



How-to Guide: ChemTracker

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How-to Guide: ChemTracker

INTRODUCTION

ChemTracker is a chemical inventory module which is an integrated feature of SciShield. It offers real-time inventory and tracking capability, a more streamlined and user-friendly interface, and provides features such as access to Safety Data Sheets (SDSs), bulk inventory uploading, barcoding, and will allow Principal Investigators (PIs) to set permissions for their staff for managing and updating chemical inventories. ChemTracker offers comprehensive chemical inventory management for laboratories and will allow EHSO to generate reports for regulatory purposes.

PURPOSE

The purpose of this document is to provide end users with step-by-step instructions on how to navigate tasks in ChemTracker.

SCOPE

This guide applies to all end users in laboratories who are responsible for maintaining the chemical inventory for their lab group or will be assigned this responsibility in the future.

RESPONSIBILITIES

ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EHSO)

As the administrative department for SciShield and ChemTracker, EHSO is responsible for:

- Reviewing and updating this how-to guide as necessary.
- Assigning and maintaining permissions of the end users.
- Assisting end users with using and trouble-shooting the ChemTracker module.
- Communicating any reported issues with the ChemTracker module to the vendor.

PRINCIPAL INVESTIGATORS (PIs)

- Maintaining, or appointing a designee (or designees) to maintain the chemical inventory for the lab group in ChemTracker.
- Ensuring that the designee(s) reviews and is familiar with this how-to guide.
- Reporting any issues with the processes in this how-to guide or the ChemTracker module to EHSO.

DESIGNEE/LAB PERSONNEL

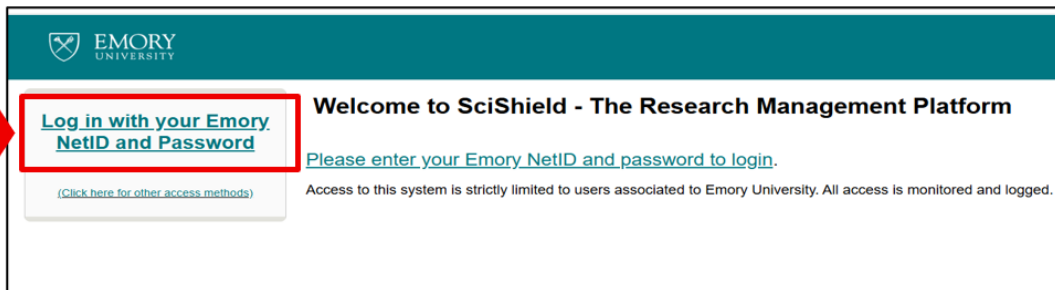
- Reviewing and following the instructions in this how-to guide.
- Reporting any issues with the processes in this how-to guide or the ChemTracker module to the PI and/or EHSO.
- Maintaining an accurate chemical inventory of the lab group in ChemTracker (designees only).



