus: ENVIRONMENTAL HEALTH / SAFETY: EHS ENVR / HLTH / SAFETY ADMIN

Catalog Items: Add Another Chemical

Quantity: 1

Search: Search for catalog item by Item/Compound Name
Search for catalog item by CAS Reference Number
Search for catalog item by Supplier Name
Search for catalog item by Supplier Product Number
Search for catalog item by Molecular Formula

Find Your Catalog Item

Cancel Submit

Haz Waste Pickup Request	EHS Survey Checklists	354336	<input type="checkbox"/>	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0	EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit
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LabCIQ by SafetyStatus

labciq.com/latch/latch.cfm#

Manage Inventory

Owned By: Group Principal Investigator
Gator, Ally (principal.investigator.uf1@gmail.com)

Container Department: ENVIRONMENTAL HEALTH / SAFETY: EHS ENVR / HLTH / SAFETY ADMIN

Campus: Search for a location
- Select Location -
Main - EHS Test Building - EHSTB: EHS Biosafety Test Lab 1
Main - EHS Test Building - EHSTB: EHS Test Room 3
Main - New PI Building: New PI Lab (Placeholder)

Catalog Items: Add Another Chemical

Quantity: 1

Search: Search for catalog item by Item/Compound Name
Search for catalog item by CAS Reference Number
Search for catalog item by Supplier Name
Search for catalog item by Supplier Product Number
Search for catalog item by Molecular Formula

Find Your Catalog Item

Cancel Submit

Haz Waste Pickup Request	EHS Survey Checklists	354336	<input type="checkbox"/>	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0	EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit
--------------------------	-----------------------	--------	--------------------------	--------	-----------	--	----------------	-----------------	---	--	--	--------------

You may then search for the chemical of interest. For this example, we will add 1 gallon of acetone. To start we search for “acetone” by its name and select “Find Your Catalog name”. You can further refine your search by adding the catalog number or product number, if desired.

The screenshot shows the 'Manage Inventory' page in LabCIG. The search criteria are set to 'Principal Investigator' (Gator, Ally) and 'ENVIRONMENTAL HEALTH / SAFETY: EHS-ENVR / HLTH / SAFETY-ADMIN'. The search term 'acetone' is entered in the search field. A yellow arrow points to the 'Find Your Catalog Item' button. Below the search form, a table lists existing inventory items:

Item ID	Quantity	Supplier	Product Name	Size	Quantity	Location	PI	Actions
354336	0	Sodium	Sodium, Na, CAS Number: 7440-23-5, 250mL	250 ml / 250 ml	0	EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally	Details Edit
354335	0	Sodium	Sodium, Na, CAS Number: 7440-23-5, ...	250 ml / 250 ml	0	EHS Test Building - EHSTB - EHS Biosafety	Gator, Ally	Details Edit

The system will generate a list of all the chemicals with “acetone” – at this point you review/find the chemical you need and click on “select”.

The screenshot shows the search results for 'acetone'. The results table is as follows:

SUPPLIER	PRODUCT NUMBER	PRODUCT NAME	SIZE	CAS	COMPOUND	MOLECULAR FORMULA	Actions
3M	Not Provided	3M Photo Mount Spray Adhesive: PETROLEUM DISTILLATE (FLAMMABLE), propane, acetone, isopropyl alcohol		8002059	Petroleum		Select
Acros Organics	42324-0010	Acetone, 99.6%		67642	Acetone, 99.6%		Select
Acros Organics	AC153651000	Solketal 97% Acetone ketal of glycerine, C6H12O3, CAS Number: 100-	100 g	100798	2,2-Dimethyl-1,3-dioxolane-4-methanol	C6H12O3	Select

The system will pull all pertinent information with the exemption of the Volume/Mass and its unit. Therefore, you scroll down to “Volume/Mass” and type in the Volume/Mass of the chemical – in this example we will type in 1, and for the unit we will choose “gal” for the unit. You may add other pertinent information as desired. Then scroll to the bottom and click “submit”.

