



Department of Chemistry
The University of Hong Kong



Chemical Tracking System



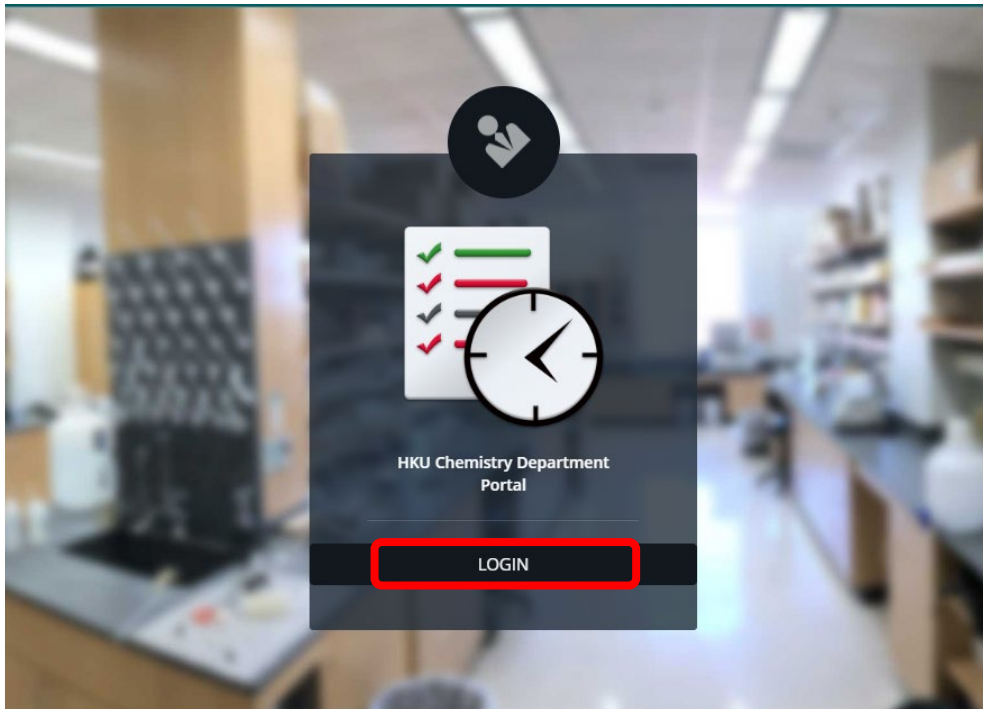
Feature

- *Real-time Chemical Inventory List, with storage Location*
- *Ownership (down to the RPG/staff)*
- *Chemical Clearing when Leaving*
- *Chemical Sharing within Research Group, Departments & Faculty*
- *Surplus Chemical Circular*

