



Chemical Reconciliation Guide

Overview

I. Who should perform a reconciliation?

Principal Investigators (PI), Group Compliance Liaisons (GCL), and lab members who are assigned to manage chemical inventories.

II. When should I perform a chemical reconciliation for my lab?

- When significant reorganization occurs.
- When your lab relocates or expands.

III. How should a reconciliation be conducted?

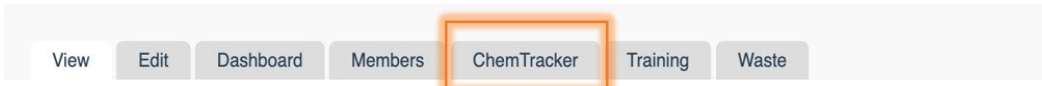
For the best results, take it one step at a time. When doing your reconciliation, focus on specific lab areas, like individual spaces or shelves.

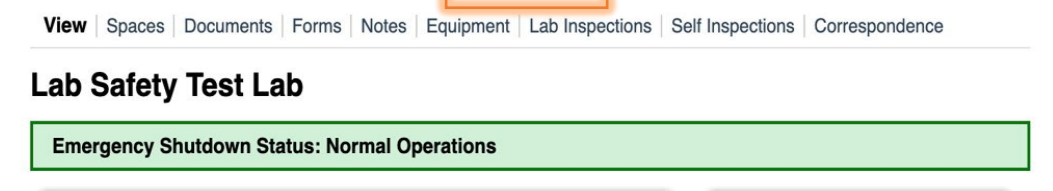
IV. I need help! Who should I contact?

Email Laboratory Safety team at labsafety@northeastern.edu or call us at 617-373-2769.

Step-by-Step Guide

Locating the Reconciliation Tab

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The screenshot shows a navigation bar with tabs: View, Edit, Dashboard, Members, ChemTracker (highlighted with an orange box), Training, and Waste.
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The screenshot shows the 'Lab Safety Test Lab' page with a green box highlighting the message: 'Emergency Shutdown Status: Normal Operations'.



View Edit Dashboard Members ChemTracker Training Waste

ChemTracker | Add Inventory | Totals | Bulk Edit | **Reconciliation** | Find Other Chemicals

View Lab Safety Test Lab Inventory

Displaying 1 - 16 of 16 results

Chemical Name: CAS Number: Chemical Synonym:

Spaces:

Show Advanced Filters

3. Click on "Reconciliation".

▶ Starting a Reconciliation

On the reconciliation page, all previous chemical inventory reconciliations will be listed. Use the drop-down menus to make changes.

"Spaces" is for labs with multiple lab spaces.

Use "Started After" & "Started Before" to input a time range.

"Status" will allow the user to see reconciliations that are in specific stages:

View Edit Dashboard Members ChemTracker Training Waste

ChemTracker | Add Inventory | Totals | Bulk Edit | **Reconciliation** | Find Other Chemicals

Reconciliation History

Spaces: Status:

Started After: Started Before:

Displaying 1 - 9 of 9 results

Space ↓	Group Name ↓	Date Started ↓	Started By ↓	Status ↓	Bench ↓	Shelf ↓	View
Lake Hall - 100A	Lab Safety Test Lab	2023-01-23	Burkhard, Collin	In Progress			View/
Lake Hall - 100A	Lab Safety Test Lab	2023-01-23	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2023-01-06	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2022-10-14	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2022-09-28	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2022-09-21	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2022-09-21	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2022-09-21	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2022-09-21	Burkhard, Collin	Finalized			View/Edit
Lake Hall - 100A	Lab Safety Test Lab	2022-09-12	Donovan, Conor	Finalized			View/Edit

Start a New Reconciliation

Status:

- Finalized & In Progress
- Finalized
- In Progress
- Abandoned



1. Click "Start a New Reconciliation" on the bottom of the page.

Step 1: Selecting Parameters

1. Click the drop-down menu for "Space", all the spaces owned by the lab will appear.
2. Select the space that is being reconciled. **Only one space can be reconciled at once.**
3. **To do more specific reconciliations, a specific bench and shelf can be selected.**

Chemical Reconciliation

Use the filters below to select the parameters for a new reconciliation event. The parameters selected will generate the list of chemical containers to check. Building, space, bench, shelf, and group selected are additionally kept throughout the reconciliation for relocating containers as needed.

