

### Chemical Inventory Reconciliation Instructions

Annual reconciliation of chemical inventories is required for all labs to ensure their inventory is kept up to date. Reconciliation involves using a RFID scanner to capture barcode information on all chemical containers in the lab, creating a report and uploading it into UC Chemicals. The reconciliation report will capture the actual inventory in the lab and compare it to the online inventory in UC Chemicals.

**Below are instructions on how to reconcile your inventory.**

To prepare to scan and reconcile your inventory, you will need the following:

- Access to UC Chemicals: <https://app.riskandsafety.com/chemicals/>
- A mobile device or Bluetooth enabled computer to download reconciliation report
  - RSS Chemicals App on mobile device or desktop

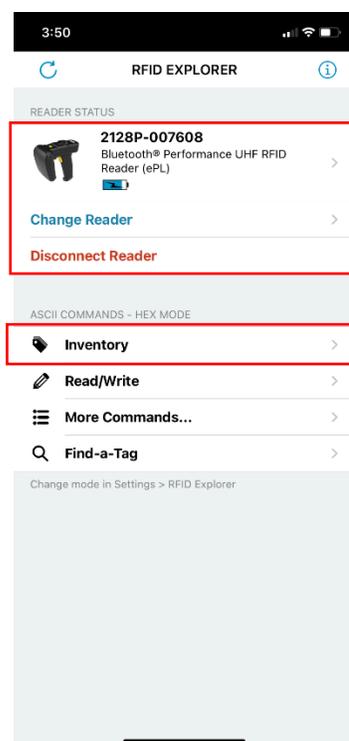


- RFID Scanner mobile app or software (e.g. RFID Explorer or similar)

