Import Inventory by PI & Exporting an Inventory

How to use these features

- Import Inventory by PI offers labs a chance to upload their inventory based off an Excel spreadsheet on their own accord.
  - Fields include chemical name, location information, container information and others discussed further in this training.
- Exporting an Inventory allows labs to pull all information of a PI's information into an Excel spreadsheet.

Import Inventory by PI

MIT Massachusetts Institute of Technology

🏠 Home | 📊 Dashboard | 🔍 License | 🐾 Inventory | ⬇ Procure | 📋 Exposures | 👤 Training | 🔍 Inspections | 🗑 Waste | 👥 Employees | ➕ Medical | Wilson, Jacob ▾

🔥 Fire | ⚙ Equipment | 📍 Locations | ✳ Other

Welcome to your Safety Research Home Page

👉 *Quick Links*

EH&S Assistant Help Documentation

MIT Buy to Pay Procurement Website

Purchasing Restricted, Highly Poisonous Chemicals

Ordering Radioactive Materials (RAM)

United States Nuclear Regulatory Commission

US Environmental Protection Agency

OSHA

Safety Data Sheets

On Site Systems

Pubmed

To get to the Import Inventory by PI function click on the Inventory tab shown here.

MIT Massachusetts Institute of Technology

Hazardous Waste | Waste Supply | Training Records | Level II Inspection | Registration Forms | Reports | Inventory | Worker Registration | Permits | SDS | Placards | Contamination History | SOP Documents | Equipment

Alerts

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☢ RAM Inventory

Isotope Entry
Ram Inventory By PI / Isotope
Sealed Source Inventory
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Ram Requisition Entry
Ram Receipt Entry
Removal of Isotope from PI's Inventory
View In-Lab Waste Containers
RAM Inventory Review Statement
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☣ Bioagents

Quick Bioagent Entry
Bioagent Catalog
Bioagent Category
Bioagent Concentration Units
Bioagent Inserts
Bioagent Inventory Review Statement

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Bioagent Inventory
*Manage Report Menu*

⚗ Chemical Inventory

Quick Chemical Entry and Search
Chemical Inventory Verification
Chemical Catalog
Chemical Catalog SDS Search
Import Inventory By PI
Removal of Chemical from PI's Inventory
Chemical Inventory Review Statement
Storage Location
Storage Devices
Removal Reason

Reports

Building/Lab Reports
Controlled Substances
Compressed Cylinders
Inventory
Regulatory Reports
Receipts
Time Sensitive
Miscellaneous
Manage Report Menu

Click on this link to access the function's main page.

Alerts

*PI [▼]   *Permit [▼]   **Load Spreadsheet**   Add Row   Download Template
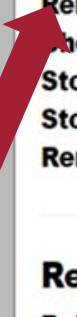
Auto-Generate Inventory # / Barcode # ☑

	PI Code	Last Name	First Name	Bldg Code	Lab	Storage Location	Storage Device	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS

This is the main page of Import Inventory by PI, but without an Excel sheet to put in to this page nothing can be done. If pressed, this button downloads a previously designed template.

Replace PI's Exisiting Inventory ☐   **Submit**   Cancel

After the Excel sheet is open both of these bars will pop up towards the top of the page. Enable both options to use the template to its optimal function.
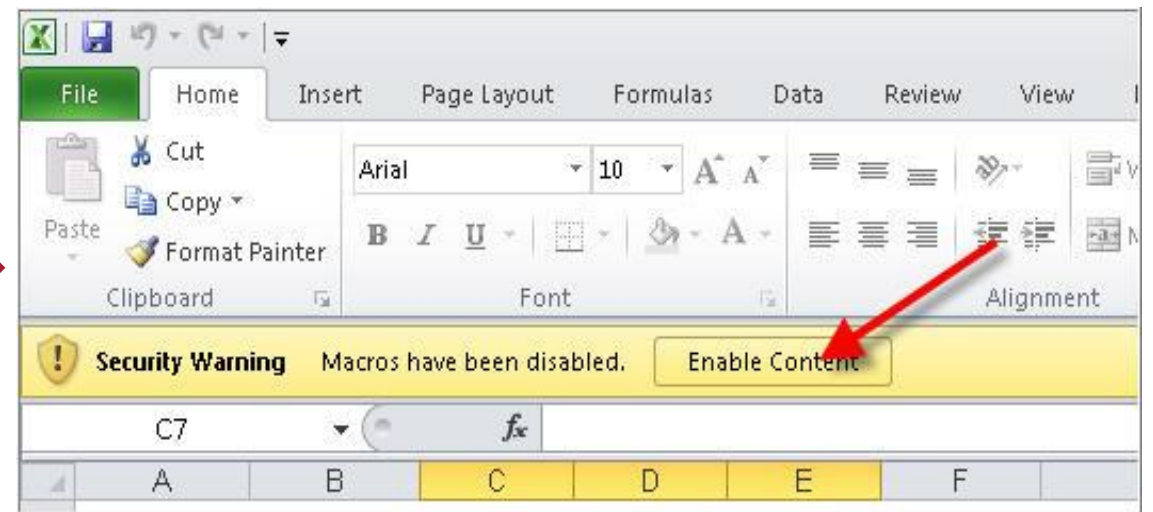
HOME   INSERT   PAGE LAYOUT   FORMULAS   DATA   REVIEW   VIEW   DEVELOPER

