PURPOSE
The Chemical Inventory Instructions contain step-by-step instructions for Chematix users on how to set up and manage a chemical inventory of hazardous products in Chematix. Hazardous products kept in the workplace must be inventoried under the respective Chematix assignment by the Chematix users.

Note:
- If you are new to a lab, please have your Principal Investigator (PI) or Lab Supervisor add you as a User before proceeding. Follow the UCalgary Chematix Laboratory Setup Instructions.
- If you are a new PI to the university and are being assigned a new laboratory space, you must contact EHS (ucsafty@ucalgary.ca) to complete the laboratory onboarding process and have the space assigned in Chematix before proceeding.

SCOPE
The Chemical Inventory Instructions apply to all persons that have been assigned a role in a Chematix assignment (i.e. are a “User”) under the auspices of the University of Calgary whose workplace associated with the Chematix assignment has containers of hazardous products that must be inventoried.

Items to be inventoried in Chematix:
- All hazardous chemicals, mixtures, and products – refer to SDS to check whether regulated under the Workplace Hazardous Materials Information System (WHMIS)/Hazardous Products Act (HPA) or Transportation of Dangerous Goods (TDG) Regulations.
- Large volumes of hazardous household/consumer products used in the workplace

Items not to be inventoried in Chematix:
- Non-hazardous chemicals, mixtures, and products
- Biohazardous materials
- Radioactive materials
- Controlled goods
- Controlled substances
- Cannabis materials

Note: Maintain an inventory list outside of Chematix for items that are not to be inventoried in Chematix.
DEFINITIONS

CAS number (or CAS #) is the unique identifier given by the Chemical Abstracts Service to substances. Substances with different names/nomenclature but with the same CAS # are considered the same substance. Substances can be described in many ways such as molecular formula, structure diagram, systematic names, generic names, proprietary names, trade names and trivial names. A CAS number is unique and specific to only one substance regardless of how many other ways the substance can be described. Further information can be found by searching “CAS”, a Division of the American Chemical Society.

Hazardous Products are defined by the federal Hazardous Products Act (Canada) and the pursuant Hazardous Products Regulations, which apply to suppliers, define which materials (i.e. hazardous products) are included in WHMIS, and set out what information suppliers must provide to employers for controlled products used in the workplace.
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</table>
## Logging into Chematix

Log into your My UofC account from the University main webpage.

1. **Select Around Campus** to view the dropdown menu.

2. **Select Chematix** in the Stay safe column.

3. **Select Click here to continue** to enter Chematix.
**Searching for Safety Data Sheets**

Log into Chematix (see steps 1-2 above).

1. **Enter Chemical Name.**

OR

1. **Enter CAS #.**
2. **Select Search CAD.**

List of **Search Results** will be displayed.

3. **Select the CAS Number** for the information for the specific search item.

**Chemical Abstract and SDS Links** will be displayed.

---

### Search for Chemical Safety Information

- Enter a chemical name and/or CAS# and click "Search CAD".
- For faster results, use only one entry field.

**Chemical Name:**

1. Begins with  ○ Contains  ○ Exact

**CAS#:**

Search CAD

---

### Search Results: Found 78 items.

<table>
<thead>
<tr>
<th>CAS Number</th>
<th>Chemical Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>67-56-1</td>
<td>Methanol</td>
</tr>
<tr>
<td>Z00166101</td>
<td>Methanol : Water 20 : 80 % (v/v) with Sodium phosphate monobasic</td>
</tr>
<tr>
<td>67-56-1</td>
<td>Methanol ACS/HPLC Certified, isocratic grade</td>
</tr>
<tr>
<td>67-56-1</td>
<td>3 M anhydrous</td>
</tr>
<tr>
<td>67-56-1</td>
<td>Methanol AR (UHMWPE bottle)</td>
</tr>
<tr>
<td>Z00833808</td>
<td>METHANOL BLANK, SML</td>
</tr>
<tr>
<td>700942207</td>
<td>Methanol E for pesticide residue analysis</td>
</tr>
<tr>
<td>67-56-1</td>
<td>Methanol HPLC</td>
</tr>
</tbody>
</table>

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Scroll to the bottom of the Chemical Abstract for a list of Safety Data Sheets.