LabCIG by SafetyStatus

labcig.com/latch/latch.cfm#

Compound: Acetone, 99.6% (0) CAS: 67-64-2 Manufacturer: Acros Organics
Part #: 42324-0010 Product Name: Acetone, 99.6% Volume Mass:
Price:
Type: Normal
Acetone, 99.6% 100 %
Nano Particle: Yes No
Conc Units: Enter Concentration of Item - Select Unit -
WPC Activity: Enter WPC Activity
Code: Enter Inventory Code (optional)
Secondary Code: Enter Secondary Inventory Code
Primary User: Search for the User
Temperature: Ambient Temperature
Storage Pressure: Ambient Pressure
Volume/Mass: Enter - Select Unit -
Lot: Enter Inventory Lot (optional)
Location Notes: Enter notes
Container Comment: Enter Comment
PO Number: Enter po number

LabCIG by SafetyStatus

labcig.com/latch/latch.cfm#

Storage Pressure: Ambient Pressure
Volume/Mass: 1 gal
Lot: Enter Inventory Lot (optional)
Location Notes: Enter notes
Container Comment: Enter Comment
PO Number: Enter po number
Stabilizing Solvent: Enter Stabilizing Solvent
Inhibitor: Enter Inhibitor
Receipt Date: 01/31/2023
Purchase Date: 01/31/2023
Opened: Select the date the container was opened if applicable
Manufacturer Expiration Date: Select the date of expiration if applicable
SDS: Attach File
Attachment: Attach File
Cancel Submit

A gallon of Acetone, 99.6% from Acros Organics has been added to your inventory.

Part D - Edit a Chemical

To edit a chemical, we will search for the item of interest. In this example we will use acetone. To start, we will type in “acetone” in the product name search field, and then click on “Search/Load Inventory”.

The screenshot shows the SafetyStratus interface with the 'Inventory' tab selected. The search filters are set to 'Product Name' CONTAINS 'acetone' and 'Location' None selected. The 'Search/Load Inventory' button is highlighted with a yellow arrow. Below the search filters, there are buttons for 'Add Chemicals and Compounds', 'Scan Inventory', 'Edit', 'Bulk Barcodes', 'Transfer', 'Dispose', and 'Bulk Hazard Label'. The main table displays the following data:

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS(STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER	Actions
358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	1 gal	1.00011 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354338	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354337	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...

At this point, all chemicals with “acetone” will be filtered. One you find the chemical you would like to edit, select “Edit” from the menu on the right of the chemical.

The screenshot shows the SafetyStratus interface with the 'Inventory' tab selected. The search filters are set to 'Product Name' CONTAINS 'acetone' and 'Owner' CONTAINS 'Gator, Ally'. The 'Edit' button in the actions column of the first row is highlighted with a yellow arrow. The main table displays the following data:

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS(STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER	Actions
358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	1 gal	1.00011 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
348523	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
335908	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...

A “pop-up” window will appear. Verify the department and room number are correct – if not, enter correct information.

Manage Inventory

Owned By: Group Principal Investigator
Gator, Ally (principal.investigator.alf1@gmail.com)

Container Department: ENVIRONMENTAL HEALTH / SAFETY: EHS-ENVR / HLTH / SAFETY-ADMIN

Campus: Search for a location
Main - EHS Test Building - EHSTB: EHS Biosafety Test Lab 1

Catalog Item Search:

- Search for catalog item by Item/Compound Name
- Search for catalog item by CAS Reference Number
- Search for catalog item by Supplier Name
- Search for catalog item by Supplier Product Number
- Search for catalog item by Molecular Formula

Compound: Acetone, 99.6%, 0 CAS: 67-64-2 Manufacturer: Acros Organics
Part #: 42324-0010 Product Name: Acetone, 99.6% Volume Mass: []
Price: []

Type: Normal
Acetone, 99.6% 100 %

Nano Particle: Yes No

Conc Units: Enter Concentration of item - Select Unit -

Scroll down to the information you would like to change. In this example, we will change the volume from 1 gallon to 250 ml. At this point, we change the “Volume/Mass” to “250” and change the unit to “ml” from the dropdown menu on the right. Then scroll to the bottom and click “submit”.