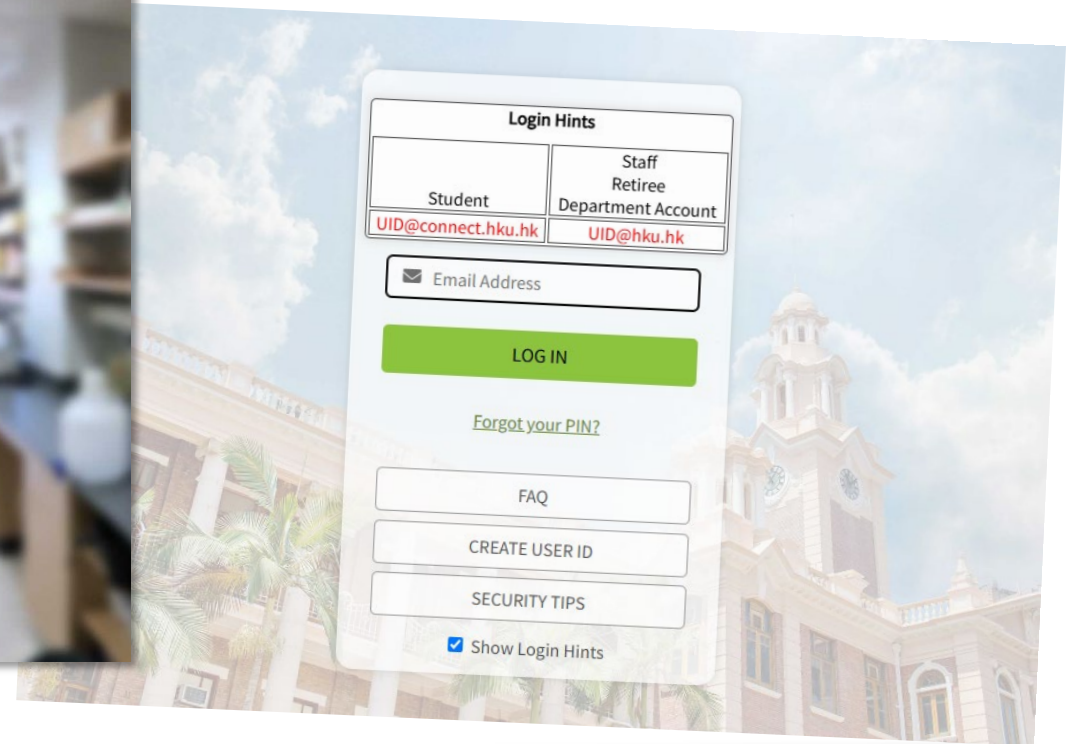




Login from Chemistry Dept Portal



<https://portal.chemistry.hku.hk/>



- *Login Chemistry Dept Portal with HKU Portal Login ID & Password*



Access Chemical Tracking

CLICK "MY INVENTORY" UNDER "CHEMICAL TRACKING"
ON LEFT-SIDE MENU

The screenshot displays the HKU Chem Dept Portal interface. On the left, a dark sidebar menu contains several items: 'Department Notice', 'General Info', 'RPg Students', 'Safety Matters', 'Chemical Tracking' (which is expanded), 'My Archive', 'Team Inventory', 'Team Archive', 'Request from Peer', 'Store', and 'Contact Us'. The 'My Inventory' option under 'Chemical Tracking' is highlighted with a red rectangle. A red arrow points from the text 'CLICK "MY INVENTORY" UNDER "CHEMICAL TRACKING" ON LEFT-SIDE MENU' to this highlighted option. The main content area on the right is titled 'Inventory' and includes a 'Show 10 entries' dropdown, a table header with columns 'Details', 'CAS No. / Name', and 'Location', and a message 'Showing 0 to 0 of 0 entries'.



Chemical Inventory Creation

HKU CHEM DEPT PORTAL

Donald Mak SuperAdmin Mr Don Chow

Chemical Tracking

My Inventory

My Archive

Team Inventory

Team Archive

Request from Peer

Approve Sharing Request

Inventory Report

Inventory

CLICK "ADD INVENTORY"

+ Add Inventory

Show 10 entries

Search

Details	CAS No. / Name	Owner	Supervisor	Location	Shelf	Tray	Surplus	Remark	Current Quantity	Last Update
No data available in table										

Showing 0 to 0 of 0 entries

Previous Next

Buyer input

1. Storage location
2. Ownership
3. Chemical details like name, CAS, quantity, etc.
4. Other important information

Chemical Inventory created in the Chemical Tracking System



Chemical Inventory Creation

Add Inventory

1. INPUT CAS NO., UN NO. AND NAME
IF THE CHEMICAL WAS INPUT IN THE SYSTEM BEFORE, UN AND NAME WILL GENERATE AUTOMATICALLY

2. ADD THE LOCATION, DETAILS DOWN TO THE BENCH AND SHELF NUMBER

3. SELECT VENDOR INFO

4. ADD THE NEW INVENTORY WITH OWNER, DETAILS DOWN TO THE RPG/STAFF

5. INPUT PRICE INFO

6. NEW CHEMICAL INVENTORY (WITH OWNER AND LOCATION) IS CREATED
THEN → CHEMICAL TRACKING

Form Fields:

- CAS No. *: 1309-64-4
- UN No.: UN1234
- Location *: CYMC101-Chemical cabinet 1
- Name: Antimony(III) oxide, ReagentPlus, powder, particle size 5 m
- Brand: N/A
- CAT No.:
- Vendor: N/A
- Initial Quantity *: 1
- Remaining Quantity: 1 kg
- Remark:
- Owner: 4221 Haibo Jiang Lifei WANG
- Group: Haibo Jiang
- Unit Price: HKD 100
- Save



Chemical Inventory Creation

1. INPUT CAS NO., UN NO. AND NAME

IF THE CHEMICAL WAS INPUT IN THE
SYSTEM BEFORE, UN AND NAME WILL
GENERATE AUTOMATICALLY

HKU CHEM DEPT PORTAL

Add Inventory

CAS No. * 1309-64-4

UN No. UN1234

Location * CYMC101-Chemical cabinet 1

Name Antimony(III) oxide, ReagentPlus, powder, particle size 5 m

Brand N/A

CAT No.

Vendor N/A

Initial Quantity * 1 kg

Remaining Quantity 1 kg

Remark

License No

Sea Freight No

Control Chemical Yes

Surplus No

NEED TO CHECK SAFETY DATA SHEET (SDS) TO DETERMINE THE UN NO.

Owner 4221 Haibo Jiang Lifei WANG

Buyer

Payer

Approver

Group Haibo Jiang

Unit Price HKD 100

Created By

Updated By

Close Save



Checking UN-Number by CAS

Safety Data Sheet
according to 29CFR1910/1200 and GHS Rev. 3

Effective date : 12.14.2014

Page 1 of 7

Hexane (n-Hexane)

SECTION 1 : Identification of the substance/mixture and of the supplier

Product name : Hexane (n-Hexane)

SECTION 3 : Composition/information on ingredients

Ingredients:

CAS 110-54-3	n-Hexane	>95 %
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SECTION 14 : Transport information

UN-Number

1208

UN proper shipping name

Hexanes



Workflow of Chemical Tracking

Chemical Consumption

Owner needs to update Chemical Status
in the system for every consumption
(ideal case)

Chemical Inventory
updated – **Real time**

Location *
CYMC101-Chemical cabinet 1

Tray

Initial Quantity *
100.000 g

Current Quantity
100.0000

Deduce Used Quantity...
g

Remaining Quantity
50.0000 g

Remark



Workflow of Chemical Tracking

Chemical Consumed

Owner update Chemical Status when chemical is 100% consumed

Chemical inventory will move to "Archive" for record purpose

Head/Supervisor/Owner can trace back the purchasing and consumption history

HKU CHEM DEPT PORTAL

General Info +

Chemical Tracking -

- My Inventory
- My Archive**
- Team Inventory
- Team Archive
- Request from Peer