A screenshot of a web form for chemical reconciliation. The form is titled "Chemical Reconciliation" and contains several input fields and a submit button. The "Group" field is set to "Lab Safety Test Lab". The "Space" field is a dropdown menu with "Select one" and a downward arrow, highlighted with an orange border. The "Bench" and "Shelf" fields are also dropdown menus with "Select one" and downward arrows, highlighted with a yellow border. The "Specific Location Note" field is a text input box with a blue question mark icon to its left. Below these fields are two radio button options: "Enter Container IDs (Barcodes or RFID tags)" (selected) and "Use Checklist (no Barcodes or RFID tags)". A "Submit" button is located at the bottom left of the form, highlighted with an orange border.

4. Select the option "Enter Container IDs (Barcodes or RFID tags)", even if you are not using barcodes.
5. Click "**Submit**" to move onto the next step.

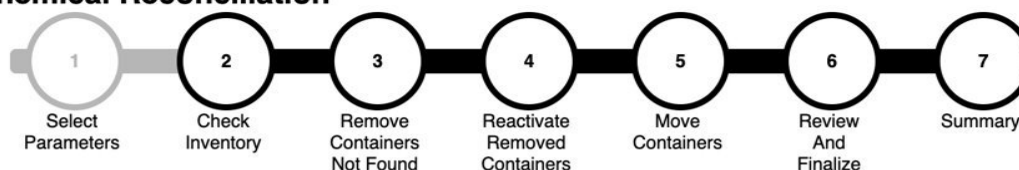


Step 2: Check Inventory

We suggest use a bar code scanner to check all the inventory present in the space. Contact lab safety team (labsafety@northeastern.edu) if your lab needs one.

1. Scan the barcode attached to the chemical or gas. It will auto-appear in the box highlighted below.
2. Click "Submit" to ensure the chemical is marked. "Auto-submit" may be checked if you want the chemical to be marked automatically after each scan.

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #340

Space:	Lake Hall - 100A	Group:	Lab Safety Test Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

If using barcode or RFID tags, enter the tag numbers for found containers below, then click "Submit" to mark these containers as "Confirmed". Separate IDs with commas or line breaks. The IDs can be entered individually or in batches.

All container IDs entered below and added with the "Submit" button will be logged as part of this reconciliation. Containers in the table below that match any of these IDs will be marked as "Found" on screen. Any container IDs entered that are not in the table below will be saved for the next steps in this reconciliation process. For example, if a container ID is scanned in though not listed in the space from the selected parameters (see above), that container will show up in step 5, "Move Containers".

Auto-submit

Quick Find Filters

Show Found Containers:

3. Further down the page, you can see a list of all chemicals currently listed in the space selected. Once scanned and submitted they will be auto checked.

Found	Container ID ↑	Chemical Name ↑	CAS Number ↑	Amount ↑	Units ↑	Bench
<input checked="" type="checkbox"/>	NU00141501	Acetic acid aqueous solution (10-80% by weight)		100	ml	
<input checked="" type="checkbox"/>	NU00141504	Acetone	67-64-1	4	l	
<input type="checkbox"/>	C-20128830	Acetone	67-64-1	1	l	1
<input type="checkbox"/>	NU00139004	Copper sulfate solution in sulfuric acid		911	ml	



Alternatively, if you choose to check inventory manually without a bar code scanner, here is the instruction:



