

11. Creating Materials and Containers

Overview

This quick guide will show you how to create and edit containers and materials. A material is a substance, (e.g. acetone), and a container is the physical container of the substance with a barcode (e.g. acetone in a 2.5 L container supplied by Merck).

To add a new item (container) to SciTrack, the process is:

1. Search for a material
2. Create new material (if required)
3. Create container
4. Complete container creation

Steps

1. Search for a material

- A. Click **Material Search**.
- B. Enter your material search criteria.
 - Searching by name requires an exact match. Use a wildcard *. For example, searching for **acetic*** will return any results that start with 'acetic'. Searching for ***acid** will return any results that end with 'acid'
- C. Click **Search**.

If the required material is found you can:

- **Create Container** of that material (proceed to **Step 3**).
- **Edit material** (refer to **Step 2D** for more information).
- **Operations** Send material(s) to Container Search

Tips:

- Sort the results by clicking the column heading – Select Ascending or descending as required.
- Use CAS numbers to search for chemicals.

Screenshots

SciTrack Research Material Management

Source Search Structure Search Shopping Cart

My Requests Container Search Material Search

Create Material Held Carts Open Approval Items

Receiving

EHS List Hazards Transport Hazards H&P Statements GHS Hazards

Search

Reset Criteria

Name Name, Identifier, or flex field. Wild card * is supported.

Status

Created Date From To


Creator Site

Creator Organization

Material Class


Disposal Code

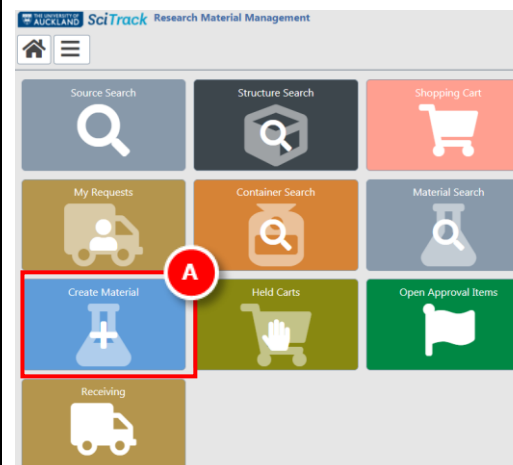
2. Create new material

- A. Click **Create Material**.
- B. Enter a Common Name for the material.
- C. Click **Create Material**:
 - If SciTrack finds a material with the exact common name, it will return that for use and the **Create Material** button will be disabled.
 - If your material name matches existing SciTrack materials, all potential matches will be displayed.
 - If you find a suitable existing material, click  to make a container rather than creating a new material.
 - If none of the listed matches is appropriate, click

No Suitable Match Listed, Create Material +


Tip:

- When creating new biological materials, make the common name descriptive and unique to your item.
- A material can be edited to add it to the GMO or RB list by:
 - a. From **Material Search** results, click .
 - b. Enter either **GMO** or **RB** into the **Structure Identifiers** box and click **Add**.



JAGGAER ERM Researcher





Home | Container Operations | **Create Material**

Create Material 

Common Name *


E. coli DH5alpha passage 1



Structure Identifier Maximum of 250 characters **Add +**

Import  Paste  Edit  Clear 

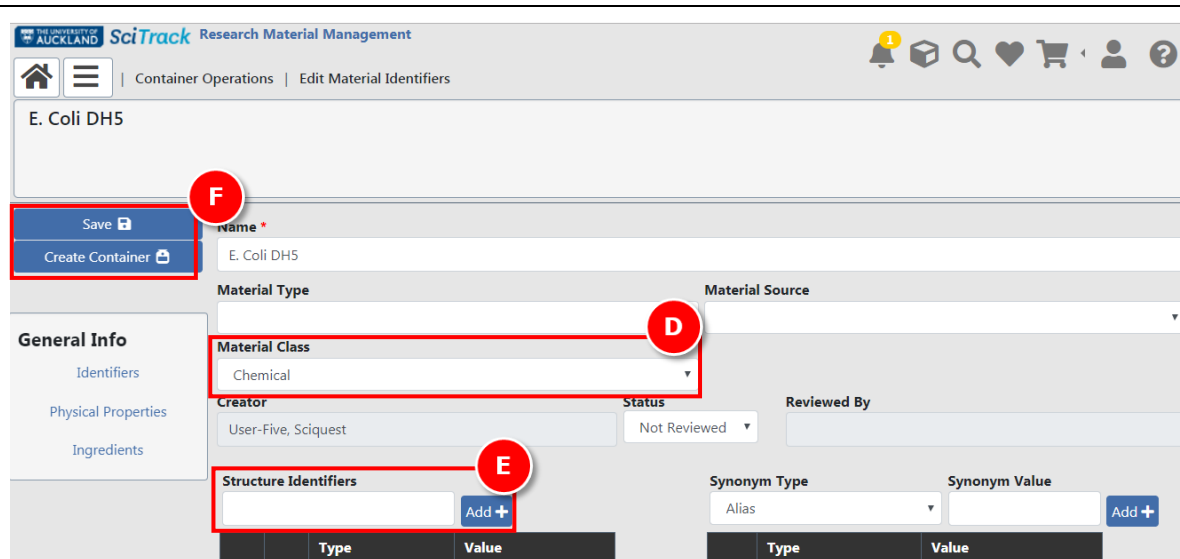
JAGGAER ERM Researcher

Home | Match Material

Toggle Structures  No Suitable Match Listed, Create Material +

Action	Common Name	CAS #	MDL #	Cust Compound ID	Mol Weight	Formula	Creator
 	E. coli DH5alpha passage 1						User-Eleven, Sciquest

- D. Select the correct Material Class
- E. Add any required **Structure Identifiers**:
 - a. For all **chemicals**, enter the CAS in the correct format, e.g. 7647-12-7.
 - b. For **restricted biologicals**, enter either **GMO** or **RB** as appropriate (RB = "Restricted Biological", which is restricted for import by MPI).
- F. Click **Save**. To create a container right away, click the **Create Container** button (then proceed to Step 3B).