	CODE	PI Last Name	PI First Name	Bldg Code	LAB	Location Type	In-Lab Location	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #	Vendor	Catalog #	Receipt Date	Expiration Date	Contact	Comments	Date Entered	BARCODE	Priva
	ter the s Kerberos ername to this column.	Enter the PI's last name into this colur	Enter the PI's first name into this colur	Enter the building numl into this colur (i.e. 66 or NE4	Enter the lab room number here. (ex. 66-347)	Searchable dropdown list to choose a lis storage type.	If your lab has lab specific location approved by the EHS Office put that here.	Enter the chemical n from the vendor here	Choose between Solid, Liquid, or Gas.	How many bottles in the lab.	Quantity of the chemical in a container.	Searchable dropdown list to search for unit. (G), (L), and (S) represent the phsyical state associated with the unit.	Enter the CAS number for the chemical.	This is looking for VENDOR CODES NOT VENDOR NAMES. Use dropdown to pick the vendor, and the vendor code will populate the cell. For more information on this and other possibilities including a function to change Vendor Names to Vendor Codes, /=vendConv()/ see the instructions sent to you by the EHS Office.	Enter the catalog number from the vendor here.	Format for dates as follows. MM/DD/YYY	Format for dates as follows. MM/DD/YYYY		Free text box to use at your l	Format for dates as follows. MM/DD/YYY	This is where new or existing barcodes should be entered so that they remain constant in the system.	Choo not t with by ty or "S

This is the look of the template. The fields in Red are required whereas those in Gray are not required but encouraged. The following slides will give descriptions of each field and its importance.

Chemical Inventory

PI CODE	PI Last Name	PI First Name
Enter the PI's Kerberos username into this column.	Enter the PI's last name into this column.	Enter the PI's first name into this column.

PI Information

This subsection of fields is related to the PI and is broken down below.

PI Code: The PI's Kerberos ID needs to be put in every row that there is data.

PI Last Name: The PI's Last Name needs to be put in every row that there is data.

PI First Name: The PI's First Name needs to be put in every row that there is data.

Since this is a repetitive process a suggestion would be to do it once and drag them all down after the other fields have been completely filled out.

Bldg Code	LAB	Location Type	In-Lab Location
Enter the building number into this column. (i.e. 66 or NE47)	Enter the lab room number here. (ex. 66-347)	Searchable dropdown list to choose a listed storage type.	If your lab has a lab specific location approved by the EHS Office put that here.

Storage Information

Bldg Code: The building number. (Ex. 4 or NW61)

Lab: The lab room number formatted as (bldg.-room or NW61-124)

Location Type: This is a searchable dropdown to choose from places like a Flammables Cabinet or a Bench Area.

In–Lab Location: Customizable location space within EHSA specific to each room. If there are questions about this function see the Locations Manual for a full explanation.

Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure
Enter the chemical name from the vendor here.	Choose between Solid, Liquid, or Gas.	How many bottles in the lab.	Quantity of the chemical in a container.	Searchable dropdown list to search for unit. (G), (L), and (S) represent the phsyical state associated with the unit.

Chemical Information

Chemical Name: Be sure to spell correctly when typing those long chemical names.