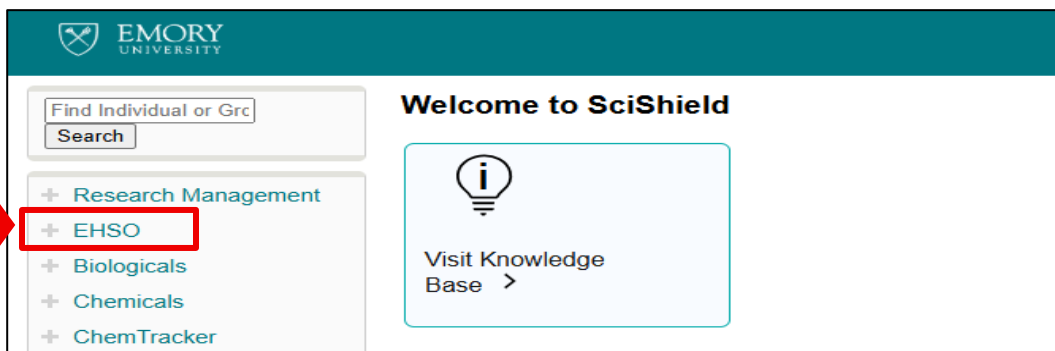
How-to Guide: ChemTracker

FIND YOUR CHEMICAL INVENTORY

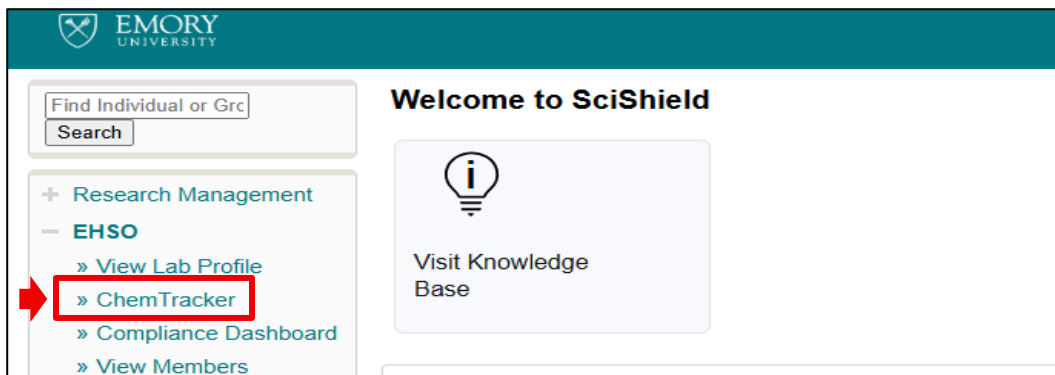
1. Go to emory.scishield.com and log in using your Emory NetID and password.



2. In the column on the left side of the page, find your lab group name. Click the plus (+) sign next to the lab group name to enable the drop-down menu.



3. Click "ChemTracker."





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4. The chemical inventory list should load in the “View Inventory” section.

View EHSO Inventory
Displaying 1 - 3 of 3 results

Download Import ?

Chemical Name CAS Number Chemical Synonym Spaces

Show Advanced Filters

Chemical Name ↓	CAS Number ↑	State ↑	Amount ↑	Units ↑	SDS Origin	SDS Attachments	View SDS	Location ↑	Container ID ↑
Acetone	67-64-1	Liquid	4	l		Add SDS			C-20045218
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045216
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045217

5. To search for a specific chemical in your inventory, begin typing information in the Chemical Name, Chemical Abstracts Service (CAS) Number, or Chemical Synonym field. A list of chemicals should auto-populate below based on the information entered. To further narrow your search, you can click “Show Advanced Filters” to enter more specific information.

EMORY UNIVERSITY

View Edit Dashboard Members Bio ChemTracker Training

ChemTracker Add Inventory Totals Bulk Edit Reconciliation

Find Individual or Grp Search

View EHSO Inventory
Displaying 1 - 2 of 2 results

Download Import ?

Chemical Name CAS Number Chemical Synonym Spaces

Show Advanced Filters

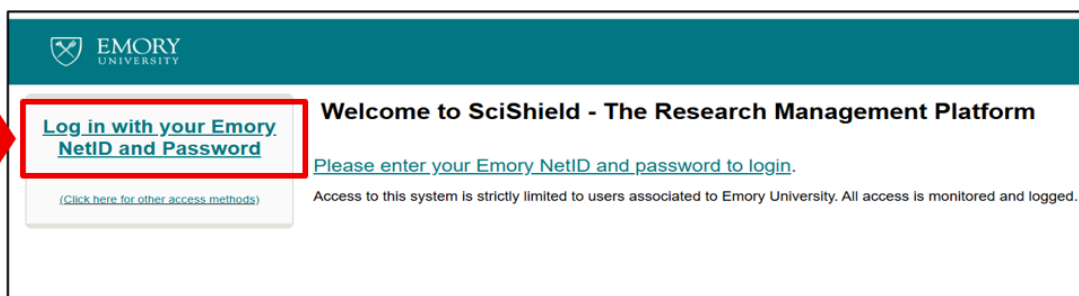
Chemical Name ↓	CAS Number ↑	State ↑	Amount ↑	Units ↑	SDS Origin	SDS Attach
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS



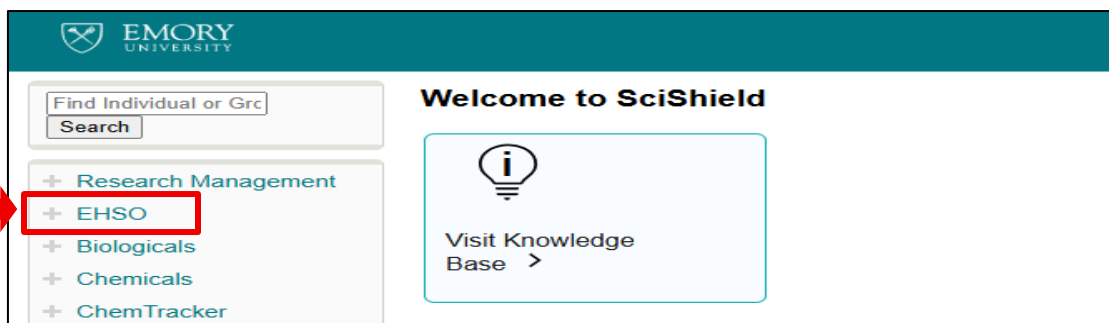
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ADD CHEMICALS TO YOUR CHEMICAL INVENTORY

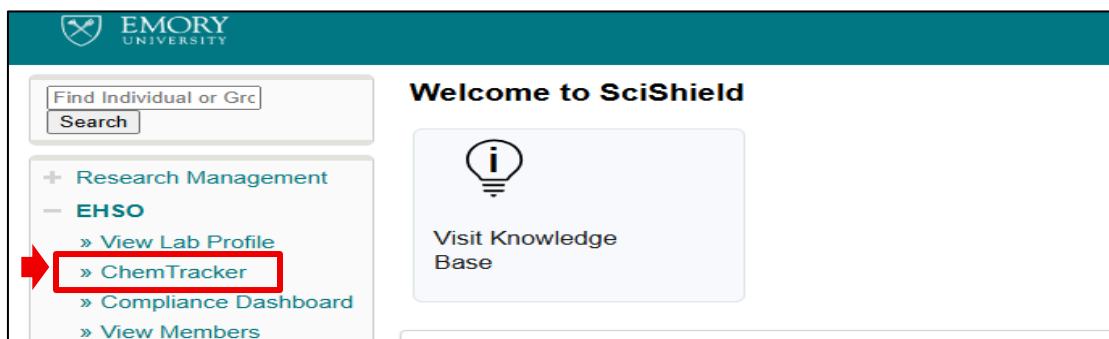
1. Go to emory.scishield.com and log in using your Emory NetID and Password.



2. In the column on the left side of the page, find your lab group name. Click the plus (+) sign next to the lab group name to enable the drop-down menu.



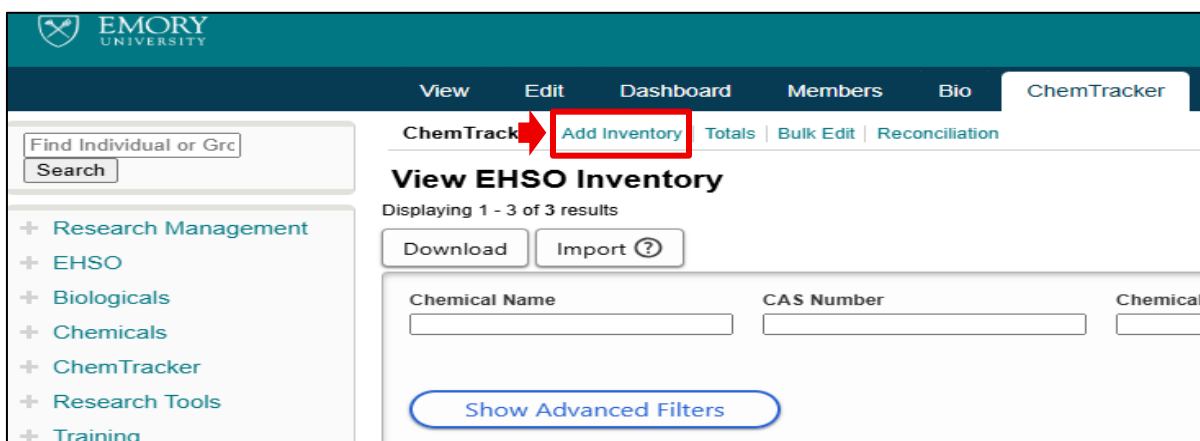
3. Click "ChemTracker."



