

## Overview of SciTrack inventory requirements for restricted biologicals

As a designated lab person (DLP) working in a containment area, these are the SciTrack tasks you need to be able to do:

- ✓ **Purchase** all restricted biologicals through SciTrack. If the supplier you need is not set up in SciTrack, contact [scitrack@auckland.ac.nz](mailto:scitrack@auckland.ac.nz)
- ✓ All restricted biological purchases should be **received** in SciTrack and updated in SciTrack with the correct location, owner, and BACC# or central register number (if applicable) within 1 week of delivery.
- ✓ Restricted biologicals that are created in-house or transferred in to the University (not purchased) should be entered into SciTrack within 1 month of creation/delivery.
- ✓ Ensure the SciTrack containers of restricted biologicals include all applicable identifiers (e.g. BACC#, central register number, HSNO application #), and have owner/location updated as required.
- ✓ When disposed of, mark the SciTrack containers as disposed and note the method of disposal.

### Purchasing restricted biologicals through SciTrack

Remember to indicate MPI\_Restricted is TRUE. The setting at the Checkout page applies to all items in the cart, unless an individual item has been edited to choose a different MPI\_Restricted setting.

### Receiving restricted biologicals (purchased through SciTrack)

| Step   | Quick Guide for reference   |
|--|---|
| 1) Receipt the item (if it has not already been done by Stores).   | <a href="#">9. Receipting and transferring orders</a> (steps 1-3) |
| 2) Transfer the item to the correct owner and location.  | <a href="#">9. Receipting and transferring orders</a> (step 4)    |
| 3) Edit the item to add biological descriptors such as central register number, BACC number, Host Organism, etc.           | <a href="#">10. Container Search and Operations</a> (steps 1-2)   |
| 4) Edit the material if required to add the compound ID of GMO or RB. This associates the material with a restricted list. | <a href="#">11. Creating Materials and Containers</a> (steps 1-2) |

### Add less than 10 new biologicals to SciTrack (not purchased through SciTrack)

|   |   |
|---|---|
| 1) Search for the material name in the Materials window. If it does not exist, create a new material. | <a href="#">11. Creating Materials and Containers</a> (step 1-2)  |
| 2) Create a new container based on that material.   | <a href="#">11. Creating Materials and Containers</a> (steps 3-4) |

### Replicate a container for a series of related biologicals (ie when freezing down a cell line)

|  |  |
|--|--|
| 1) Search for the container to replicate in Container Search and replicate it.   | <a href="#">10. Container Search and Operations</a> (steps 1 and 2c) |
| 2) Search for each of the barcodes of the new containers you have made, in the Search tab. Transfer each container to the correct sublocation. | <a href="#">10. Container Search and Operations</a> (steps 1 and 3)  |

### Add biologicals in bulk to SciTrack (~20 or more items at once, not purchased through SciTrack)

You may fill out a bulk upload template and email it to [scitrack@auckland.ac.nz](mailto:scitrack@auckland.ac.nz). The template can be found on the [SciTrack website](#), and instructions are included in the file.

## Disposing of biologicals

|   |   |
|---|---|
| 1) Edit container to choose the disposal code | <a href="#">10. Container Search and Operations</a><br>(steps 1 and 2c) |
| 2) Dispose Empty of the container.            | <a href="#">10. Container Search and Operations</a><br>(step 4)         |

## To add new sublocations to your freezer/dewar:

Email [scitrack@auckland.ac.nz](mailto:scitrack@auckland.ac.nz) with the details of the sublocations you need to have created.

## Transfer an item to a new location and/or change owner

|  |  |
|--|--|
| 1) Search for the item in Container Search | <a href="#">10. Container Search and Operations</a><br>(steps 1 and 2) |
| 2) Transfer the item(s)                    | <a href="#">10. Container Search and Operations</a><br>(step 3)        |

## Mark an item as restricted with the GMO or RB descriptor

This descriptor is linked to the material, not the individual container. This means that once you edit the material, it will update all containers of that material.

Note that it is better to have only one descriptor, so only use 'GMO' for GMOs.

|   |   |
|---|---|
| 1) Search for the material in Material Search, then click Edit material | <a href="#">11. Creating Materials and Containers</a><br>(step 1) |
| 2) Add the structure identifier of RB or GMO.                           | <a href="#">11. Creating Materials and Containers</a><br>(step 2) |

## Use virtual barcodes to receipt or create biologicals in SciTrack

Before starting to receipt or create a container, you can change your barcode preferences to use virtual (computer-generated) barcodes. This should only be used if it is not practical to use physical barcodes. These barcodes are not printed, so when you are prompted please uncheck any print options.

**Physical barcodes:** The blue tinted pre-printed barcodes are cold-resistant, and should be used in cold storage areas. These come in normal size or miniature microtube size, and are available from your local stockroom. If your Nunc tube has etched barcodes, you can use that as the barcode too.

To switch between virtual and physical barcodes, see [2. Configure preferences](#) (step 1)

## Searching SciTrack for biologicals and exporting a spreadsheet

Search by location and/or owner to narrow down the search results.

- Use the Advanced search in Container Search. See [10. Container Search and Operations](#) (step 1)
- You may export the search results to Excel, and then use a grid map to visualise your boxes. The grid map file is available on the [SciTrack Useful Information page](#)

**Quick Guides available at:** <https://www.auckland.ac.nz/scitrack-guides>