Type: Normal
Acetone, 99.6% 100 %

Nano Particle: Yes No

Conc Units: Enter Concentration of item - Select Unit -

WPC Activity: Enter WPC Activity

Code: Enter Inventory Code (optional)

Secondary Code: Enter Secondary Inventory Code

Primary User: Search for the User

Temperature: Ambient Temperature

Storage Pressure: Ambient Pressure

Volume/Mass: 1 gal

Lot: Enter Inventory Lot (optional)

Location Notes: []

Container Comment: []

PO Number: []

Stabilizing Solvent: []


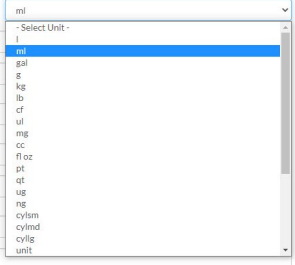
Inhibitor: Enter Inhibitor

Receipt Date: 01/31/2023

LabCIG by SafetyStatus x +
labclq.com/latch/latch.cfm#



Type: Normal
Acetone, 99.6% 100 %


Nano Particle: Yes No
Conc Units: Enter Concentration of Item - Select Unit -
WPC Activity: Enter WPC Activity
Code: Enter Inventory Code (optional)
Secondary Code: Enter Secondary Inventory Code
Primary User: Search for the User
Temperature: Ambient Temperature
Storage Pressure: Ambient Pressure
Volume/Mass: 250
Lot: Enter Inventory Lot (optional)
Location Notes: Enter notes
Container Comment: Enter Comment
PO Number: Enter po number
Stabilizing Solvent: Enter Stabilizing Solvent
Inhibitor: Enter Inhibitor
Receipt Date: 01/31/2023

- ml
- Select Unit -
- l
- ml
- gal
- g
- kg
- lb
- cf
- al
- mg
- cc
- fl oz
- pt
- qt
- ug
- ng
- cylum
- cylind
- cylig
- unit

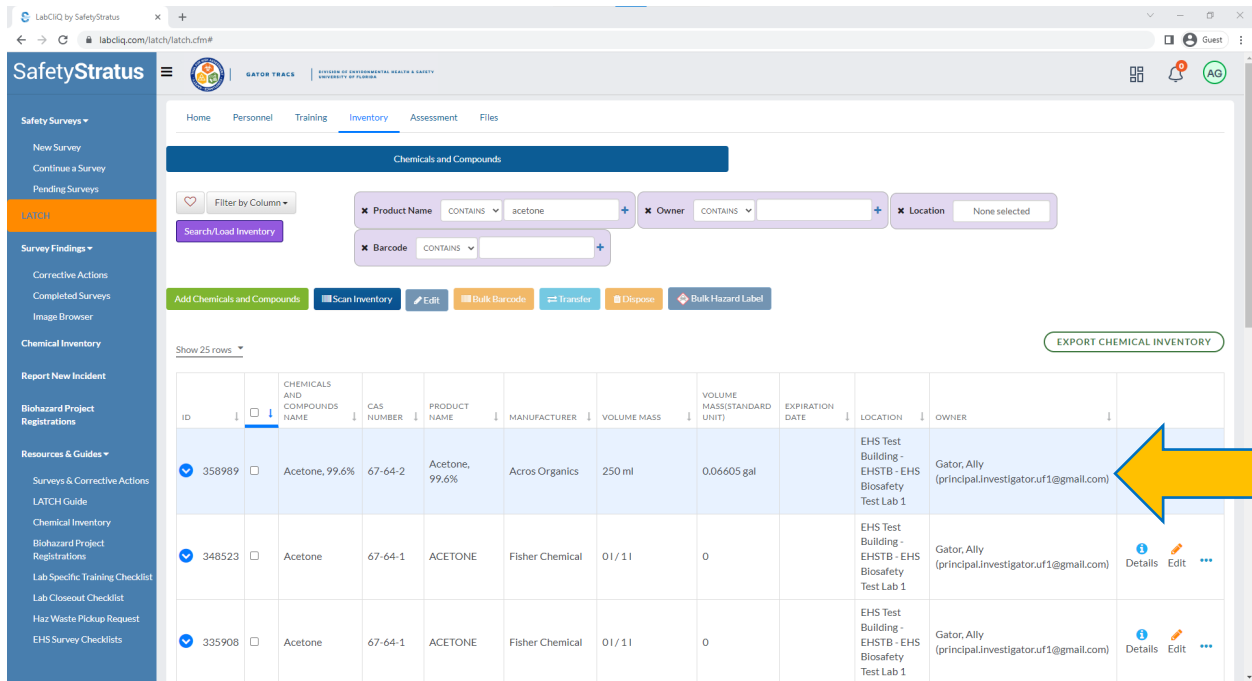
LabCIG by SafetyStatus x +
labclq.com/latch/latch.cfm#

LOT: Enter Inventory Lot (optional)
Location Notes: Enter notes
Container Comment: Enter Comment
PO Number: Enter po number
Stabilizing Solvent: Enter Stabilizing Solvent
Inhibitor: Enter Inhibitor
Receipt Date: 01/31/2023
Purchase Date: 01/31/2023
Opened: Select the date the container was opened if applicable
Manufacturer Expiration Date: Select the date of expiration if applicable
SDS: 
Attachment: 
Surplus Inventory: Yes No
Status: In Stock



Cancel Submit

A gallon of Acetone, 99.6% from Acros Organics has been updated to 250 ml.