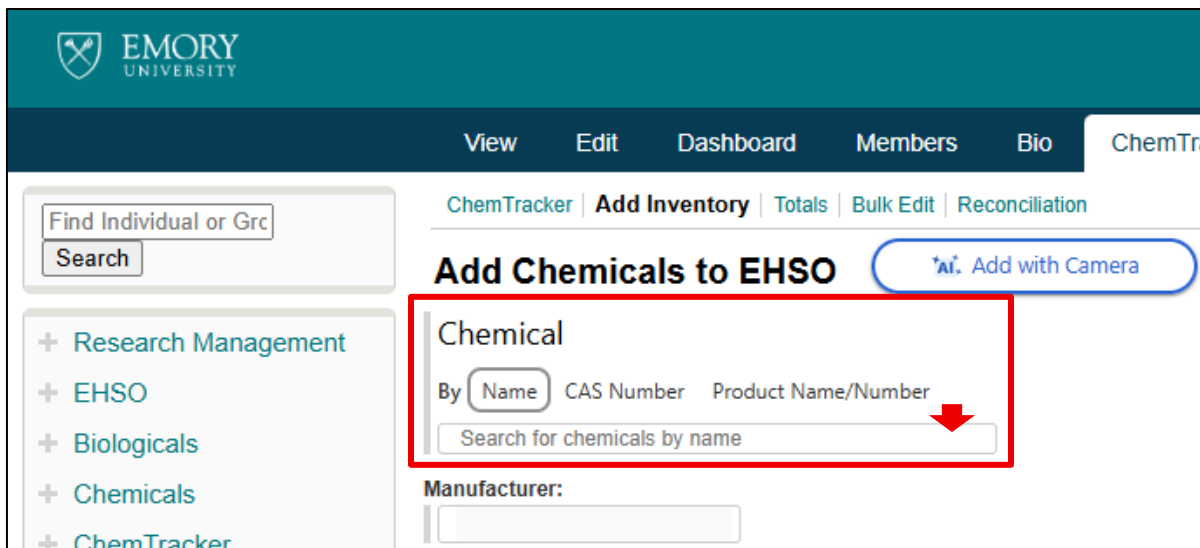


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4. Click "Add Inventory."



5. On the "Add Chemicals" page, you can search the system database for the chemical you want to add by entering the chemical name, CAS Number, or the product name/number in the search bar. A drop-down list will begin to auto-populate as you type.





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- After you have entered the chemical name, CAS Number, or product number, use the arrow keys and or the slider to switch between the items in the list, then click to select, or simply click the radio button next to the desired item.

EMORY UNIVERSITY

View Edit Dashboard Members Bio Chem

ChemTracker | Add Inventory | Totals | Bulk Edit | Reconciliation

Add Chemicals to EHSO [Add with Camera](#)

Chemical

By CAS Number Product Name/Number

Choose from these [20 matches](#). [Search unlinked chemicals?](#)

- ☐ Sulfuric Acid and Hydrogen Peroxide Mixture (Liquid)
- ☒ Sulfuric acid (51-98%) (Liquid) - 7664-93-9
- ☐ Sulfuric acid (>15% and <51%) (Liquid)
- ☐ Sulfuric acid, 0.1-4.9% (Liquid) - 7664-93-9

- Enter the name of the chemical manufacturer/vendor in the appropriate field. A drop-down list will begin to auto-populate as you type. Use the arrow keys and or the slider to switch between the manufacturers in the list, then click to select, or simply click the radio button next to the correct manufacturer.

EMORY UNIVERSITY

View Edit Dashboard Members Bio Chem

ChemTracker | Add Inventory | Totals | Bulk Edit | Reconciliation

Add Chemicals to EHSO [Add with Camera](#)

Chemical

By CAS Number Product Name/Number

Selected from [20 matches](#). [Search unlinked chemicals?](#)

Manufacturer:

- ☐ Sigman Life Sciences
- ☐ MilliporeSigma
- ☐ Millipore Sigma
- ☐ SIGMA
- ☒ Sigma-Aldrich Inc.



