

# **Vertére Chemical Inventory Management System**

-General Overview-

# Introduction

- The University of Regina is required to keep an up-to-date inventory of all hazardous materials on campus
- Please contact HSW to obtain your username and password ([health.safety@uregina.ca](mailto:health.safety@uregina.ca))

# Access

You can access Vertere from any computer (on or off campus) by following the link below:

➤ **Vertere** -

<https://uregina.vimenterprise.com/>

- ❖ **Please bookmark this link on all lab and office computers so everyone has quick and easy access to the inventory**

# Log-in screen



The login screen features a blue header with the VERTÉRE logo and the text 'Inventory Management System'. The logo consists of a stylized 'V' and 'E' inside a globe. To the right of the header is a collage of images showing business professionals in a meeting and a globe. Below the header is a 'Login' form with two input fields: 'User ID' containing 'uofradmin' and 'Password' containing seven dots. There are 'Submit' and 'Reset' buttons below the fields. A link for 'Forgot Password? Please click here to retrieve' is located below the buttons. At the bottom of the form, the copyright notice 'Copyright © 1996-2012 AT/SCAN Ltd. d/b/a vertére' is displayed.

**VERTÉRE**  
Inventory Management System

Login

User ID

Password

[Forgot Password? Please click here to retrieve](#)

Copyright © 1996-2012 AT/SCAN Ltd. d/b/a vertére



# Inventory Management System



SITE:UNIVERSITY OF REGINA

HELP LOGOFF

- Home [Home >](#)
- System [Administration](#)
- [Audit Log](#)
- [Change Password](#)
- [My Account](#)
- [License Info](#)
- [About Us](#)

Welcome to Vertere Inventory Manager  
Please select an active module from the list below



Most of you will only have access to the Chemical Module at this time



**Chemical**

# View/Update

SITE:UNIVERSITY OF REGINA

Home >

Chemical

- Add
- View/Update**
- Restore
- Catalog
- Physical Inventory
- Download Reconcile

Setup

- Settings
- Tags
- Location
- User/Group
- Categories
- Vendors
- Roles/Rights
- State/Country

Welcome to Vertere Inventory Manager

Welcome To Chemical Module

HELP LOGOFF

The View/Update area will be the main area you will be working with

# Search by Chemical Name

The most common type of search will be by chemical name...

UNIVERSITY OF REGINA

Home

Chemical

Add

View/Update

Restore

Catalog

Physical Inventory

Download Reconcile

Reports

Setup

Settings

Tags

Locations

Users/Groups

Categories

Vendors

Roles/Rights

States/Countries

Accounts

Support

Search >

Search

Query Tool

Scan Tag

Barcode # ?

Search Barcode #

PI ? Start typing PI name

Department ? Start typing Department n...

Location Start typing Location name

Show Inactive

Location Type   Include sublocations

Chem Name Contains

Search By:  Catalog  Synonym

CAS #

Search

Clear Results

Chemical: View/Update

It's a good idea to click the 'Synonym' button. This ensures that searching for ethyl alcohol, for example, will return results for ethanol as well

# Search by Chemical Name

There are also other search parameters you can use.

The screenshot shows the 'UNIVERSITY OF REGINA' Chemical Inventory system interface. On the left is a navigation menu with options like Home, Chemical, Add, View/Update, Restore, Catalog, Physical Inventory, Download Reconcile, Reports, Setup, Settings, Tags, Locations, Users/Groups, Categories, Vendors, and Roles/Rights. The main area is titled 'Chemical: View/Update' and contains a search section. The search section has a 'Search >' header and two tabs: 'Search' and 'Query Tool'. Below the tabs is a 'Scan Tag' section with a 'Barcode #' field and a 'Search Barcode #' button. To the right are search filters for 'PI', 'Department', 'Location', and 'Location Type'. The 'Chem Name' search field is highlighted with a red box, and its dropdown menu is open, showing options: 'Contains', 'Is', 'Contains', 'Starts With', and 'Ends With'. A mouse cursor is pointing at the first 'Contains' option. Other search options include 'Search By' (with a radio button for 'Synonym') and 'CAS #'. A 'Search' button and a 'Clear Results' link are also visible.



