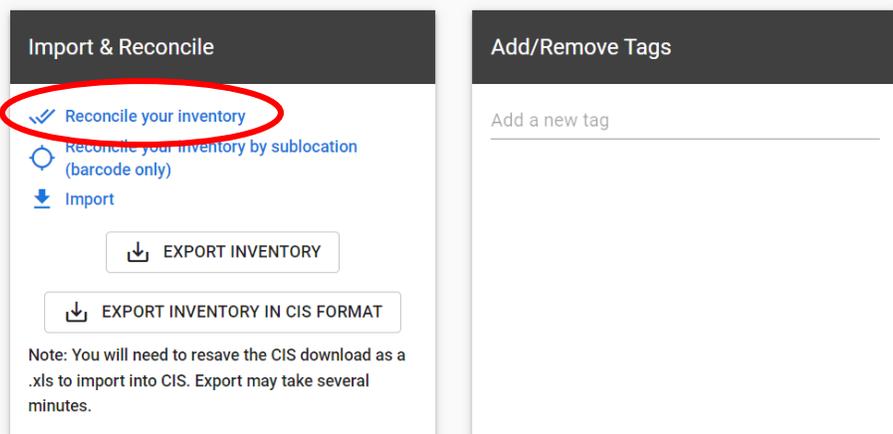


Annual reconciliation of chemical inventories is required for all labs to ensure it is up to date. Reconciliation involves using a RFID scanner to capture barcode information on all chemical containers in the lab, creating a report and uploading it into UC Chemicals. The reconciliation report will capture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

EHS students have recently scanned your chemical containers to start the reconciliation of your chemical inventory. To complete the reconciliation process and ensure your chemical inventory is up to date, please follow the instructions below on how to make the necessary updates (i.e. add/delete chemicals) and certify it is complete. **Reconciliation of your inventory is an annual requirement, so it is important to complete this process.**

To view your labs reconciliation report, login to UC Chemicals (<https://app.riskandsafety.com/chemicals/>)

1. Select **Inventory Summary**
2. Find the **Import & Reconciliation** section
3. Select **Reconcile your inventory**



4. Select **Reconciliation Report**

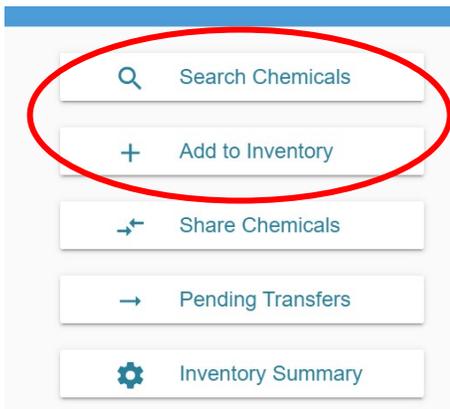


The reconciliation report shows the RFID barcode, chemical containers information, locations, along with the following the status of each container:

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.

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.

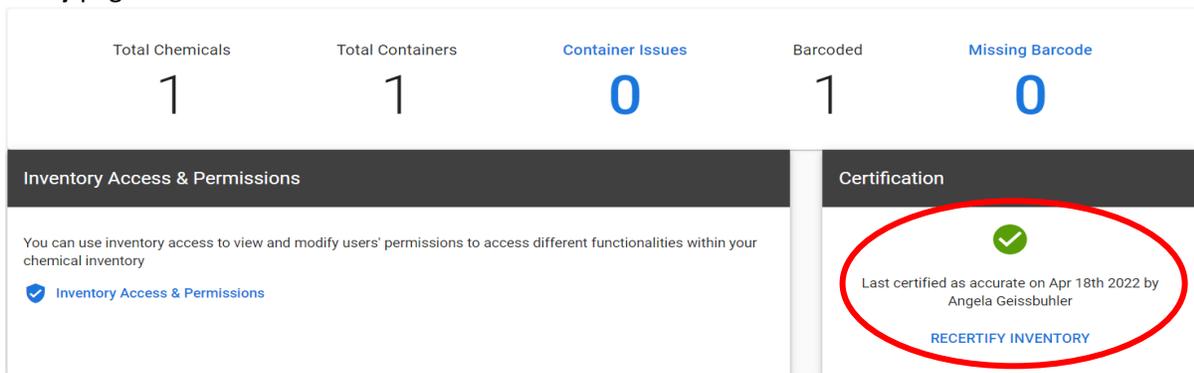


For more detailed information on how to add/delete, please refer to: https://www.ehs.uci.edu/research-safety/chemical-safety/_pdf/UC-Chemicals-User-Quick-Reference.pdf

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



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



Please contact your EHS Coordinator or email safety@uci.edu for any questions.