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8. Complete the remaining required fields with the appropriate information. If the chemical is a controlled substance, be sure to click the box next to “Controlled Substance?”

Research Tools
Training
Equipment
My Account

Location (Space):
-- Please select an option --

Amount: *
4

Units: *
L

Container Status: * ⓘ
Normal

Unique Container ID: ⓘ

Container Count: ⓘ
2

Additional Details

☐ Controlled Substance?

Create Create and Add Another

9. Click “Create.” Note that the new entries have now been added to your chemical inventory under the “Chemical Inventory Recently Added” section. The system has also assigned each container a unique container ID number.

Additional Details

☐ Controlled Substance?

Create Create and Add Another

Chemical Inventory Recently Added

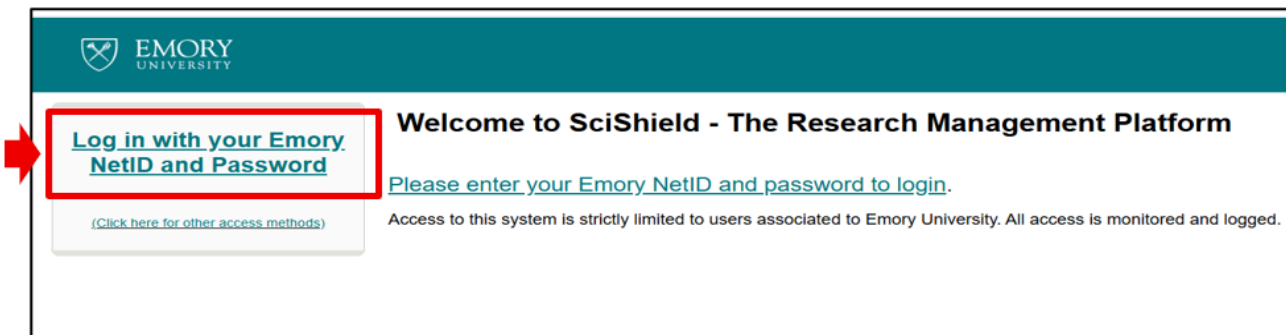
Chemical Name	CAS Number	State	Amount	Units	Group	Location	Container ID	Edit
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	L	EHSO Research Safety		Container C-20044551 created	
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	L	EHSO Research Safety		Container C-20044552 created	