# Search by CAS Number

Searching by CAS # is typically the **most accurate** way to search for a chemical

UNIVERSITY OF REGINA Chemical: View/Update

Home Search >

Chemical ▾

Add

View/Update

Restore

Catalog ▾

Physical Inventory

Download Reconcile

Reports ▾

Setup ▾

Settings

Tags

Locations ▾

Users/Groups

Categories

Search Query Tool

Scan Tag

Barcode # ⓘ

Search Barcode #

PI ⓘ

Department ⓘ

Location  ⓘ

Show Inactive

Location Type   Include sublocations

Chem Name

Search By:  Catalog  Synonym

**CAS #**

Search

[Clear Results](#)

# Search by Location

You can also search by the principle investigator (PI) that the chemicals are listed under.

UNIVERSITY OF REGINA

Chemical: View/Update

Home

Search >

Search Query Tool

Scan Tag

Barcode # ?

Search Barcode #

PI ? Start typing PI name

Department ? Start typing Department n...

Location Start typing Location name

Show Inactive

Location Type   Include sublocations

Chem Name Contains

Search By:  Catalog  Synonym

CAS #

Search

Clear Results

You can start typing the name you are looking for, or click to drop down the entire list. They are sorted alphabetically by last name.

# Search by Location

To search for all the chemicals stored in a certain location, start by clicking on the blue building icon next to the search box.

The screenshot shows a web interface for chemical inventory management. On the left is a navigation menu with items like Home, Chemical, Add, View/Update, Restore, Catalog, Physical Inventory, Download Reconcile, Reports, Setup, Settings, Tags, Locations, Users/Groups, Categories, and Vendors. The main area is titled 'Chemical: View/Update' and contains search filters: PI (Start typing PI name), Department (Start typing Department name), Location (Start typing Location name), Chem Name (Contains), and CAS #. The 'Location' filter is highlighted with a red box, and a blue building icon next to it is pointed to by an arrow from the text box above. Below the filters are checkboxes for 'Show Inactive' and 'Include sublocations'. A 'Search' button and a 'Clear Results' link are also visible.

This will bring up a list of all the buildings that are part of the inventory system.

# Search By Location - Building

UNIVERSITY OF REGINA

Chemical: View/Update

Home

Search >

Search

Chemical

Add

View/Update

Restore

Catalog

Physical Inventory

Download Reconcile

Reports

Setup

Settings

Tags

Locations

Users/Groups

Categories

Vendors

Roles/Rights

States/Countries

Accounts

Support

Search Barcode #

Location Start typing Location name

Show Inactive

Location Type  Include sublocations

Clicking on the [+] beside the building will show the sub-locations (Rooms) of that building

Select Location

Click on a location name from the tree below.

- + Administration-Humanities (Ad-Hum)
- + Archer Library (Archer Library)
- + Class Room Building (Class Room Building)
- + College Building (College Building)
- + College West (CW)
- + Conservatory (Conservatory)
- + Darke Hall (Darke Hall)
- + Education Building (ED129)
- + Gallery Building (Gallery Building)
- + Green House Gas Technology Cen (Green H
- + Heating Plant (HP)
- + Kinesiology and Health Studies (KHS)
- + Laboratory Building (LB)
- + Language Institute (L.I)
- + New Residence (New Residence)

# Search By Location - Room

UNIVERSITY OF REGINA Chemical: View/Update

Home Search >

Chemical Add View/Update Restore Catalog Physical Inventory Download Reconcile Reports Setup Settings Tags Locations Users/Groups Categories Vendors Roles/Rights States/Countries Accounts Support

Search

Department Start typing Department n... Location Start typing Location name Show Inactive Location Type Include sublocations

Chem Name Contains Search

Some rooms have been further divided into sub-locations.