Inventory

Show 10 entries

Details	CAS No. / Name
	136590-09-5 Fmoc-Tyr(3-NO ₂)-OH
	11-22-33 Test

Location *
CYMC101-Chemical cabinet 1

Tray

Initial Quantity *
100.000 g

Current Quantity
100.0000

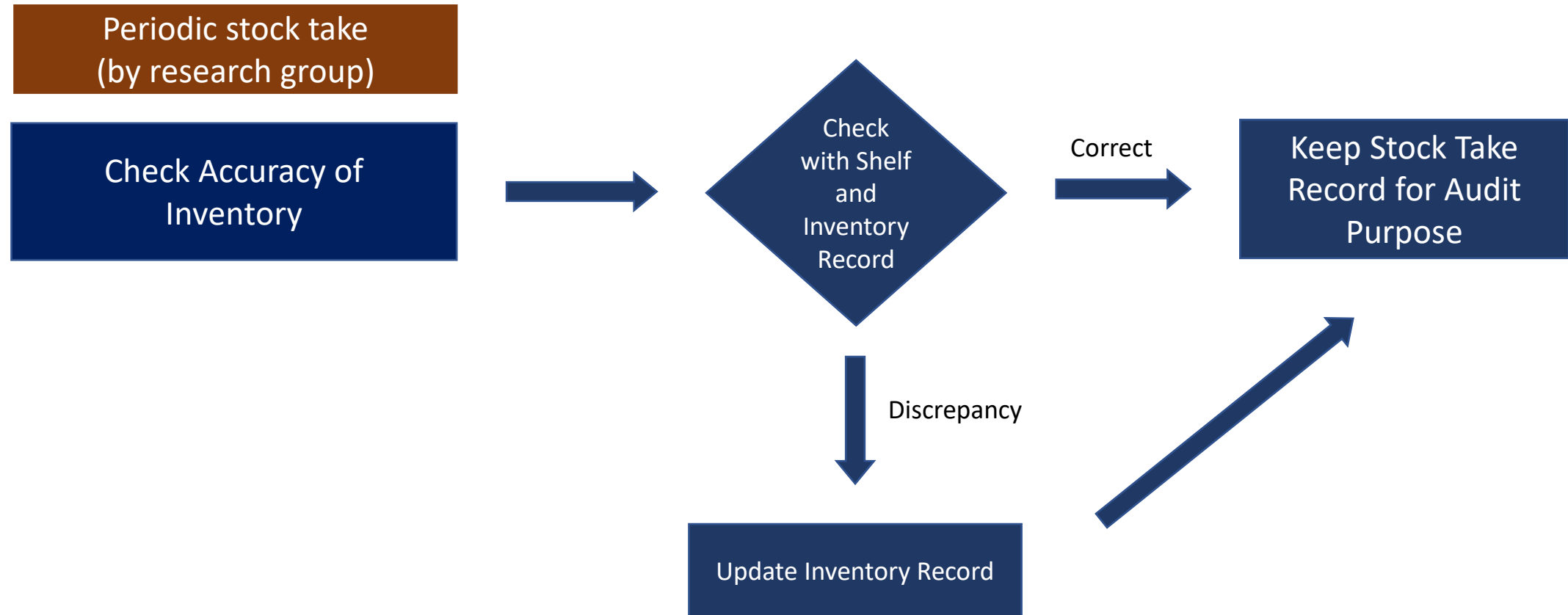
Deduce Used Quantity...