Physical State: Use a capital first letter for Solid, Liquid, or Gas.

# of Containers: How many bottles of this do you have (easiest to put 1)?

Amount per Container: The volume of chemical that is housed in each container. (i.e. If the container is for 25 mL, then put 25 in this field.

Unit of Measure: This is a searchable dropdown that is specific to a certain physical state. Be sure that the physical state here matches the one that is put in the physical state field.

CAS #	Vendor	Catalog #
Enter the CAS number for the chemical.	This is looking for VENDOR CODES NOT VENDOR NAMES.	Enter the catalog number from the vendor here.
	Use dropdown to pick the vendor, and the vendor code will populate the cell. For more information on this and other possibilities including a function to change Vendor Names to Vendor Codes, /=vendConv()/ see the instructions sent to you by the EHS Office.	

CAS #/Vendor/Catalog

Cas #: Type the CAS # for the chemical into this field being sure to type it in correctly and to fix any mistakes in formatting before uploading.

Vendor: This is a searchable dropdown list that you can search for the vendor of your product for. If there the spreadsheet will change the vendor's name to a unique code. This is so the system can recognize over 1900+ vendors a little easier so don't fret over that. There is also a function (=vendConv()) that can be used for large amounts of data. If a vendor can't be found contact the EHS Office and this can be rectified.

Catalog #: Enter the catalog number provided by the vendor here without typos.

Receipt Date	Expiration Date	Contact	Comments	Date Entered
Format for dates as follows. MM/DD/YYYY	Format for dates as follows. MM/DD/YYYY		Free text box to use at your leisure.	Format for dates as follows. MM/DD/YYYY

Miscellaneous Dates

Receipt Date: This is the date received in lab and is equivalent to the container open date within the system.

Expiration Date: Provided by the vendor. Highly suggested for peroxide forming agents to put the expiration date as a reminder to the lab.

Date Entered: The date that the upload happened.

Make sure all dates are in the form MM/DD/YYYY

Comments/Contact: Text boxes to add any other information necessary (Comments) and to track who added the chemical to the uploader (Contact).

BARCODE

This is where new or existing barcodes should be entered so that they remain constant in the system.

Barcode

This field should only be filled out by labs that use barcodes to help them keep their inventory. You can scan your barcodes into the correct cell or enter them manually, just be sure that the number in the cell is the correct number.

When uploading the difference between filling this field out and leaving it blank is acknowledged and is explained on the next slide.

*PI Twardowski, Mariusz ▼ *Permit C-18048 ▼ Load Spreadsheet

2.) Once the PI and Permit are set up press this button and choose the saved chemical inventory template previously created. This will then load into the system and will be displayed as such.

Auto-Generate Inventory # / Barcode # ✔

ITEMS MISSING REQUIRED DATA 0

1.) With the template filled out, the next step is to upload your data into the system. In order to do this come back to this page. Where the PI and Permit should be auto-populated.

	PI Code	Last Name	First Name	Bldg Code	Lab	Storage Location	Sub-Storage Location	Storage Device	Chemical Name	Physical State	# of Containers	Amount per Container	Unit Mea
Remove	mariusz	Twardowski	Mariusz	4	4-430				Acetone, ACS grade	Liquid	1	4	Liter
Remove									Hexanes, ACS grade	Liquid	1	4	Liter
Remove									3-(2-Pyridyl)-5,6-diphenyl-1,2,4-triazine-p,p′-disulfonic acid monosodium salt hydrate, FerroZine, 97%	Solid	1	5	g
Remove									Neocuproine, >!				
Remove	mariusz	Twardowski	Mariusz	4	4-430				Hexanes, ACS				
Remove	mariusz	Twardowski	Mariusz	4	4-430				Xylenes, ACS g				
Remove	mariusz	Twardowski	Mariusz	4	4-430				Acetone, ACS g				
Remove	mariusz	Twardowski	Mariusz	4	4-450				Neocuproine, >!				
Remove	mariusz	Twardowski	Mariusz	4	4-450				Neocuproine, >98%	Solid	1	5	g

3.) If this checkbox is empty it adds the chemicals to the current inventory, but if it's filled out the current inventory is replaced with these chemicals so BE CAREFUL.