Select Location

- Darke Hall (Darke Hall)
- Education Building (ED129)
  - ED 104 (ED 104)
  - ED 108 (ED 108)
  - ED 117 (ED 117)
  - ED 118 (ED 118)
  - ED 119 (ED 119)
  - ED 121 (ED 121)
  - ED 130 (ED 130)
  - ED 131 (ED 131)
  - ED 135 (ED 135)
  - ED 138 (ED 138)
  - ED 138.1 (ED 138.1)
  - ED 139 (ED 139)
  - ED 320 (ED 320)
  - ED 348 (ED 348)
  - ED 435.1 (ED 435.1)

# Search by Location – Sub-location

The screenshot displays the 'UNIVERSITY OF REGINA' Chemical Management System interface. The main window is titled 'Chemical: View/Update'. On the left, a navigation menu includes options like Home, Chemical, Add, View/Update, Restore, Catalog, Physical, Download, Reports, Setup, Settings, Tags, Locations, Users/Groups, Categories, Vendors, Roles/Rights, States/Countries, Accounts, and Support. The central area features a search bar with a 'Search' button and a 'Query Tool' button. Below the search bar, there are input fields for 'PI', 'Department', and 'Location', each with a 'Start typing' prompt. A 'Scan Tag' button and a 'Barcode #' field are also visible. On the right, there are fields for 'Chem Name' and 'Search'. A 'Select Location' dialog box is open, showing a hierarchical list of locations. The list includes 'Darke Hall (Darke Hall)', 'Education Building (ED129)', and several sub-locations under 'ED 130 (ED 130)', such as 'ED130 cupboards (AA0176)', 'ED130 flammable cabinet (AA0177)', 'ED130 fridge (AA0178)', and 'ED130 under fumehood (AA0179)'. An arrow points from a text box to the 'ED130 flammable cabinet' entry.

These are generally descriptive locations such as shelves and cabinets (you can decide which locations you would like to be added to organize your space)

- Darke Hall (Darke Hall)
- Education Building (ED129)
  - ED 104 (ED 104)
  - ED 108 (ED 108)
  - ED 117 (ED 117)
  - ED 118 (ED 118)
  - ED 119 (ED 119)
  - ED 121 (ED 121)
  - ED 130 (ED 130)
    - ED130 cupboards (AA0176)
    - ED130 flammable cabinet (AA0177)
    - ED130 fridge (AA0178)
    - ED130 under fumehood (AA0179)
  - ED 131 (ED 131)
  - ED 135 (ED 135)
  - ED 138 (ED 138)
  - ED 138.1 (ED 138.1)

# Inventory Information – Search Results

The search results will be listed in alphabetical order by name. You can sort the list differently by clicking on any of the column headings

Chemical: View/Update

Chem Name  Contains

Search By:  Catalog  Synonym

CAS #

Location: ED 130 (ED 130)

Search Barcode #

Show Inactive

Location Type   Include sublocations

Select all on page    Results 1- 157 of 157    Pages 1    First    Prev    Go to Page