The screenshot shows the 'Inventory' section of the SafetyStratus application. At the top, there are search filters for Product Name (CONTAINS acetone), Owner (CONTAINS), and Location (None selected). Below the filters are buttons for 'Add Chemicals and Compounds', 'Scan Inventory', 'Edit', 'Bulk Barcode', 'Transfer', 'Dispose', and 'Bulk Hazard Label'. An 'EXPORT CHEMICAL INVENTORY' button is located on the right side of the table.

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS (STANDARD UNITS)	EXPIRATION DATE	LOCATION	OWNER	
358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0,06605 gal		EHS Test Building - EHS TB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	
348523	Acetone	67-64-1	ACETONE	Fisher Chemical	0 l	0		EHS Test Building - EHS TB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit
335908	Acetone	67-64-1	ACETONE	Fisher Chemical	0 l	0		EHS Test Building - EHS TB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit

Note: This process may be followed to edit any field from a chemical that has already been added to the inventory.

Part E - Dispose a Chemical

To dispose of a chemical, we will search for the item of interest. In this example we will use acetone. To start, type in “acetone” in the product name search field and click on “Search/Load Inventory”.

The screenshot shows the SafetyStratus interface with the search results for 'acetone'. A yellow arrow points to the 'Search/Load Inventory' button, and another yellow arrow points to the 'Product Name' search field containing 'acetone'.

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	MASS(STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER		
<input checked="" type="checkbox"/>	358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0.06605 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
<input checked="" type="checkbox"/>	348523	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
<input checked="" type="checkbox"/>	335908	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...

At this point, all chemicals with “acetone” will be filtered. Once you find the chemical you would like to edit, you may:

- Select the check box to the chemical of interest, and then click on “Dispose” or
- Select the ellipses (...) from the menu on the right of the chemical, then “Dispose”.

The screenshot shows the SafetyStratus interface with the search results for 'acetone'. A blue arrow points to the 'Dispose' button, and another blue arrow points to the check box for the first chemical (ID 358989). A yellow arrow points to the 'Details Edit ...' menu for the same chemical.

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	MASS(STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0.06605 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	348523	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	335908	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...

The screenshot shows the 'Chemicals and Compounds' section of the SafetyStratus application. At the top, there are search filters for Product Name (CONTAINS acetone), Owner (CONTAINS), and Location (None selected). Below the filters are buttons for 'Add Chemicals and Compounds', 'Scan Inventory', 'Edit', 'Bulk Barcodes', 'Transfer', 'Dispose', and 'Bulk Hazard Label'. A table displays the inventory with columns for ID, Selection, Chemicals and Compounds Name, CAS Number, Product Name, Manufacturer, Volume Mass, Volume Mass (Standard Unit), Expiration Date, Location, and Owner. The first row (ID 358989) is selected, and a yellow arrow points to the 'Dispose' button in its actions menu.

ID	Selection	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS (STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER
358989	<input checked="" type="checkbox"/>	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0.06605 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)
348523	<input type="checkbox"/>	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)
335908	<input type="checkbox"/>	Acetone	67-64-1	ACETONE	Fisher Chemical	01/11	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)

A “pop-up” window will appear. Verify that you have selected the right chemical to dispose of. Select “Submit” to dispose or “Cancel” to select another one. In this example we have disposed of a 250ml container of Acetone, 99.6% from Acros Organics.

The screenshot shows the 'Dispose Inventory' pop-up window. The form contains the following fields: Owner (Gator, Ally (principal.investigator.uf1@gmail.com)), Code (empty), Volume/Mass (250ml), Compound (Acetone, 99.6%, 0), CAS (67-64-2), Product Name (Acetone, 99.6%), Manufacturer (Acros Organics), Disposal Date (01/31/2023), and Volume/Mass (250 ml). The 'Submit' button is highlighted in blue. A yellow arrow points to the 'Submit' button.