4. Select **View SDS from...** to open a particular SDS.

**Note:** Not all links work.

The selected SDS will be displayed in a new window. Scroll to review.

<table>
<thead>
<tr>
<th>View SDS from 68587_FLUKA</th>
<th>View SDS from X21723_ALDRICH</th>
</tr>
</thead>
<tbody>
<tr>
<td>View SDS from IND2254832_SI AL</td>
<td>View SDS from 96439_FLUKA</td>
</tr>
<tr>
<td>View SDS from V002088_VETEC</td>
<td>View SDS from Z6760_SIGMA</td>
</tr>
<tr>
<td>View SDS from Z6280_SIGMA</td>
<td>View SDS from QCS671D_SIGMA</td>
</tr>
<tr>
<td>View SDS for Z00857697</td>
<td></td>
</tr>
</tbody>
</table>
# Creating, Modifying or Deleting Storage Units

**Note:** All Chematix Assignments have an **Undefined** storage unit which cannot be renamed or deleted. The **Undefined** storage unit is used for hazardous materials such as compressed gas cylinders or liquid nitrogen Dewars that are distributed throughout the space associated with a Chematix Assignment and are not stored in a distinct storage unit such as a vented corrosive cabinet, flammable cabinet, fridge, or freezer within a Chematix assignment.

1. Log into Chematix (see steps 1-3 above).
2. Select **Resources**.
3. Select **View My Locations**.

Your Lab Locations will be listed here including your role for each location in Chematix (e.g. My Lab as a PI).

4. Select the laboratory you wish to add/modify storage units.

5. Scroll to the bottom of the **Laboratory Summary Page**.

6. Select **Display Storage List**.

The **Lab Storage Units** will now be displayed.

To add, modify or delete a storage unit:

7. Select **Manage Storage Units**.

---

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To add a **Storage Unit**:

6. Enter the name of the **Storage Unit** (e.g. Flammable storage cabinet, Corrosive cabinet 2, etc.).

**Note**: Consider including the PI’s last name in storage unit names in shared spaces.

7. Select **Commit New Record**.

To modify a **Storage Unit**:

6. Select the **Storage Unit** you want to modify.

**Note**: a box will appear around the name that you can now edit.

7. Select **Save Modifications**.

To delete a **Storage Unit**:

6. Select the **Storage Unit** you want to delete.

**Note**: The storage unit must be empty. The **Undefined** storage unit cannot be deleted.

7. Select **Delete/Inactivate**.
A confirmation message will be displayed at the top of the page.

**Note:** See [Printing Storage Unit Barcodes](#) to print the barcode labels for these storage units.

<table>
<thead>
<tr>
<th>Manage Storage Units in Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The Storage Unit has been created successfully.</em></td>
</tr>
</tbody>
</table>
## Printing Storage Unit Barcodes

### Notes:
- Avery Label sheets *(Avery 0516 (3 x 10))* to print Storage Unit Barcode labels are provided by EHS.
- Avery Label sheets provided by EHS must be used with laser printers. All University-managed Ricoh printers are laser printers.
- Locations to collect Avery Label sheets are listed under the *Chematix Barcode Labels and Scanners* dropdown on the [Lab Safety Program website](#).

Log into Chematix (see steps 1-3 above).

1. **Select Resources.**

2. **Select Find and Reprint Existing Barcodes.**

You will see a list of all *My Laboratory Locations* in which you are listed as a user.

3. **Select the appropriate laboratory under Lab Name.**

4. **Select the Storage Units you wish to print.**

5. **Ensure Avery 0516 (3 x 10) is listed under Select Label.**

6. **Enter Start Row and Start Col** for your Avery label sheet (see below). **Note:** These need to be adjusted to numbers different than 1 if the Avery label sheet was previously used to print Storage Unit Barcodes.