Remaining Quantity
0.0000 g

Remark
test

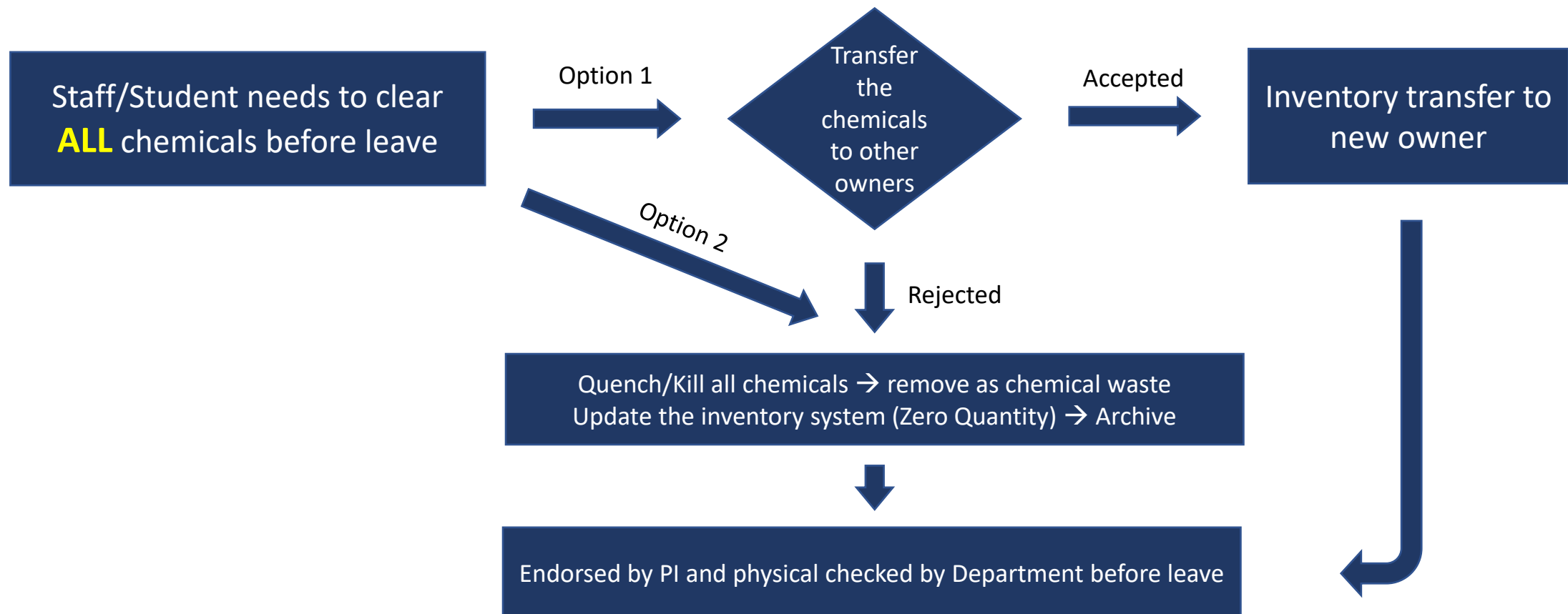


Workflow of Chemical Tracking





Chemical Clearing when Leaving





Chemical Searching

By Head/PI/Users



Full list of Chemicals under their corresponding ownership

Inventory Report

Copy Excel PDF

Search:

CAS No. / Name	Current Quantity	Last Update	Remark
65-85-0 Benzoic acid	500.0000 g	2020-05-25 16:17:25	
94-36-0 Benzoyl peroxide, 25% in water	0.0000 g	2020-05-25 15:10:30	
71-43-2 Benzene	0.0000 L	2020-05-25 15:07:47	
65-85-0 Benzoic acid, 0.001 M	2.5000 L	2020-05-25 14:35:30	

Search by

1. CAS#
2. Chemical Name
3. DG category
4. Controlled Chemical



Danger Good Searching/Summary Report

1. SMT

2. DEAN OF SCIENCE

3. DEPARTMENT
HEAD

4. DIRECTOR OF
SAFETY OFFICE

5. FSD

HKU CHEM DEPT PORTAL

Mr Donald Mak

General Info

Chemical Tracking

My Inventory

My Archive

Team Inventory

Team Archive

Request from Peer

Approve Sharing Request

Inventory Report

DG Report

Chemical Purchasing

Store

Submit Form

Admin Function

Course

People

Report

DG Report

Copy Excel PDF

Search

CAS No. / Name	Location	Shelf	Owner	Current Quantity	Last Update	Remark
106-93-4 1,2-Dibromoethane	CYMC413A	CYMC413A-Outside	Chi Ming CHE	100.0000 mL	2020-09-01 00:00:00	
106-93-4 1,2-Dibromoethane	CYMC413A	CYMC413A-Outside	Chi Ming CHE	100.0000 mL	2020-09-01 00:00:00	
646-06-0 1,3-dioxalene stablize.	CYMC413A	CYMC413A-Outside	Chi Ming CHE	0.0000 g	2020-09-01 00:00:00	
106-50-3 1,4-Phenylene-diamine	CYMC413A	CYMC413A-Outside	Chi Ming CHE	0.0000 g	2020-09-01 00:00:00	
97-00-7 1-Chloro-2,4-dinitro-benzene	CYMC413A	CYMC413A-Outside	Chi Ming CHE	100.0000 g	2020-09-01 00:00:00	
98-01-1 2-Furaldehyde	CYMC413A	CYMC413A-Outside	Chi Ming CHE	100.0000 mL	2020-09-01 00:00:00	
88-74-4 2-nitroaniline	CYMC413A	CYMC413A-Outside	Chi Ming CHE	0.0000 g	2020-09-01 00:00:00	
99-09-2 3-nitroaniline	CYMC413A	CYMC413A-Outside	Chi Ming CHE	0.0000 g	2020-09-01 00:00:00	
100-01-6 4-Nitroaniline	CYMC413A	CYMC413A-Outside	Chi Ming CHE	250.0000 g	2020-09-01 00:00:00	
7727-54-0 Ammonium persulfate	CYMC413A	CYMC413A-Outside	Chi Ming CHE	100.0000 g	2020-09-01 00:00:00	