Found	Container ID ↓	Chemical Name ↓	CAS Number ↓	Amount ↓	Units ↓	Ben
<input checked="" type="checkbox"/>	NU00141501	Acetic acid aqueous solution (10-80% by weight)		100	ml	
<input checked="" type="checkbox"/>	NU00141504	Acetone	67-64-1	4	l	
<input type="checkbox"/>	C-20128830	Acetone	67-64-1	1	l	1
<input type="checkbox"/>	NU00139004	Copper sulfate solution in sulfuric acid		911	ml	
<input type="checkbox"/>	NU00141507	Ethanol	64-17-5	4	l	
<input type="checkbox"/>	NU00141508	Ethanol	64-17-5	4	l	
<input type="checkbox"/>	NU00141509	Ethanol	64-17-5	4	l	
<input type="checkbox"/>	C-20128831	ETHANOL, 2-(BUTYLNITROAMINO)-, 1-NITRATE	82486-82-6	1	l	2
<input type="checkbox"/>	NU00141512	Lithium	7439-93-2	100	g	
<input type="checkbox"/>	NU00141506	Potassium permanganate	7722-64-7	500	g	
<input type="checkbox"/>	NU00141510	Potassium phosphate dibasic	7758-11-4	1	kg	
<input type="checkbox"/>	NU00141505	Sodium bicarbonate	144-55-8	1	kg	
<input type="checkbox"/>	NU00141511	Sodium chloride	7647-14-5	500	g	
<input type="checkbox"/>	NU00139001	Sodium chloride	7647-14-5	50	kg	

Next

1. Scroll down towards the bottom of the page, you will find a list of all the chemicals currently listed in the selected parameters.
2. Check the boxes next to the present and accurate chemical inventory.
3. Click "Next" to move on.

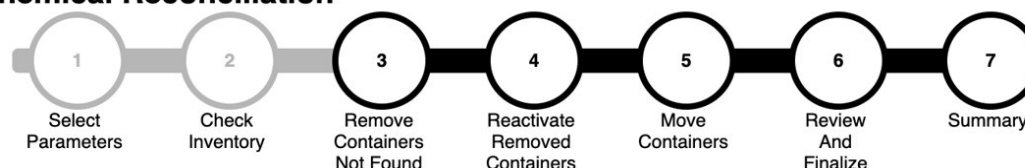


Step 3: Remove Containers Not Found (Remove Missing Chemicals)

Chemicals that are determined to **no longer be present** in the parameters of the laboratory will show up on this list.

1. Verify if the list is accurate. If it is not, click “Back” to go back to the previous step and correct it.
2. If the list is accurate, click “Next” to move on. **Once the "next" button is clicked, you CANNOT return to this step.**

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #340

Space:	Lake Hall - 100A	Group:	Lab Safety Test Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

The containers listed below were listed in the area set by the initial parameters, but were not confirmed during the process.

Select below any containers which should be removed from inventory.

Quick Find Filters

Displaying 1 - 4 of 4 results



Select All	Container ID ↓	Chemical Name ↓	CAS Number ↓	Amount ↓	Units ↓
<input checked="" type="checkbox"/>	C-20128830	Acetone	67-64-1	1	l
<input checked="" type="checkbox"/>	NU00139004	Copper sulfate solution in sulfuric acid		911	ml
<input checked="" type="checkbox"/>	NU00141509	Ethanol	64-17-5	4	l
<input checked="" type="checkbox"/>	C-20128831	ETHANOL, 2-(BUTYLNITROAMINO)-, 1-NITRATE	82486-82-6	1	l

Changes to this page and previous steps cannot be made once clicking Next.

You will have the opportunity to view the changes before finalization.



