
ChemTracker Newsletter 8/9/11

From : Debra Brown <chemtracker_support@lists.stanford.edu>

Tue, Aug 09, 2011 03:40 PM

Subject : ChemTracker Newsletter 8/9/11

 2 attachments

To : Debra Brown <chemtracker_support@lists.stanford.edu>



Newsletter 8/9/11

1. **Message from the ChemTracker Manager**
2. **CSHEMA 2011 Consortium Meeting**
3. **Please Remind Users that ChemTracker URLs have Changed**
4. **Welcome to New Members**
5. **Common Solutions: Does ChemTracker Take Mixtures?**
6. **Did you know...? Scroll bars off the window?**

1. Message from the ChemTracker Manager

Greetings!

As the newly appointed ChemTracker manager I am excited to be leading the highly dedicated and talented team of Stanford EH&S employees who comprise the ChemTracker team. Likewise, it was a pleasure to meet many of you at the 2011 CSHEMA conference in Minneapolis, and I look forward to communicating and collaborating with all of you as we move ChemTracker forward. We have already begun our strategic planning for a major revision of ChemTracker that will include significant improvements to the user interface and reporting functions. In addition, we will be reviewing your feedback to date as well as soliciting additional suggestions for other improvements in the functional requirements of ChemTracker.

We will be using this quarterly newsletter as one part of increased outreach and communication to ChemTracker Consortium members. Consortium members have made requests at both last and this year's CSHEMA conference Consortium meeting to have access to an electronic means of communicating between members, e.g., a listserv. We are investigating various options for a forum-type tool so that ChemTracker Administrators can post questions to other members and exchange ideas.

In addition, we will be presenting webinar training demonstrations to assist ChemTracker Administrators during their campus's initial setup, and providing tips on specific tasks within ChemTracker. If you have topics you would like us to cover, please send them to chemtracker_support@lists.stanford.edu.

We are going to have a very productive year for ChemTracker ahead of us. Our goal is to ensure that ChemTracker evolves to meet your hazardous materials inventory management needs as well as responds to changes in regulatory reporting requirements.

Thank you for your participation,

A handwritten signature in blue ink that reads 'R. Kevin Creed'.

You can contact Kevin at kcreed@stanford.edu or 650-723-4767.

2. CSHEMA 2011 Consortium Meeting

The ChemTracker Consortium meeting at the annual CSHEMA conference was well attended by 14 individuals from 11 institutions. Significant improvements in the overall ChemTracker program which were discussed at the meeting include:

- Addition of ChemTracker manager — provides coherent, strategic direction and planning to improve ChemTracker as well as increased Consortium member outreach
- Addition of one dedicated technical staff member; reallocation of partial FTEs from existing EH&S technical staff to ChemTracker — improved user support and technical troubleshooting
- Increased outreach/communication
 - Four communications/newsletters this year — increased frequency of news updates
 - Communications archived on ChemTracker Administrator Help site — retrievable for reference
- Improved user support tracking/resolution/response time
 - Client Requests (CRs) created between 7/21/10 and 7/12/11 = 726
 - CRs closed from 7/21/10 to 7/11/11 = 611
- Improvements in Classification:
 - Correction of erroneous entries — improved data integrity/accuracy
 - Additional reference sources accessed — increased ease of three reference confirmation
 - Request to Classification turn-around time improved
 - Progress on Particularly Hazardous Substances:
 - OSHA Select Carcinogens categorized — flagging for compliance with OSHA Lab Standard
 - Work initiated on reproductive hazards and acutely toxic chemicals
- Completion of NYC-RTK report — demonstrated effectiveness of alternate strategy for report generation; will use to improve reporting function
- Migration of ChemTracker to new servers — better stability/dependability
- Five new Consortium members (see below)
- New websites (public, prospects, end-user Help and ChemTracker Administrator's Help); public site redesigned — better user interface, updated information
- Retirement of version 2 — focusing resources on v1 & v3 while building toward a new single platform for inventory and reporting/administration
- Use of Quickbooks for account tracking — increased administrative efficiency

Kevin Creed presented his vision for ChemTracker and described how the ChemTracker team has already begun strategic planning discussions on the major revision to ChemTracker. The vital role of the ChemTracker Administrators was also discussed and that the ChemTracker team is going to be providing greater outreach and training support to the ChemTracker Administrators. A ChemTracker Administrator profile was disseminated (attached) to provide assistance to Consortium member institutions as they select who fills the ChemTracker Administrator role at their location.

We hope to see many of you at the 2012 CSHEMA conference in Portland, Oregon (<http://www.cshema.org/portland.aspx>).

3. Please Remind Users that ChemTracker URLs have Changed

We are close to the beginning of the academic year and want to remind you that some Users may be logging into ChemTracker for the first time since it moved to different servers. Please direct them to the ChemTracker website (<http://chemtracker.stanford.edu>) where they can click on Member Access Links to find their links to v3 and v1.

- You can also instruct them to bookmark the new link(s) and delete the previous bookmarks.
- You may wish to send out the new URLs to your users to make it easier for them.

4. Welcome to New Members

We want to welcome the members who have joined us since July 2010:

- St. Francis College, Brooklyn, NY
- Texas A&M Health Science Center, College Station, TX
- Eastern Virginia Medical School, Norfolk, VA
- West Texas A&M University, Canyon, TX
- The Scripps Research Institute, Florida

5. Common Solutions: Does ChemTracker allow mixtures?

Cleaning Agents: We have many cleaning agents already classified in ChemTracker's database. To enter a cleaning agent, enter the name of the product as the chemical name (e.g., Chlorox, Lysol) and click Search. If the material is not in ChemTracker's reference database, you may still enter it into your inventory.

Working lab solutions are not usually entered into ChemTracker, because the components should be entered into ChemTracker.

Mixtures: If you have a complex material that is used repeatedly, then you may want to enter it into ChemTracker. Add mixtures and solutions the same way you add other chemicals. ChemTracker contains a large number of mixtures in its database, so it is likely that the mixture can be found by the search when you add a Chemical Name. Some example of names you might use for a

mixture's Chemical Name are "5, GAL, KODAK Photo Flow Working Solution, L," "1000, ML, HEPES Working Solution in Water and 10 % ethanol, L" and "500 GM, Standard Grignard's reagent, S".

If your mixture is not in ChemTracker, you can still enter it, but it will not be linked to safety and regulatory information and therefore will not display on regulatory reports. Give it a name, and enter the constituents and their percentages into the Chemical Name field. If you know any of the materials are hazardous, email the ChemTracker Team at chemtracker_support@lists.stanford.edu to request classification, giving us detailed information. An MSDS and manufacturer's name and product number are tremendously helpful during the classification process.

6. Did You Know...? Scroll bars off the window?

Using Control and the "+" key will zoom in on a browser screen, while pressing Control and the "-" key will zoom out on most pc browser screens. Sometimes we can do this without realizing it and suddenly scroll bars in ChemTracker have "disappeared" on the Detail screen because the screen is zoomed in. If this happens to you or a User, press the Control and the "-" key together to return the window to its default.

ChemTracker communications are archived at <http://chemtracker.stanford.edu/web/help/blog/category/communications/>

**© 2011 Stanford University. ChemTrackerSM is a registered Service Mark
of the Board of Trustees of Leland Stanford Junior University**