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, 2.5 L container supplied by Merck).

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

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

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<tr>
<td>A. Click <strong>Material Search</strong>.</td>
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<td>B. Enter your material search criteria.</td>
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<td>C. Click <strong>Search</strong>.</td>
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If the required material is found you can:

- ✚ Create Container of that material (proceed to Step 3).
- ✗ Edit material (refer to Step 2 for more information).

**Tips:**

- Sort the results by clicking the column heading – once for ascending and twice for descending order.
- Use CAS numbers to search for chemicals.
- The search returns all materials that contain all search terms, in any order. Use more search terms for a narrower search result.
2. Create new material

A. Click **Create Material**.
B. Enter a Common Name for the material.
C. Click **Create Material**:
   - If ERM 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 ERM 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**.
D. Enter any additional information on the Identifiers and Properties tabs.
E. Add any required Structure Identifiers:
   a. For all chemicals, enter the CAS in the correct format, e.g. 7647-12-7.
   b. For 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).

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)
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 ERM to generate a virtual barcode. Refer to ERM Quick Guide “2. ERM 9.3 Log in and set preferences” (Step 2) for instructions on changing your barcode preference.