7. **Print Barcode**

---

The electronic version is the official version.
Select **Reprint Selected Storage Unit Barcode.**

The page will refresh, and open a pdf document and display the Storage Unit Barcode in rows and columns as specified in **Start Row** and **Start Col** (e.g. in the example on the right Start Row = 1 and Start Col = 3 was entered)

A pdf file is also sent per email from chematix@ucalgary.ca – Subject: *Requested Barcode reprint*

In the pdf file, click the print icon. The print window opens.

For local and single-tray printers:

8. Place label sheet into the paper tray at the printer.

**Note:** Please check required orientation of label sheet prior to printing or check manufacturer’s instructions on how to print on label sheets.
9. Click **Print** in the print window.

OR

For UCalgary-managed printers (follow-you queue printing option):

Refer to UCalgary IT website for printer setup and instructions and follow-you printing option.

**Note:** For printers with multiple trays, the input tray needs to be specified.

8. Click **Properties** or **Preferences** in the print window.

9. Under **Frequently Used Settings**, select a tray under **Input Tray**.

10. Click **OK** at the bottom of the settings window.

11. Click **Print** in the print window.

12. Place label sheet into the selected paper input tray at the printer. **Note:** Please check required orientation of label sheet prior to printing or check manufacturer’s instructions on how to print on label sheets.

13. Log in at the printer and follow the steps for the follow-you queue printing option.
## Adding Chemical Containers to Your Inventory

**Notes:**
- Chemical containers are added to the chemical inventory using pre-printed, unassigned container barcode labels (1 x 0.5 inch in size) which are provided by EHS.
- Locations to collect container barcode labels are listed under the *Chematix Barcode Labels* dropdown on the [Lab Safety Program website](#).

Log into Chematix (see steps 1-3 above).

1. Select **Inventory**.

2. Select **Add Chemical Container(s) to Your Inventory**.

You can search for the chemical by:

3. **Enter CAS # (preferred).**
   CAS # should be complete, dashes can be omitted.
   OR

3. **Enter Chemical Name.**
   Enter full name or fragments (at least 3 letters). Use radio button to modify the search.

4. **Select Search CAD.**

OR if replacing a chemical with an identical one

3. **Enter Container Barcode**
4. **Select Lookup**

**Note:** For nanomaterials, please review the *Nanomaterials Program* that is outlined on the [Laboratory Safety Manual](#) webpage.
Select the appropriate chemical under **Chemical Name**.

**Note:** If your chemical is not listed, try broadening your search. If it is still not listed, see **Adding New Chemicals to Chematix Database**.

Enter **Container Description**.

Enter **Container Size** and select **Unit**.

**Note:** Ensure you have entered the correct size and unit as this cannot be edited after submission. Entering a quantity under **Content Size/Unit** is not required. The container size will automatically be used to populate this on the next page.

Enter **# of Identical Containers**.

Select **Lab Location**.

If **Potentially Explosive upon Expiry** states **Yes**, an **Expiry Date** must be entered.

**Note:** Chematix will not accept an expiry date longer than 365 days. Chematix will notify the PI and Lab Supervisor by email as the expiry date approaches with instructions on container inspections and disposal. Entering expiry dates for non-PEC containers is optional. Refer to **UCalgary Chemical Storage and Waste Handling Standard** for guidance on expiry...
dates for potentially explosive chemicals (PECs).

11. Select **Submit**.

12. Enter the pre-printed, unassigned barcode.

**Notes:**
- Ensure numbers and letters do not become interchanged e.g. zero (0) has a diagonal slash through it (Ø), different from the letter O.
- # is automatically replaced by UCC once entered and submitted, e.g. the barcode below will appear as UCC007WGO in Chematix.
- Label size is 1 x 0.5 inch.

13. Select **Storage Unit**.

14. Select **Submit**.

15) A confirmation message will pop up and prompt to **Apply all barcodes to their containers**. Select **OK** to close the pop-up window.