	Chem Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	
<input type="checkbox"/>	1-HEXADECYLPYRIDINIUM CHLORIDE MONOHYDRATE	008959	ED130 cupboards	ACROS			100.000 g		6004-24-6	Huang, Gor
<input type="checkbox"/>	1-NAPHTHOL	008965	ED130 cupboards	SIGMA	N0875	N0875-100G	100.000 g		90-15-3	Huang, Gor
<input type="checkbox"/>	ACETIC ACID	008931	ED130 under fumehood	SIGMA	A0808	A0808-2.5KG	2.500 kg		64-19-7	Huang, Gor
<input type="checkbox"/>	ACETIC ACID 1.000 N	009072	ED130 under fumehood	VWR	VW32361		1.000 L		64-19-7	Huang, Gor
<input type="checkbox"/>	ACETIC ACID, GLACIAL	008933	ED130 under fumehood	Caledone	10001		2.500 L		64-19-7	Huang, Gor
<input type="checkbox"/>	ACETONE	008869	ED130 flammable cabinet	Anachemia			1.000 L		67-64-1	Huang, Gor
<input type="checkbox"/>	ACETONE, HPLC	008868	ED130 flammable cabinet	FISHER	A949	A949-4	4.000 L		67-64-1	Huang, Gor
<input type="checkbox"/>	ACETONITRILE	008861	ED130 flammable cabinet	ALDRICH	270717	270717-1L	1.000 L		75-05-8	Huang, Gor
<input type="checkbox"/>	ACETONITRILE, HPLC	014577	ED 130	FISHER	A998	A998-4	4.000 L		75-05-8	Huang, Gor
<input type="checkbox"/>	ALCOHOL, HPLC	008859	ED130 flammable cabinet	FISHER	A995	A995-4	4.000 L			Huang, Gor
<input type="checkbox"/>	ALCOHOL, REAGENT	008862	ED130 flammable cabinet	EMD Chem	AX0445		5.000 L			Huang, Gor
<input type="checkbox"/>	AMMONIA SOLUTION	008934	ED130 under fumehood	BDH			2.000 kg			Huang, Gor
<input type="checkbox"/>	AMMONIUM HYDROXIDE	008932	ED130 under fumehood	EMD Chem	AX1303		2.500 L		1336-21-6	Huang, Gor
<input type="checkbox"/>	AMMONIUM IRON(II) SULFATE HEXAHYDRATE	008908	ED130 cupboards	SIGMA	F3754	F3754-500G	500.000 g		7783-85-9	Huang, Gor
<input type="checkbox"/>	AMMONIUM PHOSPHATE, DIBASIC, CRYSTAL, BAKER ANALYZED R A. C. S. REAGENT	008874	ED130 cupboards	BAKER	0784	0784-01	500.000 g		7783-28-0	Huang, Gor

# Inventory Information – Search Results

UNIVERSITY OF REGINA Chemical: View/Update

Home Search >

Chemical Search Query Tool

**Scan Tag**

Barcode #

PI  Chem Name

Department  Search By:  Catalog  Synonym

Location  CAS #

Show Inactive

Location Type   Include sublocations

Select all on page

	Stock Number	Amount Remaining	U-O-M	CAS #	
<input type="checkbox"/>	1-HEXADECYLPI...	100.000 g		6004-24-6	Huang, Gor...
<input type="checkbox"/>	1-NAPHTHOL	100.000 g		90-15-3	Huang, Gor...
<input type="checkbox"/>	ACETIC ACID	2.500 kg		64-19-7	Huang, Gor...
<input type="checkbox"/>	ACETIC ACID 1.000 N	1.000 L		64-19-7	Huang, Gor...
<input type="checkbox"/>	ACETIC ACID, GLACIAL	2.500 L		64-19-7	Huang, Gor...
<input type="checkbox"/>	ACETONE				ng, Gor...
<input type="checkbox"/>	ACETONE, HPLC				ng, Gor...
<input type="checkbox"/>	ACETONITRILE				ng, Gor...
<input type="checkbox"/>	ACETONITRILE, HPLC	4.000 L		75-05-8	Huang, Gor...
<input type="checkbox"/>	ALCOHOL, HPLC	4.000 L			Huang, Gor...
<input type="checkbox"/>	ALCOHOL, REAGENT	5.000 L			Huang, Gor...
<input type="checkbox"/>	AMMONIA SOLUTION	2.000 kg			Huang, Gor...
<input type="checkbox"/>	AMMONIUM HYDROXIDE	2.500 L		1336-21-6	Huang, Gor...
<input type="checkbox"/>	AMMONIUM IRON(II) SULFATE HEXAHYDRATE	500.000 g		7783-85-9	Huang, Gor...
<input type="checkbox"/>	AMMONIUM PHOSPHATE, DIBASIC, CRYSTAL, BAKER ANALYZED R A.C.S. REAGENT	500.000 g		7783-28-0	Huang, Gor...

If you enter in other criteria into the search boxes above, it will filter the existing search results.