Replace PI's Exisiting Inventory ☐ Submit Cancel

*PI　Twardowski, Mariusz　▼　*Permit　C-18048　▼　**Load Spreadsheet**　Add Row　Download Template

Auto-Generate Inventory # / Barcode # ☐　　ITEMS MISSING REQUIRED DATA　**1**　**Remove Incomplete Records**

	PI Code	Last Name	First Name	Bldg Code	Lab	Storage Device	Storage Location	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #
Remove	mariusz	Twardowski	Mariusz	4	4-450			Neocuproine, >98%	Solid	1	5	G	484-11-7
Remove	mariusz	Twardowski	Mariusz	4	4-450							G	484-11-7
					4-454							G	7789-02-8
					4-430							Liters	67-64-1
					4-450						5	Liters	64-19-7
Remove	mariusz	Twardowski	Mariusz	4	4-450			Potassium phosphate monobasic solution, reagent grade, 1.0-M in solution	Liquid	1	1	Liters	7778-77-0
Remove	mariusz	Twardowski	Mariusz	4	4-450			Potassium hydrogenphthalate, A.C.S. acidimetric standard, 99.95-	Solid	1	500	G	877-24-7

4.) If this checkbox is filled in the system will auto-generate barcodes for each chemical, but if you filled in the field from the last slide uncheck these to use the barcodes that can be scanned.

5.) If there is something wrong with the data put in the template a warning will show up as it is here. The row with an incorrect entity will be highlighted in a bright red to catch the eye.

6.) When everything is all set on this page use this button to enter the upload into the system.

Submit　Cancel

Exporting an Inventory

🏠 Home   📋 Dashboard   🔑 License   ⚗ **Inventory**   ⬇ Procure   📄 Exposures   ☣ Training   🔍 Inspections   🗑 Waste   👥 Employees   ➕ Medical   🔥 Fire   ⚙ Equipment   📍 Locations   ✳ Other

Wilson, Jacob ⌄

☢ **RAM Inventory**

Isotope Entry
Ram Inventory By PI / Isotope
Sealed Source Inventory
Sealed Source History
Ram Requisition Entry
Ram Receipt Entry
Removal of Isotope from PI's Inventory
View In-Lab Waste Containers
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RAM Inventory Verification

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☣ **Bioagents**

Quick Bioagent Entry
Bioagent Catalog
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Bioagent Inventory Review Statement

Reports
Bioagent Inventory

Manage Report Menu

🧪 **Chemical Inventory**

Quick Chemical Entry and Search
Chemical Inventory Verification
...mical Catalog
...ical Catalog SDS Search
...port Inventory By PI
...emoval of Chemical from PI's Inventory
Chemical Inventory Review Statement
In-Lab Location
Location Type
Removal Reason

Reports
Building/Lab Reports
Controlled Substances
Compressed Cylinders
Inventory
Regulatory Reports
Receipts
Time Sensitive
Miscellaneous
Manage Report Menu

Once again under the Inventory tab, go under the link 'Quick Chemical Entry and Search to access your Inventory Export

Alerts   ❓ Help

+ Add ▾   ✏ Edit ▾   ⊗ Remove   More ▾   Chemical Inventory Reports ▾   PI: ****Show All PIs**** ▾   Inventory: Current Inventory ▾   Options ▾

Search By Synonym   Apply Filter

☐ View All Shared Inventory

⟳ Chemical Exchange   ⇄ Transfer   🔍 Search Department Inventory

Item(s) marked in Yellow will Expire
Item(s) marked in Red are Expiring or Expired
Item(s) marked in BLUE are Appendix A

Chemical Expiration Chemical Listing by P.I.

Chemical Inventory by PI Storage Location

OSHA Hazard Communication Label

Chemical Bar Code Label

Chemical Bar Code Label with Date Selection

SARA Title III Reportable Chemicals

MIT Chemical Inventory Excel Export

Chemical Inventory in Temporary Storage - Excel Export

⚙ Manage Report Menu

Drag a column header and drop it here to group by

Inventory Bar Code	Chemical Description ↑				# of Units	Catalog #	Physical State
01-302079	sodium pyrophosphate tetrabasic	7722-88-5	500	Grams (Solid)			
01-262807	(+)-1,1'-Bis((2R,4R)-2,4-diethylphosphonato)ferrocene(1,5-cyclooctadiene)rhodium(I) tetrafluorophosphate	268220-96-8	100	Milligrams (Solid)	1		Solid
01-262789	(+)-1-phenyl-1-propanol	93-54-9	25	Grams (Liquid)	1		Liquid