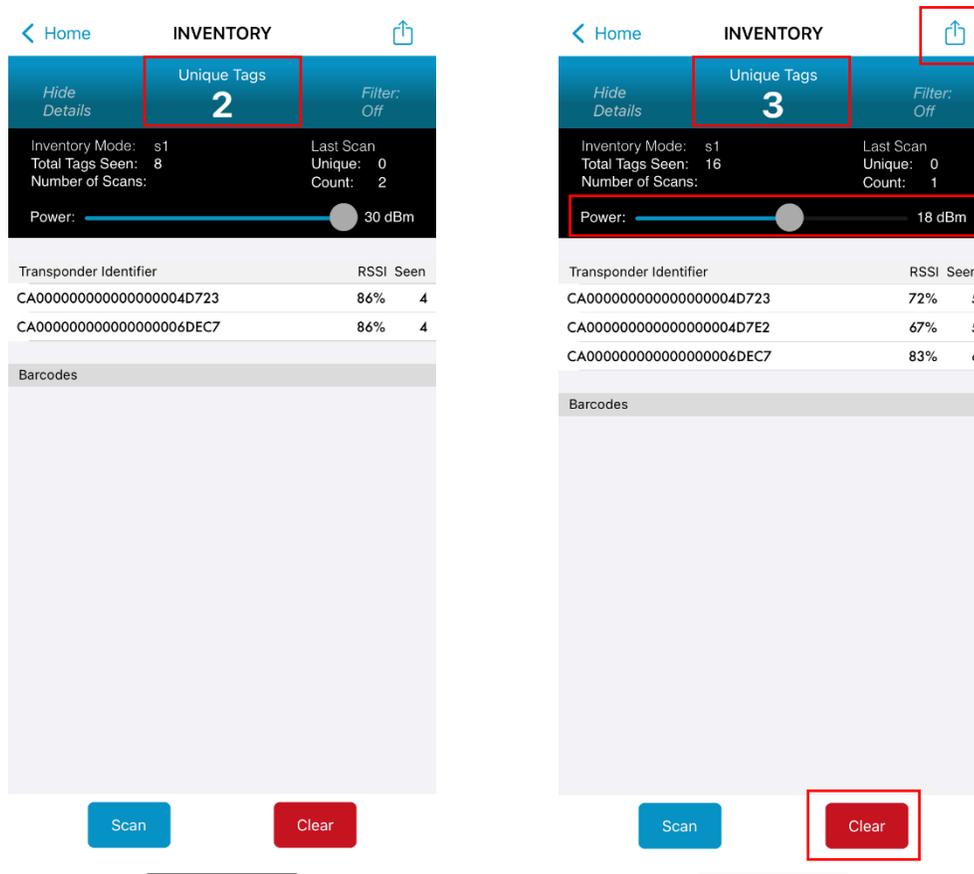


- RFID barcodes (available at these [locations](#))
- RFID scanner – To check out a RFID scanner, please contact EHS at [safety@uci.edu](mailto:safety@uci.edu) or 949-824-6200

1. Inspect all chemical storage areas and ensure the following:
  - All containers have RFID barcodes. If some are missing, add them to the inventory and scan a RFID barcode to the container.
  - All containers are standing upright.
  - Delete any loose RFID tags that may have fallen off containers and remove from the lab.
2. Remove any other extra RFIDs from the lab so they do not get picked up from the scanner.
3. Connect the scanner to RFID Explorer from the app's main page using a Bluetooth connection. This only works when the scanner is in proximity of the mobile device.
4. Select **Inventory** and push the button on the scanner to scan all chemical containers in each sublocation and room that belong to the lab's inventory.
  - a. Put the scanner close to the areas you are scanning, within 1-2 feet or less, to ensure all barcodes are scanned.
    - i. This will require you to open cabinets and refrigerators/freezers.
    - ii. Pull bins down from shelves or out of refrigerators/freezers and scan each bin individually.
    - iii. You may need to shift containers around within bins or shelving to ensure all barcodes are scanned.

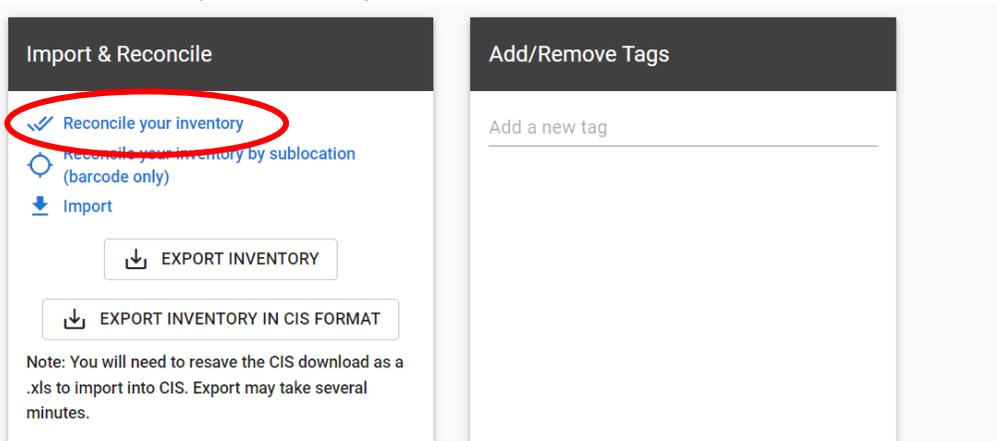


- b. Make sure to sweep the scanner back and forth several times over all chemical storage areas.
    - i. You can change the sensitivity of the scanner so that it will pick up more barcodes using the **Power** slide bar on the Inventory tab in RFID Explorer.
    - ii. Keep scanning until you are no longer picking up unique tags.
  - c. This process will usually take more than 1 person (scanning, monitoring, shifting containers/bins).
5. Once the scan is complete, the app will allow you to download a reconciliation report. Make sure to save this to your device using the upload button in the top right corner of the Inventory tab.
  6. You can always **Clear** the scan and try again if necessary. Be sure to save any report you may need before clearing. Also, do not back out of the Inventory tab in RFID Explorer while scanning, as it will reset the data.