If you want to start a new search, click on "Clear Results" and begin searching as usual



# Inventory Information – Custom Data

NA **Chemical: View/Update** | MESSAGES ( 0 ) | LOGOFF UOFRADMIN

Search > Chemical: View/Update

General Information

Barcode #	001368	QTY	1.00	Print Tag...
* Chem Name	1-BUTANOL	A399-1		
CAS #	71-36-3			

Location / User | Status | **Custom Data**

Notes | Purchasing | Chemical Information Gateway | Consumption / Refill

Open date	<input type="text"/>	Old Tag	<input type="text"/>
Expiration Date	<input type="text"/>	Custom Text 2	<input type="text"/>
Custom Date 3	<input type="text"/>	Custom Lookup 1	<input type="text"/>
Lot Number	<input type="text"/>	Custom Lookup 2	<input type="text"/>

Save

Now let's look at the 'Custom Data' tab.

Custom Data

Here you have the option of entering the date the chemical was opened, and/or the expiry date of the chemical.

# Inventory Information – Custom Data

NA **Chemical: View/Update** MESSAGES ( 0 ) LOGOFF UOFRADMIN

Print Tag.

In many cases it is a good idea to use these fields:

- Keeping track of chemicals that may need to be disposed of due to expiry
- Ascertaining whether a chemical is suitable for use in your experiment (in some cases, if a chemical is not 'fresh' it will not have the required reactivity)
- Peroxide-formers

Custom Date 3	<input type="text"/>	Custom Lookup 1	<input type="text"/>
Lot Number	<input type="text"/>	Custom Lookup 2	<input type="text"/>

Save

# NFPA Fire Diamond

Inventory Management System

Chemical: View/Update

MESSAGES ( 0 ) | LOGOFF UOFRADMIN

Search > Chemical: View/Update > Physical Chemical Properties

Physical / Chemical Properties

CAS # 71-36-3 \* Chem Name BUTANOL Master ID 26626

Physical **Chemical** Health Hazards

Formula C4H10O Molecular Weight 74.14

Other Class

Storage Req. Red, Solvent


Health 2

Flammability 3

Stability 0

Special

BOCA Display



Save

The NFPA Fire Diamond, and other information can be found under the 'Chemical' tab

To get back to the main chemical inventory information page for this chemical, click here

# Chemical Information - Synonyms



[Search](#) > Chemical: View/Update

General Information

Barcode # 001368

\* Chem Name 1-BUTANOL

CAS # 71-36-3

We are now back at the  
'Chemical Information  
Gateway' tab

QTY

1.00

Print Tag...

A399-1

Location / User

Status

Custom Data

Notes

Purchasing

Chemical Information Gateway

Consumption / Refill

\* Chem Name 1-BUTANOL

Alpha Sort 1-BUTANOL

CAS # 71-36-3

Physical/Chemical Data

Synonyms

Risk & Safety Codes

Regulatory Data

MSDS Link

Save

Clicking this button will take us to the  
list of synonyms for this chemical

# Chemical Information - Synonyms

TÉRE

Inventory Management System



Chemical: View/Update

MESSAGES ( 0 ) LOGOFF UOFRADMI

Search > Chemical: View/Update > Synonyms

Synonyms

CAS #

\*Chem Name

Synonym

1-BUTYL ALCOHOL  
1-HYDROXYBUTANE  
ALCOOL BUTYLIQUE (FRENCH)  
BUTAN-1-OL  
BUTANOL  
BUTANOL (DOT)  
BUTANOL (FRENCH)  
BUTANOLEN (DUTCH)  
BUTANOLO (ITALIAN)  
BUTYL ALCOHOL (DOT)  
BUTYL HYDROXIDE  
BUTYLOWY ALKOHOL (POLISH)

The list can be quite long, and often will include the chemical name used in other languages

Again, clicking here will take us back to where we were.

