

# University's Central Chemical Inventory System Implementation Plan Guide

February 14, 2024

# Roadmap

- **Required:** U of T researchers using hazardous chemicals.
- **Begin** the process no later than **May 1, 2024.**
- **Complete** the implementation by **March 1, 2025.**



# Implementation Plan

- **User Name** and **initial Password** will be assigned by EHS: [hechmet@utoronto.ca](mailto:hechmet@utoronto.ca) or [wen.zhu@utoronto.ca](mailto:wen.zhu@utoronto.ca)
- **Accessible** from any computers connecting to **UofT network** at:  
<https://apps.hechmet.ca/Vim/Account/SignIn>

Vertere

<https://apps.hechmet.ca/Vim/Account/SignIn#>

**VERTÈRE**

LAB INVENTORY MANAGEMENT SOFTWARE

User Name

Password

Log In

[Forgot password?](#)

[Mobile Version](#)

To talk with a customer service representative call 800.628.9917

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# Implementation Plan

- In general, **three user accounts** will be assigned to each PI corresponding three roles
  - PI: add/update and manage inventory
  - Lab manager: add/update and manage inventory
  - Lab user: View inventory only

# Implementation Plan

- EHS
  - User Guide, Training, Group/User/Location setup and update.
  - Pre-printed barcode labels.
- Department/PI
  - Add (barcoding) existing chemicals into database.
  - Add newly received chemicals into database.

# Implementation Plan

- Hardware:
  - Barcode scanner (~\$50, PI or Department)  
Recommend links: [scanner 1](#), [scanner 2](#)
- To be discussed with EHS:
  - Group/user/location tree set up.
  - A list of room(s) that store hazardous chemicals.  
Whether the room is shared with other PI(s).
  - The sub-locations, e.g., flammable cabinet, acid cabinet, freezer etc., would like to set up in the room.



# Contact

- EHS Health & Safety Officer

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