Under 'Chemical Inventory Reports,' select the report labeled 'MIT Chemical Inventory Excel Report.' A pop-up will then populate your screen.

|◀ ◀ **1** 2 3 4 5 6 7 8 9 10 ... ▶ ▶| 500 ▾ items per page   1 - 500 of 27102 items

EHSA   Inventory / Chemical Inventory   Edit Labels   ? Help

+ Add ▾   ✎ Edit ▾   ⊗ Remove   More ▾   Chemical Invento...   ...tory: Current Inventory ▾   Options ▾

Search By Synonym   Apply Filter   Clear Filter   ⟳ Chemical Exchange   ⇄ Transfer   🔍 Search Department Inventory

☐ View All Shared Inventory

Item(s) marked in Yellow will Expire
Item(s) marked in Red are Expiring or Expired
Item(s) marked in BLUE are Appendix A

Drag a column header and drop it here to group by that colun

Report Parameters ✕

P.I./Supervisor

ABRUZZIO	Abruzzio, Robert
ELFAR	Adalsteinsson, Elfar
EEADAMS	Adams, Edward
EADELSON	Adelson, Edward
AJEMIAN	Ajemian, Robert
AKINWAND	Akinwande, Akintunde

Your PI should populate this field, but if for some reason this doesn't happen search for their last name in this box. After this field is correctly populated, press on the green button labeled 'View Report' to access the Excel spreadsheet.

Cas #		# of Units	Catalog #	Physical State
	▾	▾	▾	▾
7722-88-5	500	Grams (Solid)	1	P8010	Solid
01-262807 cyclooctadiene)rhodium(I) tetrafluorophosphate	268220-96-8	100	Milligrams (Solid)	1	Solid
01-262789	(+)-1-phenyl-1-propanol	93-54-9	25	Grams (Liquid)	1	Liquid

|◀ ◀ **1** 2 3 4 5 6 7 8 9 10 ... ▶ ▶| 500 ▾ items per page   1 - 500 of 27102 items

	PI CODE	PI Last Name	PI First Name	Bldg Code	LAB	In-Lab Location	Location Type	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #	Vendor	Catalog #
1	PI CODE	PI Last Name	PI First Name	Bldg Code	LAB	In-Lab Location	Location Type	Chemical Name	Physical State	# of Containers	Amount per Container	Unit of Measure	CAS #	Vendor	Catalog #
2	researcher	last_name	first_name	building	lab	storage_location	storage_device	chemical_description	physical_state	receipt_quantity	unit	chemical_unit	cas_num	vendor	catalog_n
3	veal	Veal	Laurie	N52	N52			Paraformaldehyde Aqueous :	Liquid	1	50		ML	50-00-0	SIGMA-A
4	veal	Veal	Laurie	N52	N52			Paraformaldehyde Aqueous :	Liquid	1	50		ML	50-00-0	SIGMA-A
5	veal	Veal	Laurie	N52	N52			ARSENIC TRIOXIDE	Liquid	1	5		ML	1327-53-:	BOEHMA
6	veal	Veal	Laurie	N52	N52			Test Chemical (5-23)	Solid	1	25		KG		SIGM	idk-123
7	veal	Veal	Laurie	N52	N52	Fume Hood	Fume Hood	DIMETHYL ETHER	Solid	1	4		CASES	115-10-6
8	veal	Veal	Laurie	N52	N52	Flammables Cabi	Flammables Cal	DIMETHYL ETHER	Gas	1	100		ML (G)	115-10-6	SIGMAAL
9	veal	Veal	Laurie	N52	N52			Copper phthalocyanine-3,4',4	Liquid	1	3		CC	
10	veal	Veal	Laurie	N52	N52	Acid Cabinet	Acid Cabinet	TCA	Liquid	1	25		ML	76-03-9	SIGMA-AI

NOTE: Leave the second row alone. These are identifiers that the system needs to accurately place the data in the correct fields.

Once downloaded, this is the format of the spreadsheet. It is the same setup as the import template without the dropdowns so this spreadsheet can be used to import data into the system.