Part F - Bulk Dispose of Chemicals

To bulk dispose of chemicals, you must select the “check boxes” of all chemicals of interest. For this example, we will dispose of four (4) 250 ml bottles of sodium.

The screenshot shows the SafetyStratus interface with a table of chemicals. The table has columns for ID, Checkboxes, Chemicals and Compounds Name, CAS Number, Product Name, Manufacturer, Volume Mass, Volume Mass (Standard Unit), Expiration Date, Location, and Owner. Four rows for Sodium are selected with checkmarks. Yellow arrows point from the left sidebar to these rows.

ID		CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS (STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER	
358989	<input type="checkbox"/>	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0.06605 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354338	<input checked="" type="checkbox"/>	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354337	<input checked="" type="checkbox"/>	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354336	<input checked="" type="checkbox"/>	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354335	<input checked="" type="checkbox"/>	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
		Sodium, Na							EHS Test		

Scroll up and click on “Dispose.”

The screenshot shows the SafetyStratus interface with the 'Dispose' button highlighted by a yellow arrow. The interface includes a search bar, filter options, and a table of chemicals. The 'Dispose' button is located in the top navigation bar.

A “pop-up” window will appear. Verify all chemicals to dispose are correct. If all is correct, scroll down and click on “Submit.”

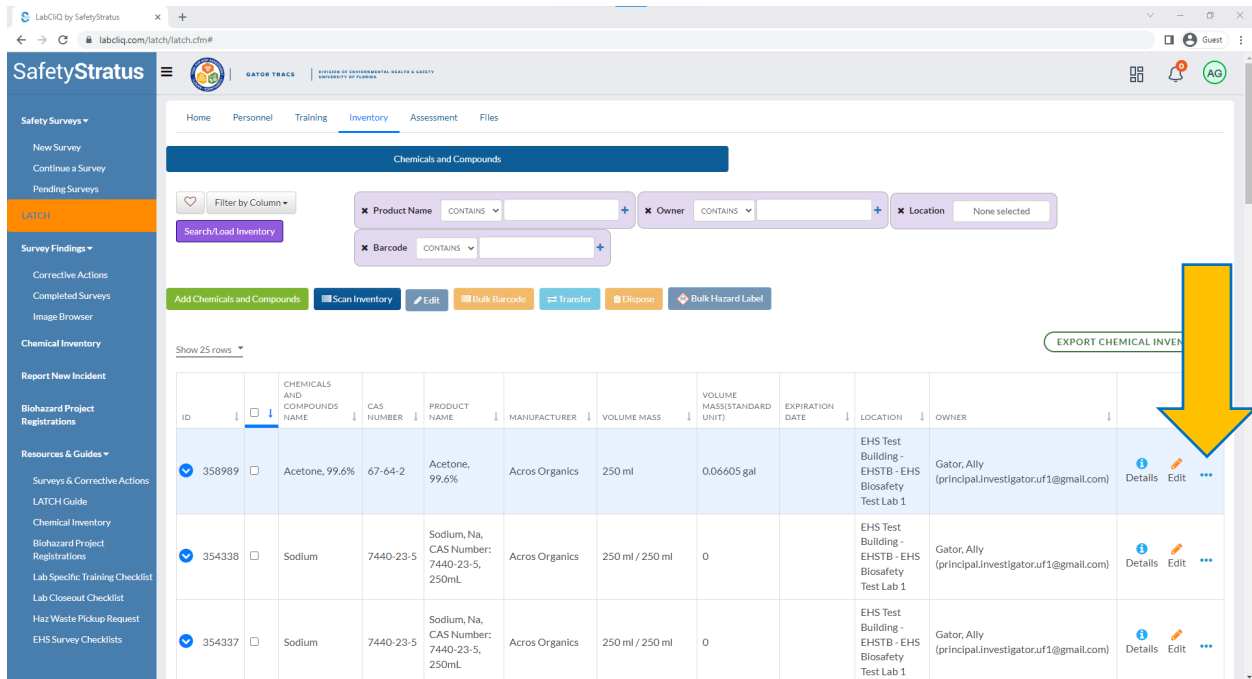
The screenshot displays a web browser window with the URL `labcliq.com/latch/latch.cfm#`. The page contains a form for chemical disposal with the following fields and values:

Field	Value
Owner	Gator, Ally (principalInvestigator.uf1@gmail.com)
Code	
Volume/Mass	250ml
Compound	Sodium, (Na)
CAS	7440-23-5
Manufacturer	Acros Organics
Part #	AC243262500
Product Name	Sodium, Na, CAS Number: 7440-23-5, 250mL
Volume Mass	250ml
Price	
Disposal Date	01/31/2023
Volume/Mass	250 ml

There are three identical entries listed, each with a checked checkbox on the left. At the bottom of the form, there are two buttons: "Cancel" and "Submit". A large yellow arrow points to the "Submit" button.