Add

Update

Delete



## Chemical: View/Update

MESSAGES ( 0 ) LOGOFF UOFRADMIN

[Search](#) > Chemical: View/Update

### General Information

Barcode #	<input type="text" value="001368"/>	<input type="checkbox"/> UnTagged	QTY	<input type="text" value="1.00"/>	<input data-bbox="1744 318 1899 354" type="button" value="Print Tag..."/>
* Chem Name	<input type="text" value="1-BUTANOL"/>	Stock Number	<input type="text" value="A399-1"/>		
CAS #	<input type="text" value="71-36-3"/>				

Let's go back to the main search page, by clicking here

Location / User	Sta		
Notes	Purchasing	Chemical Information Gateway	Consumption / Refill
Original Amount	<input type="text" value="1.000"/> L(L)	Amount Remaining	<input type="text" value="1.000"/> L(L)
Original Amount(Kg)	<input type="text" value="0.810"/> Kg	Amount Remaining(Kg)	<input type="text" value="0.810"/> Kg
Container Type	<input type="text" value="Glass Bottle"/>	<input type="button" value="Tare Calculation"/>	
<b>Consumption</b>		<b>Refill</b>	
Amount Consumed	<input type="text"/> L(L) <input type="button" value="v"/>	Amount Added	<input type="text"/> L(L) <input type="button" value="v"/>
		Refill Cost	<input type="text"/>
Date Consumed	<input type="text"/> <input type="button" value="calendar"/>	Date Refilled	<input type="text"/> <input type="button" value="calendar"/>
Comments	<input type="text"/>	Comments	<input type="text"/>

# Transfer a Chemical

## Chemical: View/Update

MESSAGES ( 0 ) LOGOFF UOFRADMIN

Search >

Search

Query Tool

Scan Tag

Find Items That Match These Criteria - Chemical: View/Update

Search By :-

Catalog

Synonym

Barcode #	<input type="text"/>	PI	<input type="text"/>	<input type="button" value="Search"/>
Location	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="Clear"/>
Chem Name	Is <input type="text"/>			
CAS #	<input type="text"/>	<input type="button" value="Chemwatch MSDS"/>	<input type="button" value="Calculate Tare"/>	
<input type="button" value="Multi Edit"/>	<input type="button" value="Transfer"/>	<input type="button" value="Dispose"/>	<input type="button" value="Change Tag"/>	<input type="button" value="Change Catalog"/> <input type="button" value="Export"/>

Select All   Results 1- 25 of 101   Total Pages 5   First   Prev   Go to Page    Next   Last

	Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Department	PO Number	Account	Storage
<input type="checkbox"/>	A-METHYL-TRANS-CINNAMALDEHYDE	001410	LB308		1.00	500.000 g		M4123-000G	69-05-6	Danims,Tanya	Group			Gray General
<input type="checkbox"/>	D-MANNITOL	010657	LB308		1.00	500.000 g					Chemistry Instructional Group			Gray General
<input type="checkbox"/>	1,2-PROPANEDIOL	001389	LB308		1.00	500.000 ml			57-55-6	Smith,Erika	Chemistry Instructional Group			Gray General
<input type="checkbox"/>	1-BROMO-3-CHLOROBENZENE	001371	LB308		1.00	100.000 g		124036-100G	108-37-2	Smith,Erika	Chemistry Instructional Group			

Check off the box beside the chemical you wish to transfer, and then click the Transfer button



# Transfer a Chemical

NA Chemical: View/Update

[Search](#) > Transfer Inventory

Current values of item(s) being transferred

Chem Name	Barcode #	Location	PI	Alternate User	Department	QTY	Custom Date 3
1-BUTANOL	001368	LB308	Smith,Erika		Chemistry Instructional Group	1.00	

Transfer Inventory

Transfer Date:   Custom Date 3:

Location:   Alternate User:

PI:   Department:

Choose the location the chemical is now going to be stored/used, and ensure that the correct PI is assigned, then click Complete Transfer