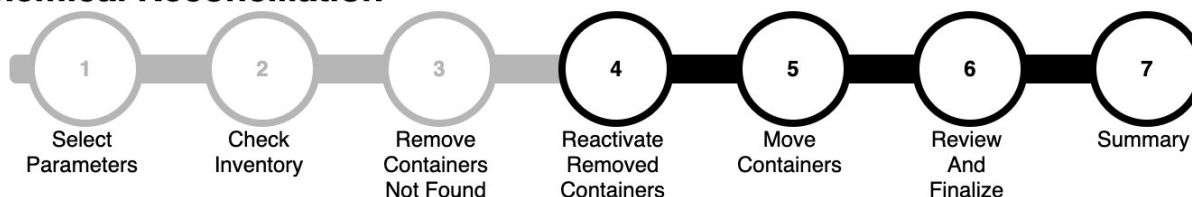
Step 4: Reactivate Removed Containers (Add Back Chemicals)

On this page, you can add back chemical inventory that was deleted during previous reconciliation.

For example, if sodium chloride was completely used up and deleted from the chemical inventory, but you found it during this reconciliation, you can add it back from the list.

1. Check the box next to any chemicals that were previously deleted and need to be added back to the inventory.
2. Once completed, click "Next" to move on. **Once the "next" button is clicked, you CANNOT return to this step.**

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #357

Space:	Lake Hall - 111	Group:	Lab Safety Test Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

The containers listed below were previously marked as "Removed" (deleted) from ChemTracker. Select below any containers which should be reactivated.

Displaying 1 - 2 of 2 results



Select All	Container ID	Chemical Name	CAS Number	Amount	Units
<input checked="" type="checkbox"/>	NU00139003	Oxalic acid dihydrazide	996-98-5	302	kg
<input checked="" type="checkbox"/>	NU00141755	Potassium 2-cyanoethyltrifluoroborate	1159919-79-5	3	kg

Changes to this page and previous steps cannot be made once clicking Next.

You will have the opportunity to view the changes before finalization.

Next



Step 5: Move Containers

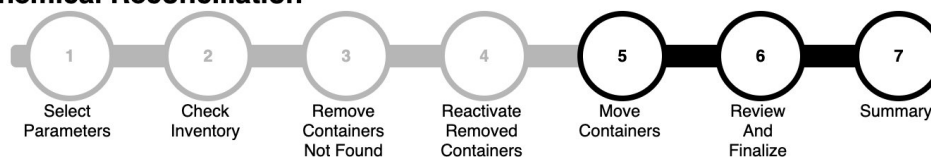
If you found any chemicals that weren't originally listed for the location but are found in nearby parameter (lab space, bench, or shelf) or in another lab group's inventory, you can move them to the selected parameter.

For example, if during the reconciliation of Room 100A in Lake Hall, you find Calcium Nitrate, which wasn't initially part of Room 100A's inventory but is listed in Room 100B's inventory, you can move Calcium Nitrate from Room 100B's list to Room 100A's list.

This ensures that the chemical inventory accurately reflects the current distribution of chemicals within the lab, making it easier to manage and locate specific materials.

1. Check the box next to any chemicals that need to be moved.
2. Once completed, click "Next" to move on. Once the "next" button is clicked, you CANNOT return to this step.

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #357

Space:	Lake Hall - 111	Group:	Lab Safety Test Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

The containers listed below were found during the process, but are listed in a different location or under different group ownership than indicated during the beginning of this reconciliation process.

Select below any containers which should be moved to: Lake Hall - 111

The containers will be assigned to the group: Lab Safety Test Lab

Displaying 1 - 2 of 2 results



Select All	Group	Space	Container ID ↓	Chemical Name ↓	CAS Number ↓	A
<input checked="" type="checkbox"/>	Lab Safety Test Lab	Lake Hall - 100A	NU00141758	Styrene	100-42-5	6.
<input checked="" type="checkbox"/>	Lab Safety Test Lab	Lake Hall - 100A	NU00141756	Acetic acid (90%) solution with acetic anhydride (1-5%) and perchloric acid (1-5%)		1.

Changes to this page and previous steps cannot be made once clicking Next.

You will have the opportunity to view the changes before finalization.