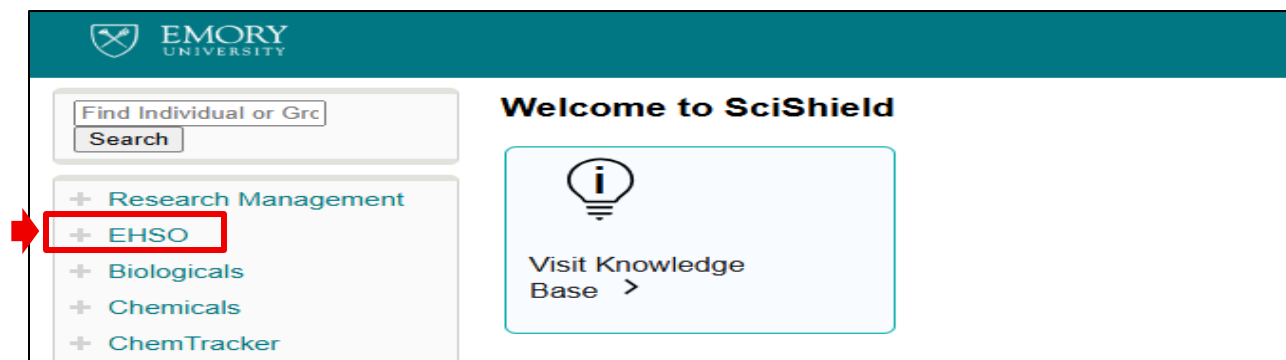
How-to Guide: ChemTracker

REMOVE CHEMICALS FROM YOUR CHEMICAL INVENTORY

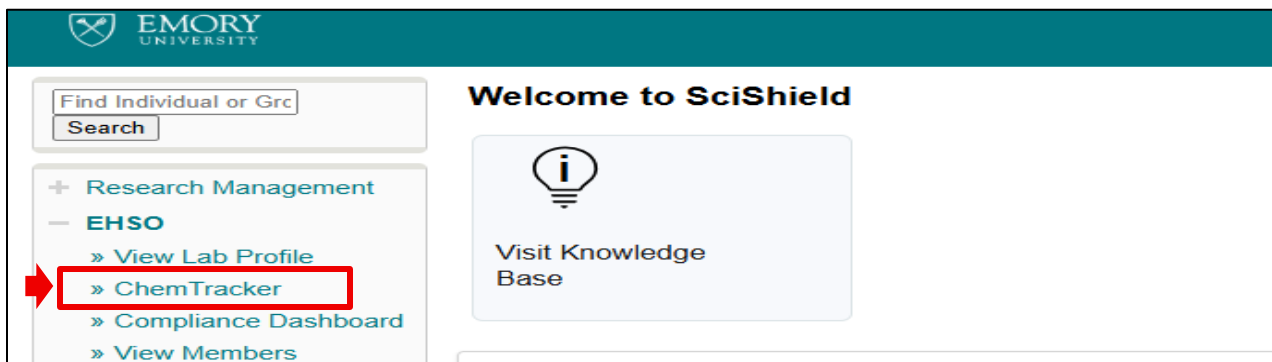
1. Go to emory.scishield.com and log in using your Emory NetID and Password.



2. In the column on the left side of the page, find your lab group name. Click the plus (+) sign next to the lab group name to enable the drop-down menu.



3. Click "ChemTracker."





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4. The chemical inventory should load in the “View Inventory” section. Note: To narrow the search for specific chemicals, containers, locations, etc., click “Show Advanced Filters” and enter the desired search criteria.

View EHSO Inventory
Displaying 1 - 3 of 3 results

Download Import ?

Chemical Name CAS Number Chemical Synonym Spaces

Show Advanced Filters

Chemical Name ↓	CAS Number ↑	State ↑	Amount ↑	Units ↑	SDS Origin	SDS Attachments	View SDS	Location ↑	Container ID ↑
Acetone	67-64-1	Liquid	4	l		Add SDS			C-20045218
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045216
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045217

5. Locate the chemical container you wish to delete from the chemical list and click “Remove.”

View EHSO Inventory
Displaying 1 - 3 of 3 results

Download Import ?

Chemical Name CAS Number Chemical Synonym Spaces

Show Advanced Filters

Chemical Name ↓	CAS Number ↑	State ↑	Amount ↑	Units ↑	SDS Origin	SDS Attachments	View SDS	Location ↑	Container ID ↑	Edit	Remove
Acetone	67-64-1	Liquid	4	l		Add SDS			C-20045218	Edit	Remove
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045216	Edit	Remove
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045217	Edit	Remove



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- A pop-up window will appear, asking you to confirm your choice to delete the container. Click "Remove."

Displaying 1 - 3 of 3 results

Download Import ?

Chemical Name CAS Number Chemical S

Show Advanced Filters

Are you sure you want to delete container C-20045216?
Cancel Remove

Chemical Name ↓	CAS Number ↑	State ↑	Amount ↑	Units ↑	SDS Origin	SDS Attachments	View SDS	Location ↑	Container ID ↑	Edit	Rem
Acetone	67-64-1	Liquid	4	l		Add SDS			C-20045218	Edit	Rem
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045216	Edit	Rem
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045217	Edit	Rem

- Note that the chemical container you selected was removed from the list. The system also provides confirmation that the container has been removed.

Show Advanced Filters Clear All

Chemical Name ↓	CAS Number ↑	State ↑	Amount ↑	Units ↑	SDS Origin	SDS Attachments	View SDS	Location ↑	Container ID ↑	Edit	Remove	Batch	Shelf	Specific Location Note	Date Last Changed ↑	Date
Acetone	67-64-1	Liquid	4	l		Add SDS			C-20045218	Edit	Remove				2025-12-11	2025
Sulfuric acid (51-98%)	7664-93-9	Liquid	4	l		Add SDS			C-20045217	Edit	Remove				2025-12-11	2025

« first » previous 1 next » last »

[Add Chemical Inventory](#)

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Container C-20045216 was successfully removed.