**Note:** Ensure you have selected **Submit** and received confirmation. Check that the chemicals are listed in your Active Inventory – see **Manage My Inventory**. If they are not listed, repeat the process.

16) Affix container barcodes to the chemical container.
Adding New Chemicals to Chematix Database

If searching for a chemical and Chematix returns **Search Results: Found 0 items**, the chemical is not currently listed in the database and must be added.

Search Results: Found 0 items.

<table>
<thead>
<tr>
<th>CAS Number</th>
<th>Chemical Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An entry in the Chemical Abstract Database does NOT indicate whether a chemical is or is not present on University of Calgary property.

Contact EHS at [chematix@ucalgary.ca](mailto:chematix@ucalgary.ca) and provide the chemical name, CAS #, and a copy of a current SDS to request the chemical be added to the Chematix database.

**Notes:**
- Searching via CAS# is preferred.
- If searching by name, ensure you also search for the synonyms.
- If the item is a nanomaterial used or created in the lab, please review the [UCalgary Nanomaterials Program](#) that is found on the Laboratory Safety webpage.
**Manage My Inventory**

Log into Chematix (see steps 1-3 above).

1. Select **Inventory**.

2. Select **Manage My Inventory**.

A **Laboratory List** will be displayed of all the labs that list you as a User.

3. Select from the **Laboratory List**.

4. Select **Search Active Lab Inventory** to see chemical containers that are shelved i.e. active.

OR

4. Select **Email Active Lab Inventory** to obtain an export of the active lab inventory by email (Excel format).

OR

4. Select **Search Used/Waste Lab Inventory** to see chemical containers that are consumed by experiment i.e. used/inactive.

**Removing Chemicals from your Active Inventory**

**Note**: Containers **cannot** be deleted from Chematix. When entered with incorrect information, such as container size, CAS, chemical name, or unit, the container must be marked as consumed and re-entered with a new UCC container barcode.
After selecting **Search Active Lab Inventory**, an **Inventory Report** will be displayed with all the chemicals that are shelved i.e. active.

5. **Toggle/Select** the chemical container you wish to remove from your Active Inventory. You can select multiple containers.

6. **Select Change Container Status**.

7. **Select Consumed by experiment** from the dropdown list.

8. **Select Change Container Status**.

A confirmation message will be displayed at the top of the page.

**Adjusting Container Quantity**

**Notes:**

- EHS does not require lab personnel to keep track of container contents within Chematix. However, the container content size **must** be adjusted prior to waste card creation when submitting a *Pure Chemicals in Individual Containers* for disposal to properly reflect the quantity on the waste card.
- Container sizes and units cannot be changed by users. When entered with incorrect information, such as container size, CAS, chemical name, or unit, the container must be marked as consumed and re-entered with a new UCC container barcode.
After selecting **Search Active Lab Inventory**, an **Inventory Report** will be displayed with all the chemicals that are shelved i.e. active.

5. **Toggle/Select** the chemical container you wish to adjust the container quantity for.

6. **Select Adjust Container**.

7. **Enter** the amount to be removed from the container in **Removed Content Size/Unit**.

8. **Select Reason for Adjustment**.

9. **Select Record Usage**. The amount specified under **Content Size/Unit** will update immediately.

10. **Select Finished**.

The container quantity can also be adjusted from the main Inventory Management page.

2. **Select Adjust Container Quantity**

3. **Enter** the **UCC Container Barcode**.

4. **Select Lookup**.

Follow **steps 7-10** as described above to adjust the container quantity.
Changing Container Details

**Note:** Container sizes and units **cannot** be changed by users. When entered with incorrect information, such as container size, CAS, chemical name, or unit, the container must be marked as consumed and re-entered with a new UCC container barcode.

After selecting **Search Active Lab Inventory**, an **Inventory Report** will be displayed with all the chemicals that are shelved i.e. active.