# Dispose of a Chemical

One other option you have (upon request) is to dispose of a chemical yourself

Search >

Search

MESSAGES ( 0 ) LOGOFF UOFRADMIN

Find Items That Match These Criteria - Chemical: View/Update


Search By :-  Catalog  Synonym

Barcode #  PI

Location  Department

Chem Name  Is

CAS #  Chemwatch MSDS  Calculate Tare

Multi Edit  Transfer  Dispose  Change Tag  Change Catalog  Export 

Select All Results 1- 25 of 101 Total Pages 5 First Prev Go to Page 1 Next Last

	Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Department	PO Number	Account	Storage
<input checked="" type="checkbox"/>	A-METHYL-TRANS-CINNAMALDEHYDE	001110	LB308		1.00	49.500 g		112275-50G	101-39-3	Smith,Erika	Chemistry Instructional Group			
<input type="checkbox"/>	D-MANNITOL	010657	LB308		1.00	500.000 g		M4125-500G	69-65-8	Dahms,Tanya	Dahms Group			Gray General
<input type="checkbox"/>									57-55-6	Smith,Erika	Chemistry Instructional Group			Gray General
<input type="checkbox"/>								124036-100G	108-37-2	Smith,Erika	Chemistry Instructional Group			

Simply check the box beside the chemical, and click the "Dispose" button

# Dispose of a Chemical

This will primarily be used by those who go through larger volumes of chemicals (such as solvents) and do not wish to record and hand in a list of barcodes to Science Stores or HSW as frequently as they would need to



View/Update

HELP LOGOFF

Search > Dispose Inventory

Dispose Inventory

Disposal Date

PI

Disposal Method   Empty Container

Approved On

Amount to Dispose

Amount Remaining

Ok Cancel

**Consumed (1)**  
Envirotec disposal ()  
Sold (3)  
Wash, rinse, dispose (2)

Be sure to choose your name from the drop-down list

And chose the method of disposal (will commonly be 'consumed')

# Dispose of a Chemical

RTÉRE

Inventory Management System



HELP LOGOFF

Search > Dispose

Dispose Inventory

Disposal Date

PI

Disposal Method

Approved On

Amount to  
Dispose

- Please note that once a chemical is disposed of, that barcode is listed as disposed... permanently.
- For that reason, this option is not automatically available to all users.
- If you wish to have this control over your inventory, please contact HSW to get your user rights changed



# Inventory Maintenance

- If chemicals are purchased through Stores, they will be barcoded and entered into Vertere.
- You can then transfer the item to a particular sub-location
- When you have emptied a container, please remove the barcode

# Inventory Maintenance

- Triple rinse the container, deface the labels, and dispose of the container as usual
- Keep the barcode (or record the number)
- These barcodes need to be entered as “disposed” in Vertere
- Sticking the barcodes on a sheet of paper makes this process fairly simple

# Inventory Maintenance

- Hand in the “disposed” barcodes to Stores so that the inventory can be updated
- To keep the inventory as current as possible, hand in barcodes frequently
- Alternatively, you can record the barcode number and email the list
- Please make sure to watch for typos if you choose this method!

# Inventory Maintenance

- If a chemical is not purchased through Stores (or if Stores is unable to open the package, etc) then you must ensure the inventory is updated
- Email [health.safety@uregina.ca](mailto:health.safety@uregina.ca) the required information and HSW will enter it into the system and assign a barcode
- Pick up the barcode and affix it to the container

# Inventory Maintenance

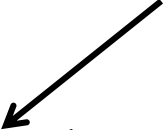
- The information required to enter the chemical into the inventory is shown below, a copy of this spreadsheet can be obtained from the HSW website

Barcode #	Location	Chemical name	Vendor	CAS #	Size	Product/ Catalogue #	Expiry (if any)



# Inventory Maintenance

- HSW will return the form to you, showing the barcode each chemical has been assigned



Barcode #	Location	Chemical name	Vendor	CAS #	Size	Product/ Catalogue #	Expiry (if any)

# Inventory Maintenance

- If you wish to add chemicals to your inventory yourself, you will need to contact HSW
- We will change your user settings to allow inventory additions, and explain the proper procedure for doing so
- You will then be given a small stock of barcodes to use for this purpose
- Contact HSW if you are running low on barcodes