Showing 1 to 10 of 1,041 entries

Previous 1 2 3 4 5 ... 105 Next



Inventory Report

≡ HKU CHEM DEPT **PORTAL**

General Info +

Chemical Tracking -

My Inventory

My Archive

Team Inventory

Team Archive

Request from Peer

Approve Sharing Request

Inventory Report

DG Report

Inventory Report



☐☐☐☐

Copy

Excel

PDF

CAS No. / Name	Current Quantity	Last Update
25291-17-2 (Perfluorohexyl)ethylene	0.0000 g	2020-09-01 00:00:00
694-83-7 1,2-Diaminocyclohexane	250.0000 mL	2020-09-01 00:00:00
124-09-4 1,6-diaminohexane	100.0000 g	2020-09-01 00:00:00

**SPECIAL
PERMISSION
IS NEEDED**

Toppro - WE BUILD DIGITAL EXPERIENCE



Chemical Sharing

Prevent duplicate purchase

HKU CHEM DEPT PORTAL

General Info +

Chemical Tracking -

- My Inventory
- My Archive
- Team Inventory
- Team Archive
- Request from Peer
- Approve Sharing Request
- Inventory Report
- DG Report

Inventory

Show 10 entries

Details CAS N / Nan

Showing 0 to 0 of 0 entries

Research Confidential/Safety Consideration

Searching results will “**NOT**” show the owner/storage location

If interested, Sending request to the owner

Owner will be disclosed, **only** when the owner accepted the request

Request Chemical: Inventory from Department

Show 10 entries Search no

Details	CAS No. / Name	Current Quantity	Last Update	Remark
	2768-90-3 Pinacyanol chloride (2010)	1.0000 g	2020-05-25 17:17:44	
	115-39-9 Bromophenol blue	5.0000 g	2020-05-25 16:20:55	
	115-39-9 Bromophenol blue	5.0000 g	2020-05-25 16:20:17	
	115-39-9 Bromophenol blue	5.0000 g	2020-05-25 16:19:33	
	115-39-9 Bromophenol blue	5.0000 g	2020-05-25 16:18:54	
	521-31-3 3-aminophthalhydrazide 98%	5.0000 g	2020-05-25 16:16:17	
	67-63-0 Isopropanol, 99.5%, for HPLC gradient grade	1.0000 L	2020-05-25 16:10:54	

Inventory transfer to the new owner



Chemical Sharing Workflow

Request Chemical: Inventory from Department

Show 10 entries

Request

CAS No. / Name

69-72-7 Salicylic acid

69-72-7 Salicylic acid

69-72-7 Salicylic acid

69-72-7 Salicylic acid

69-72-7 Salicylic acid

83-83-8 Ribonucleoside

Request Inventory from others

Do you want to send request to owner of 69-72-7 Salicylic acid and ask for sharing for the quantity below?