1. Toggle/Select the chemical container you wish to update the container details for.
2. Select **Update Custom Data**.

The following container details can be added/changed:
- Container Description
- Concentration
- Expiry Date (for non-PEC chemicals only)
- Manufacturer
- Part No
- Lot No
- Custom Data

Select **Update Selected Data** to save changes.

**Note:** The screen will refresh to the Inventory Report page.
Re-shelving Containers from Used/Waste Inventory

An **Inventory Report** will be displayed with all the chemicals that are used/waste i.e. consumed by experiment.

5. Select or **Toggle Selection** the chemical container you wish to remove from your Inactive Inventory. You can select multiple containers.

6. Select **Change Container Status**.

7. Select **Shelved** from the dropdown list.

8. Select **Change Container Status**.

A confirmation message will be displayed at the top of the page.

**Note:** Containers will be returned to the original storage unit before being marked as consumed. You can select the Barcode Number for the container to find this information.
### Transferring Containers within My Lab Locations

Log into Chematix (see steps 1-3 above).

1. **Select Inventory.**

**Note:** You can transfer any number of containers from any lab in Chematix, as long as you are listed as a User in that lab. Either the PI or Lab Supervisor must first add you as a User to the lab before you will be able to transfer containers.

### Transferring Containers from Active Inventory

2. **Select Manage My Inventory.**

A **Laboratory List** will be displayed of all the labs that you listed as a User.

3. **Select from the Laboratory List the chemical inventory that you wish to transfer chemical containers from.**

4. **Select Search Active Lab Inventory.**

**Note:** The fields can be used to search for containers or if NO information is entered then the full active lab inventory is shown.
Select the containers you wish to transfer or Toggle Selection to select the entire list.

Select Transfer Containers within My Laboratory Locations.

Select Lab Location.

Select Storage Unit.

Select Transfer.

Note: The screen will refresh to the Inventory Report page.

Transferring Containers between Storage Units

Select Storage Unit Inventory.

Manage Lab Inventory

Manage My Inventory

Storage Unit Inventory

A Storage Unit Inventory will be displayed of all the storage units in all the
labs where you are listed as a User.

3. Select the storage unit that you wish to transfer chemical containers from.

4. Select View Inventory.

5. Select the containers you wish to transfer, or Toggle Selection to select the entire list.

6. Select Transfer Containers within My Laboratory Locations.

7. Select Lab Location.

8. Select Storage Unit.

9. Select Transfer.

Note: A confirmation message that the containers were transferred will be displayed at the top of the page.

Transferring a Container with My Lab Locations

Scroll to the bottom of the Inventory Management webpage

2. In the Transfer Container(s)
section, select **Transfer a Container within My Lab Locations.**

3. Enter the **Chemical Barcode** of the container you wish to transfer.

4. Select the **Lookup** to display the chemical and current location.

5. Select **Lab location** to choose where you wish to transfer from the dropdown.

6. Select the **Storage Unit** within the new location from the dropdown.

7. Select **Transfer**.

**Note:** A confirmation message that the container was transferred will be displayed at the top of the page.

You can now go ahead and physically move the container to a different lab/storage unit.
Transferring Containers Between Labs

Log into Chematix (see steps 1-3 above).

1. Select Inventory.

Transferring a Container Between Labs

To search for a container in a lab that you are not a User in:

Scroll to the bottom of the Inventory Management webpage.

2. Select Request a Container Transfer from Another User.

To request the chemical from a lab that you are not a User in:

3. Enter the container barcode.

4. Select Lookup.

Information for that chemical will then appear.

You must enter a request comment in the box, it must be at least 5 characters in length. For example: Transfer for research.

5. Select Request Transfer.
If you have agreed to transfer a container to another lab, as PI or Lab Supervisor, you will receive a confirmation email and the process to confirm the transfer out is outlined below:

Once you log in to Chematix, a new notification will be displayed.

1. Select the pop-up notification which takes you to the **Confirm Container Transfer Out**.

OR

Select Inventory at the top the page, then scroll to the bottom of the screen.

1. Select **Confirm Container Transfer Out**.

2. Select the barcode.

3. Select **Grant or Reject Request**.

The **Container Transfer Details** page will appear.