SciTrack Research Material Management

Container Operations | Edit Material Identifiers

E. Coli DH5

Save Create Container

General Info

Identifiers

Physical Properties

Ingredients

Name *

E. Coli DH5

Material Type

Material Class

Chemical

Creator

User-Five, Sciquest

Status

Not Reviewed

Material Source

Reviewed By

Structure Identifiers

Add +

Synonym Type

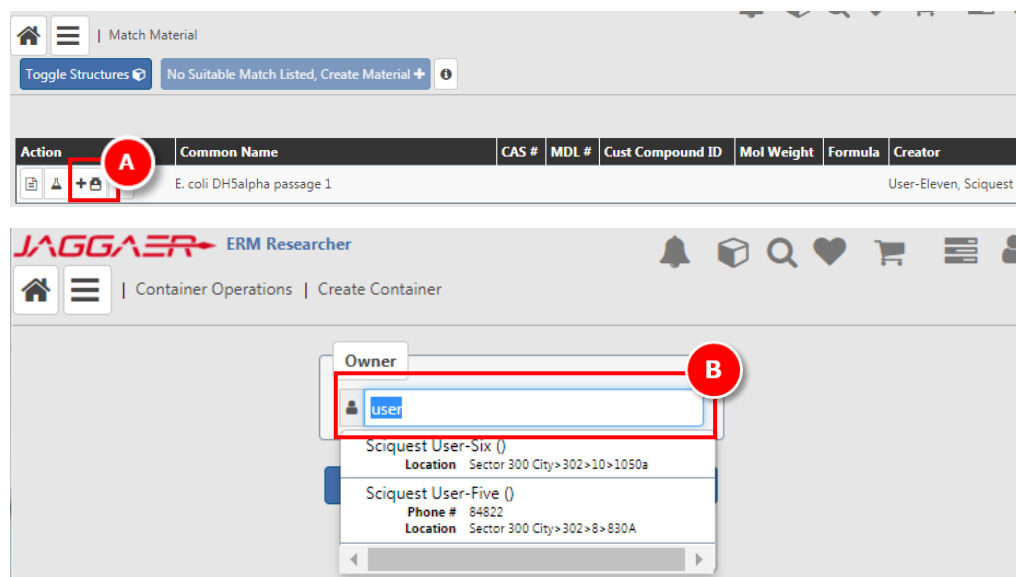
Alias

Synonym Value

Add +

3. Create container

- A. Follow **Step 1 or 2** to find a material to create a container of, and click **+📦**.
 - B. Choose an owner by typing part of the owner's name then clicking the right person's name.
 - C. Scan or type the barcode(s) for the new container(s) and click Add+ after each one.
 - D. Click **Continue**.
- **It is compulsory to change the owner to the Principal Investigator who is the responsible owner of the container.**
- If you are not given the option to enter barcodes, you will need to change your preferences (see quick guide "2. Configure preferences", step 1B)



Match Material

Toggle Structures No Suitable Match Listed, Create Material +

Action	Common Name	CAS #	MDL #	Cust Compound ID	Mol Weight	Formula	Creator
+📦	E. coli DH5alpha passage 1						User-Eleven, Sciquest

JAGGAER ERM Researcher

Container Operations | Create Container

Owner

user

Sciquest User-Six ()

Location Sector 300 City>302>10>1050a

Sciquest User-Five ()

Phone # 84822

Location Sector 300 City>302>8>830A

4. Complete container creation

A. Enter all required information:

B. For **Supplier**:

- Select **UOA created** if the material is newly created in the University of Auckland.
- Select **Non-Commercial Collaborator** for items that have been transferred or imported from other sources but not purchased.

C. Select desired location from **Use Location** drop-down list or choose any location by clicking the magnifying glass.

- Leave the Storage location blank; it will update to the Use Location automatically

D. Complete **Additional Fields** where applicable for biologicals.

- All imported or transferred biologicals must have a Central Register Number, and a BACC or import/transfer permit number.
- GMOs must have a HSNO Approval number.
- Species, vector and insert DNA information must be included where applicable to the type of biological.

E. Click

Create Container +

Barcodes for biological items

If you are using pre-printed bar codes, you may use freezer labels, microtube labels, or Nunc® tubes with etched barcodes. These are available from your Stockroom.

If it is not feasible to use physical barcodes, you may change your user preferences temporarily to allow SciTrack to generate a virtual barcode. Refer to SciTrack Quick Guide "2. Configure preferences" for instructions on changing your barcode preference.

The screenshot shows the 'Create Container' form in the SciTrack system. The form is divided into several sections: General, Product Information, Owner, Dates, Locations, and Additional Fields. Annotations A through E highlight specific areas:

- A**: The 'Create Container + Add' button at the top right.
- B**: The 'Supplier' field in the 'Product Information' section.
- C**: The 'Use Location' dropdown in the 'Locations' section.
- D**: The 'Additional Fields' section at the bottom, which includes fields for BACC#, Central Register Number, Document Repository ID#, Donor Species DNA, Host Organism - Species, Host Organism - Subspecies, HSNO Approval #, Import Permit#, Insert DNA, Static Load, Transfer Permit #, User/Creator, and Vector.
- E**: The 'Create Container + Add' button at the top right.

On the left side of the form, there are icons for a flask, a biohazard symbol, and a warning symbol labeled 'Danger'.