7. Upload the report into UC Chemicals and review any inconsistencies. Reconciliation within UC Chemicals is under **Inventory Summary** in the **Import & Reconcile** box (see following pages).
  - a. Upload the reconciliation report under “Reconcile your Inventory”
    - i. Be sure to select only the rooms that were scanned before you upload.
  - b. You can review inconsistencies by sublocation via “Reconcile your inventory by sublocation”

8. To view your lab’s reconciliation report, log in to UC Chemicals (<https://app.riskandsafety.com/chemicals/>)
  - a. Select **Inventory Summary**
  - b. Find the **Import & Reconciliation** section
  - c. Select **Reconcile your inventory**



9. Select **Reconciliation Report**

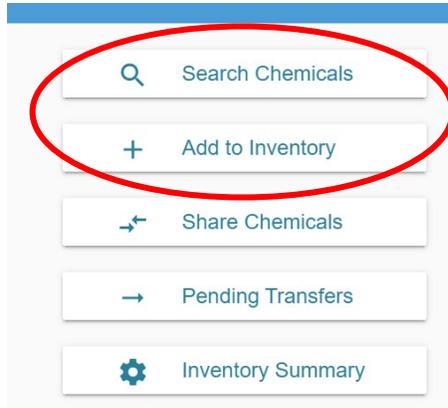


The reconciliation report shows the RFID barcode, chemical containers information, locations, along with the following the status of each container:

Status	Reason	Action
Location Match	RFIDs found in expected location.	n/a
Location Mismatch	RFID tags scanned in different location than expected	Determine if containers need to be in the correct location
Unscanned	RFID tags not scanned. These could be containers that were disposed of and not deleted from the inventory or the scanner did not pick up	Delete container(s) from inventory if no longer in the lab, find container if in another location or add/fix RFID tag so it is a “flag” and not laying flat.
New	New RFID tags not associated with a current inventory item. These could be “extra” barcodes that have not been assigned yet or a borrowed chemical from another inventory	Assign barcode to chemical or return borrowed chemical if no longer needed.
Accounted For	RFID tags not relevant to the reconciliation of this inventory. These could be sublocations – they are a part of the inventory but not a container.	n/a

**PLEASE MAKE THE NECESSARY UPDATES TO YOUR INVENTORY IN UC CHEMICALS AS INDICATED IN THE ACTION COLUMN TO ENSURE YOUR INVENTORY IS UP TO DATE.**

10. Use the menu below on UC Chemicals homepage to search for your chemical and make the necessary edits (delete, change location, etc.). You can also use the menu to add chemicals, however, you will need a mobile device to scan a barcode to assign it to a chemical.



For more detailed information on how to add/delete, please refer to:

[https://www.ehs.uci.edu/research-safety/chemical-safety/\\_pdf/UC-Chemicals-User-Quick-Reference.pdf](https://www.ehs.uci.edu/research-safety/chemical-safety/_pdf/UC-Chemicals-User-Quick-Reference.pdf)

11. Once you have updated your inventory, select **Finish Reconciliation** on the Reconciliation page.



12. Once the reconciliation is complete, please recertify your chemical inventory is up to date on the **Inventory Summary** page.

Total Chemicals	Total Containers	Container Issues	Barcoded	Missing Barcode
1	1	0	1	0

Inventory Access & Permissions	Certification
<p>You can use inventory access to view and modify users' permissions to access different functionalities within your chemical inventory</p> <p><input checked="" type="checkbox"/> Inventory Access &amp; Permissions</p>	<p style="text-align: center;"></p> <p style="text-align: center;">Last certified as accurate on Apr 18th 2022 by Angela Geissbuhler</p> <p style="text-align: center;"><a href="#">RECERTIFY INVENTORY</a></p>

Please contact your EHS Coordinator or email [safety@uci.edu](mailto:safety@uci.edu) for any questions.