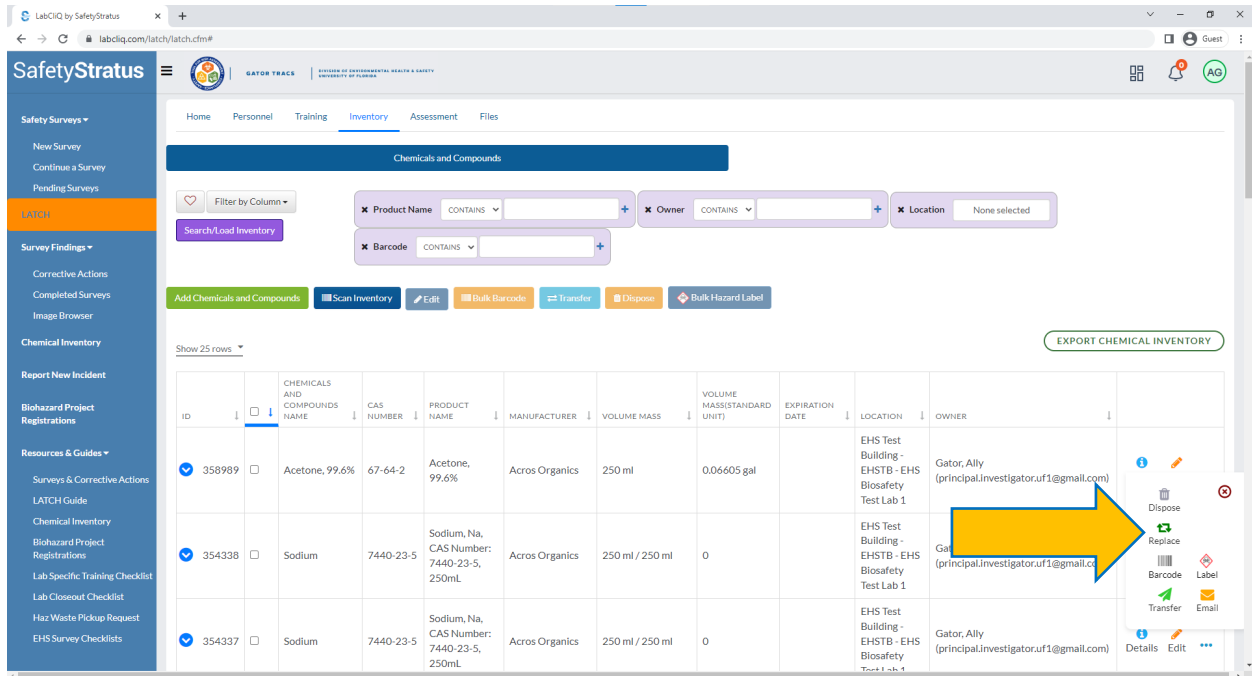
Part G - Replace a Chemical

To replace a chemical, click on the ellipses (...) on the right side of the chemical of interest. In this example we will replace a 250 ml container of acetone. Proceed by clicking on “Replace.”



The screenshot shows the SafetyStratus interface with the 'Inventory' tab selected. The 'Chemicals and Compounds' section displays a table with the following data:

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS(STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER	Actions
358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0.06605 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354338	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354337	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...



This screenshot shows the same interface as the previous one, but with the actions menu for the first row open. A yellow arrow points to the 'Replace' option in the menu.

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS(STANDARD UNIT)	EXPIRATION DATE	LOCATION	OWNER	Actions
358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0.06605 gal		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ... Dispose Replace Barcode Label Transfer Email
354338	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...
354337	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250mL	Acros Organics	250 ml / 250 ml	0		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)	Details Edit ...

A “pop-up” window will appear. Ensure to select “Dispose Existing.”