4. Select **Grant Transfer Request**.

**Note:** You can leave a comment in the box.
A confirmation message will be displayed at the top of the page.

### Confirm Container Transfer Out

The transfer has been granted successfully.

---

As the accepting lab, as PI or Lab Supervisor, you will receive a confirmation email and the process to confirm the transfer in is outlined below:

A new notification will be displayed on the Chematix home screen.

1. If you select the pop-up notification, the system will take you to the **Confirm Container Transfer In**.

Or

Select Inventory at the top the page, then scroll to the bottom of the screen.

1. Select **Confirm Container Transfer In**.

2. Select barcode.

3. Select **Complete Transfer In**.

The **Transfer Container Request** page will appear.

4. Select **Lab Location**.

5. Select **Storage Unit**.

6. Select **Complete Transfer Request**.
# Transferring Containers to a new Lab Assignment

After receiving a new Lab Assignment in Chematix that an EHS representative has created for you, follow Creating Storage Units and Printing Storage Unit Barcodes.

Next, as a User in both the labs you are transferring containers from and to, you have the following options, (see section Transferring Containers within My Lab Locations):

- **Transferring Containers from Active Inventory**  
  (if you want to transfer containers from different storage units to the same storage units)
- **Transferring Containers between Storage Units**  
  (if you want to transfer all the containers from the same storage unit to a new storage unit)

**Note:** If you want to transfer containers to a lab assignment that you are not a User in, you must first have the PI or Lab Supervisor add you to their lab assignments as a User. Alternatively, you can ask the PI or Lab Supervisor to add an individual from their labs to your lab assignment as a User.  
See Laboratory Setup Instructions on the Laboratory Safety webpage.
## Search for Chemicals in My Departments

1. **Select Inventory.**

2. **Select Search for Chemicals in My Departments.**

3. **Type Chemical Name and/or CAS#.**

4. **Select begins with or contains.**

5. **Select Search.**

**Note:** The list is only those chemical containers from labs that belong to the same department as the User.

The search lists chemical containers from labs that belong to the **same** department as the User searching.

5. **Select the PI or Lab Supervisor to obtain contact information.**

6. **Select the Barcode to obtain information on the chemical container.**
### Updating Chemical Expiry Dates

Log into Chematix (see steps 1-3 above).

1. Select **Inventory**.

### Potentially Explosive Chemicals (PECs)/Time-sensitive Chemicals: Generating PEC Expiration Aging Report

**Note:** Chematix will notify the PI and Lab Supervisor by email as the expiry date of potentially explosive chemicals (PECs) in their inventory approaches with instructions on container inspections and disposal.

2. Select **Generate PEC Expiration Aging Report**.

3. Select the chemical container to update the expiry date.

4. Select **Update Expiry Date**.

5. Enter an expiry date no longer than 365 days.

6. Select **Submit**.

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All Other Chemicals (Non-PEC): Updating Custom Data

2. Select **Manage My Inventory**.

- **Manage Lab Inventory**
  - **Manage My Inventory**

3. A **Laboratory List** will be displayed of all the labs that you listed as a User.

4. Select from the **Laboratory List**.

5. **Select Search Active Lab Inventory** to see chemical containers that are shelved i.e. active.

6. Toggle/Select the chemical you wish to update the expiry date.

7. **Select Update Custom Data**.
7 Enter the Expiry Date.

Note: This only works for non-PEC containers. Format is DD/MM/YYYY.

8 Select Update Selected Data.

Note: The screen will refresh to the Inventory Report page.

REFERENCES AND RESOURCES
Hazardous Products Act and Regulations
UCalgary Laboratory Safety Program
UCalgary Nanomaterials Program
UCalgary Chematix Laboratory Setup Instructions
UCalgary Chematix Perpetual Chemical and Compressed Gas Inventory Instructions
UCalgary Chematix Chemical Reconciliation Instructions
UCalgary Hazardous Waste Disposal Instructions