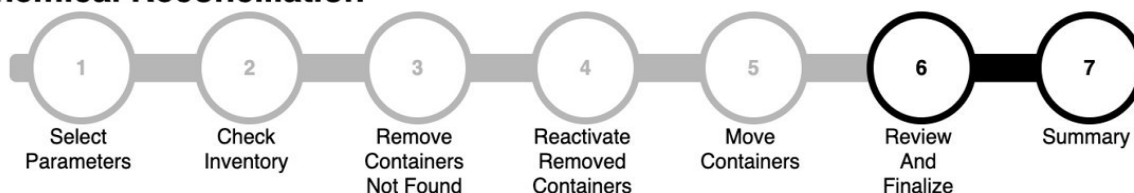
Next



Step 6: Review and Finalize

1. Review the selected parameters and confirm that they are correct. If they are not, click on "**Click here to archive and abandon this reconciliation**" and restart the reconciliation.
2. Click on "**Download reconciliation data**" to download and view a MS Excel sheet of the information collected during this reconciliation.
3. If the data must be double checked, click on "**Save and return later**".
4. If all the data is accurate, then click on "**Finalize reconciliation**" to complete the reconciliation. **Once this is done, the reconciliation cannot be edited.**

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #341

Space:	Lake Hall - 100A	Group:	Lab Safety Test Lab
Bench:		Shelf:	
Specific Location Note:			

Parameters not correct? [Click here to archive and abandon this reconciliation](#)

Changes made to inventory data in this reconciliation process have not yet been completed. At this stage, you may review the changes before finalizing this reconciliation and queuing up the inventory updates in the system.

Download below a copy of the data from this reconciliation. This download will also be available on the next page after finalization.

After finalization, any additional changes would need to be made with a new reconciliation event or using the bulk edit tool. It may take up to 30 minutes for all changes to be completed.

Finalization cannot be undone.

[Download reconciliation data](#)

Not sure yet? [Save and return later](#)

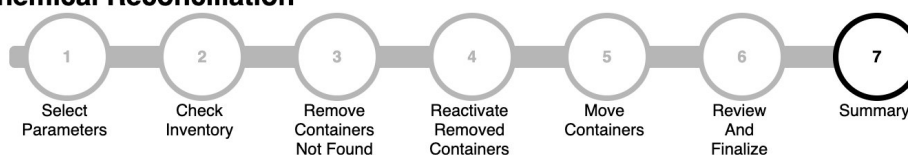
[Finalize Reconciliation](#)



Step 7: Summary

1. Click on "**Download reconciliation data**" to view the finalized reconciliation data and to keep a record of the reconciliation.
2. Read the report of the amount of chemicals that were altered or noted during the reconciliation process.
3. Under "**Container IDs Not in SciShield ChemTracker or Without Access**", you will see a list of containers that were added during the reconciliation but were not edited, or containers that you are not permitted to edit. If any new inventory needs to be added, please add it to the inventory for the lab.

Chemical Reconciliation



▼ Selected Parameters for Reconciliation #357

Space:	Lake Hall - 111	Group:	Lab Safety Test Lab
Bench:		Shelf:	
Specific Location Note:			

The changes logged in this reconciliation have been queued for completion in the system. It may take up to 30 minutes for all of the inventory updates to be completed.

[Download reconciliation data](#)

Report

Measure	Value
Containers Originally Expected	3
Expected Containers Found	3
Containers Reactivated	2
Containers Moved	2
Total Containers Marked as Found	7
Containers Not Found, Removed	0
Containers Ignored	0
Percent Accuracy of Original Inventory	42.9

Container IDs Not in SciShield ChemTracker or Without Access

The containers IDs listed below were scanned during the process, but were not edited during the reconciliation steps. These container IDs were not found in ChemTracker, the person performing the reconciliation is not permitted access, or they were not selected for editing or confirmation during earlier steps. The list below is provided for reference. If applicable, please enter the data for these containers using the "Add Chemical" process in the main ChemTracker menu.



Container ID	ID Exists in ChemTracker
There are currently no containers to list.	