Unit: g (Max: 500.0000g)

100

Send Request Cancel

After searching

My Request

Show 10 entries

Search

CAS No. / Name	Quantity	Status	Last Update
50-21-5 DL-Lactic acid	100.0000 g	Pending	2020-06-01 00:10:07

Showing 1 to 1 of 1 entries

Previous 1 Next



rejected

No inventory change, then start purchasing procedures

accepted

Inventory transfer to the new owner
(no need to purchase)

New owner update the storage location and quantity in the system



Chemical Sharing

Within group – Approved by PI

Within Department – Approved by the original owner's PI

Within Faculty (Inter-department)

When the system develop to other department(s) under Faculty based, Chemical Sharing is feasible for inter-department/inter-Faculty

Approve Sharing Request

Transfer to XXXXXX

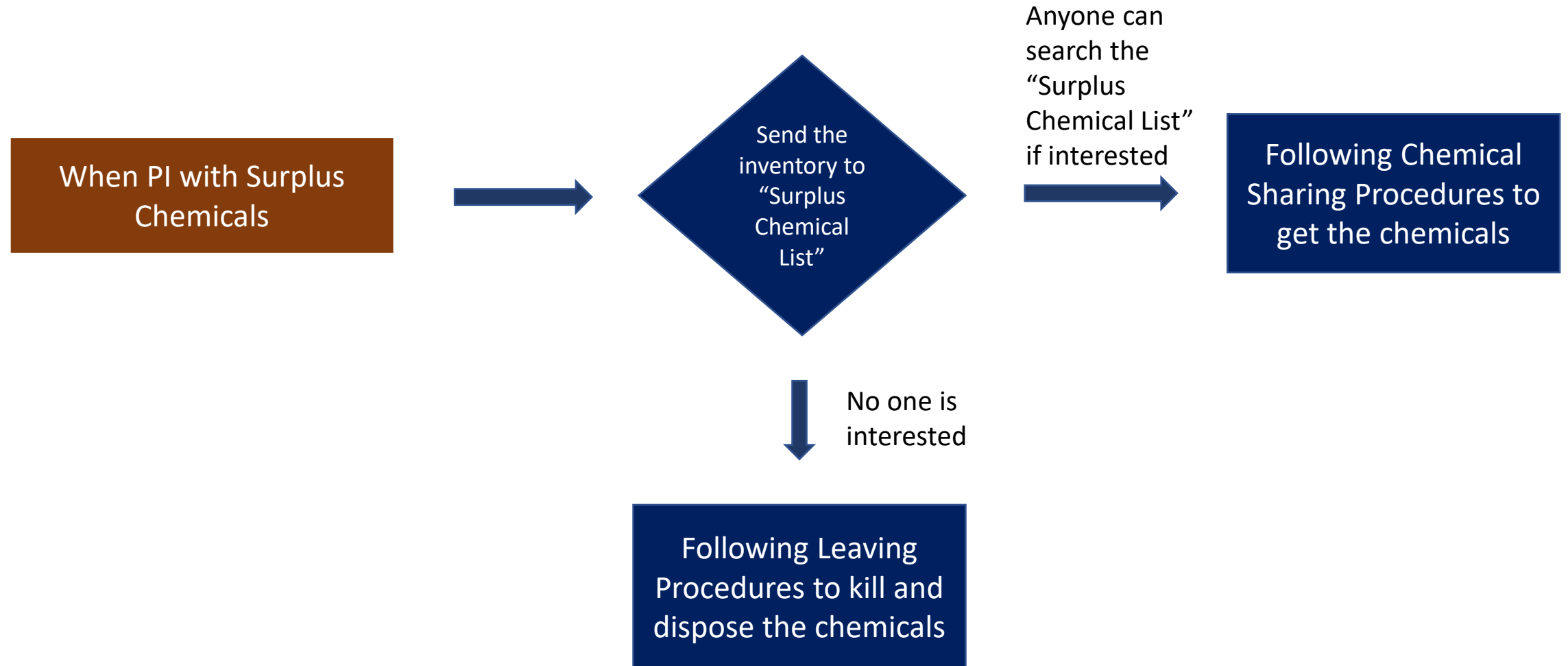
Do you want to approve sharing request of 500g of 69-72-7 Salicylic acid to him?

Approve Reject

Details	Current Quantity	Request Quantity	Request From	Request Time
69-72-7 Salicylic acid	500.0000 g	500.0000 g	Lifeng Li	2020-05-25 17:31:42



Surplus Chemical Circular





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