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SEARCH FOR A SAFETY DATA SHEET

1. Go to emory.scishield.com and login using your Emory Net ID and password.

EMORY UNIVERSITY

Welcome to SciShield - The Research Management Platform

Log in with your Emory NetID and Password

Please enter your Emory NetID and password to login.

[\(Click here for other access methods\)](#)

Access to this system is strictly limited to users associated to Emory University. All access is monitored and logged.

2. In the lower right-hand corner of the Home page, find the “SDS Search” box.

SDS Search

Chemical Name or CAS Number:

3. Type a chemical name or CAS Number in the field and click “Search.”

SDS Search

Chemical Name or CAS Number:



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- A list of items will load under "Search Results." To find the desired SDS, you can search the complete list, or for a more refined search, click "Advanced" to open the drop-down window, where you can search by CAS Number and/or Manufacturer.

SDS Search
Please enter the chemical you are searching for. To narrow your results, you may specify more advanced criteria by opening the "Advanced" area below

Chemical Name:

▼ [Advanced](#)

CAS Number:

Manufacturer:

Search Results

Product Name
Acetone-d6
Acetone
Acetone
ACETYL ACETONE ***PROPOSED SNUR
ACETYL ACETONE ***PROPOSED SNUR

- For example, you want to find the SDS for Acetone made by Sigma-Aldrich. Enter your search criteria and click "Search."

SDS Search
Please enter the chemical you are searching for. To narrow your results, you may specify more advanced criteria by opening the "Advanced" area below

Chemical Name:

▼ [Advanced](#)

CAS Number:

Manufacturer:

Search Results

Product Name
Acetone-d6
Acetone




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6. Locate your desired line item in the search results and click "Download PDF."

Search Results				
Product Name	Manufacturer	Product #	Last Update	
Acetone semicarbazone	Sigma-Aldrich Inc	5448784	09/22/2025	Download PDF
Cabactazet acetone CRS	Sigma-Aldrich Inc	Y0002398	09/15/2025	Download PDF
Cabactazet acetone CRS	Sigma-Aldrich Inc	Y0002398	09/15/2025	Download PDF
Acetone oxime	Sigma-Aldrich Chemie GmbH	80756	09/13/2025	Download PDF
Acetone	Sigma-Aldrich Inc	650501	09/10/2025	Download PDF
Acetone	Sigma-Aldrich Chemie GmbH	650501	09/10/2025	Download PDF
Acetone-D6 deuteration degree min. 99.9% for NMR spectroscopy MagnaSolv™	Sigma-Aldrich Chemie GmbH	1.00021	08/27/2025	Download PDF
Acetone-d6	Sigma-Aldrich Chemie GmbH	454133	08/08/2025	Download PDF
Acetone BioRenewable, ACS reagent, ≥99.5% ACS	Sigma-Aldrich Inc	904082	07/03/2025	Download PDF
O-(N-(4-METHYL-3-NITROPHENYL)CARBAMOYL)ACETONE OXIME	Sigma-Aldrich Inc	5609765	06/03/2025	Download PDF
O-(N-(2,5-DIMETHOXYPHENYL)CARBAMOYL)ACETONE OXIME	Sigma-Aldrich Inc	5609854	05/26/2025	Download PDF
O-(N-(3,5-DIMETHOXYPHENYL)CARBAMOYL)ACETONE OXIME	Sigma-Aldrich Inc	5640499	05/17/2025	Download PDF
O-(N-(2,6-DIMETHOXYPHENYL)CARBAMOYL)ACETONE OXIME	Sigma-Aldrich Inc	5667684	05/17/2025	Download PDF
Acetone-d6	Sigma-Aldrich Inc	431923	05/17/2025	Download PDF

7. The PDF document will be downloaded from the platform's SDS database for you to review and/or save. Make sure to check the date on the SDS to ensure it is the most current version.



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• SAFETY DATA SHEET

Version 6.20
Revision Date 09/10/2025
Print Date 09/11/2025

SECTION 1. IDENTIFICATION

1.1 Product identifiers

Product name	: Acetone
Product Number	: 650501
Brand	: SIGALD
Index-No.	: 606-001-00-8
CAS-No.	: 67-64-1