

Central Chemical Inventory Management System

Introduction

HECHMET (**H**igher **E**ducation **C**ooperative for **H**azardous **M**aterial and **E**quipment **T**racking) is a consortium of Canadian universities (currently 14 and still growing) using Vertére Inventory Management (VIM) software system.

This web-based hazardous material inventory management system provides a comprehensive solution to centralized monitoring, tracking hazardous materials in campus wide and effectively managing chemical inventory in a laboratory.

- Dynamic system accessible to PIs, EHS, first responders and regulators as required.
- Immediate access to regulator data, compliance with federal and provincial legislation.
- Comprehensive inventory security control.
- More accurate assessment of emergency response needs.
- Reporting capability.
- Access to ChemWatch for GHS compliant Safety Data Sheets - no more paper SDS.
- Easy to manage chemical inventory for laboratory – add, view, and update.
- Barcode tracking chemicals from receipt to disposal.
- Perform quick and accurate physical inventory reconciliation.

University of Toronto joined HECHMET in late 2017. EHS provides assistance, training, and guidance for the implementation of HECHMET-VIM that works best for each individual department. The use of software is simple, flexible, and durable. Since January 2018, over 25, 000 chemical inventories had been added into the HECHMET-VIM crossing university tri-campus. For further information and/or inquiry, please contact the University HECHMET administrator at: hechmet@utoronto.ca

The link to HECHMET-VIM: <https://apps.hechmet.ca/Login.aspx>

Procedures

Procedures will vary between departments. Below are the 3 typical models for handling the central inventory system, with the preferred models listed first.

1. The best option is that chemicals are received at a central location. Barcodes are applied to the containers by receiving staff and the chemical is assigned to the lab that ordered the chemical. The specific location within the room may have to be modified by the receiving lab after the chemical is brought to the lab.
2. Second best is that chemicals are received at the receiving area. After the lab representative picks up the chemical along with a reserve barcode and takes it to the lab, they open the box, and apply the barcode and scan the chemical into the system.

3. Chemicals are delivered directly to the lab. The lab obtains “reserve barcodes” from the departmental supply, applies them to the received bottle, and scans the chemical to the desired location.

Please contact [Wen Zhu](#), Health and Safety Officer, for additional information and assistance to implement the appropriate chemical inventory solution for your laboratory.