The screenshot shows the 'Replace Inventory' form in a web browser. The 'Dispose Existing' checkbox at the top is unchecked. The form contains the following fields:

- Compound:** Acetone, 99.6%, 0
- Part #:** 42324-0010
- Price:** (empty)
- CAS:** 67-64-2
- Product Name:** Acetone
- Manufacturer:** Acros Organics
- Volume Mass:** (empty)
- Type:** Normal (dropdown menu)
- Concentration:** Acetone, 99.6% (text input)
- Unit:** 100 % (text input)
- Nano Particle:** No (radio button selected)
- Conc Units:** Enter Concentration of Item (text input)
- Unit:** - Select Unit - (dropdown menu)
- WPC Activity:** Enter WPC Activity (text input)
- Code:** Enter Inventory Code (optional) (text input)
- Secondary Code:** Enter Secondary Inventory Code (text input)
- Primary User:** Search for the User (text input)
- Temperature:** Ambient Temperature (dropdown menu)
- Storage Pressure:** Ambient Pressure (dropdown menu)
- Volume/Mass:** Enter (text input)
- Unit:** - Select Unit - (dropdown menu)
- Lot:** Enter Inventory Lot (optional) (text input)
- Location Notes:** Enter notes (text input)

The screenshot shows the 'Replace Inventory' form in a web browser. The 'Dispose Existing' checkbox at the top is now checked. The form contains the following fields:

- Dispose Existing:**
- Disposal Date:** 01/31/2023
- Compound:** Acetone, 99.6%, 0
- Part #:** 42324-0010
- Price:** (empty)
- CAS:** 67-64-2
- Product Name:** Acetone, 99.6%
- Manufacturer:** Acros Organics
- Volume Mass:** (empty)
- Type:** Normal (dropdown menu)
- Concentration:** Acetone, 99.6% (text input)
- Unit:** 100 % (text input)
- Nano Particle:** No (radio button selected)
- Conc Units:** Enter Concentration of Item (text input)
- Unit:** - Select Unit - (dropdown menu)
- WPC Activity:** Enter WPC Activity (text input)
- Code:** Enter Inventory Code (optional) (text input)
- Secondary Code:** Enter Secondary Inventory Code (text input)
- Primary User:** Search for the User (text input)
- Temperature:** Ambient Temperature (dropdown menu)
- Storage Pressure:** Ambient Pressure (dropdown menu)
- Volume/Mass:** Enter (text input)
- Unit:** - Select Unit - (dropdown menu)
- Lot:** Enter Inventory Lot (optional) (text input)

Scroll down, type in the volume/mass and select unit of the new chemical. Finally, click “Submit.”

The screenshot shows a web form for LabCIQ. The 'Volume/Mass' field contains '250' and the unit dropdown is set to 'ml'. A yellow arrow points to the 'Volume/Mass' field. Another yellow arrow points to the 'Submit' button at the bottom right. The form includes fields for Storage Pressure, Lot, Location Number, Container Comment, PO Number, Stabilizing Solvent, Inhibitor, Receipt Date, Purchase Date, Opened, Manufacturer Expiration Date, SDS (Attach File), Attachment (Attach File), Surplus Inventory (Yes/No), and Status (In Stock).

You will now see 2 of the same chemicals. For this example, one shows “0 ml” (which is the disposed chemical) and the other shows “250 ml” (which is the new chemical).

The screenshot shows the SafetyStratus interface with the 'Inventory' tab selected. The 'Chemicals and Compounds' section displays a table with 3 rows. Two rows are for Acetone (99.6%, CAS 67-64-2) from Acros Organics. The first row shows a volume of 250 ml, and the second row shows 0 ml. A yellow arrow points to the '250 ml' value, and another yellow arrow points to the '0 ml' value. The third row is for Sodium (CAS 7440-23-5) with a volume of 250 ml / 250ml.

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS (SI)	LOCATION	OWNER
358990	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	250 ml	0.0005 gal	EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)
358989	Acetone, 99.6%	67-64-2	Acetone, 99.6%	Acros Organics	0 ml		EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)
354338	Sodium	7440-23-5	Sodium, Na, CAS Number: 7440-23-5, 250ml	Acros Organics	250 ml / 250ml	0	EHS Test Building - EHSTB - EHS Biosafety Test Lab 1	Gator, Ally (principal.investigator.uf1@gmail.com)

Once you have successfully added a chemical to your inventory, edited an entry, recorded disposal, or replaced a chemical; your "Last Chem Inventory Modification Date" will be updated.