

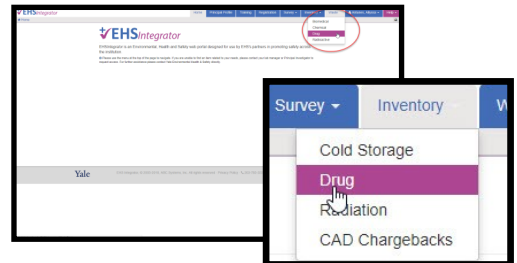
## How do I add a drug delivery or package into Integrator?

Use this guide to add controlled substances and new package contents into Integrator after delivery.

### 1. Open the EHS Drug Inventory page.

- From the menu bar, click on “Inventory”.
- Click on “Drug” from the dropdown list.

Note: If “Drug” is not listed as an option, email [EHS@yale.edu](mailto:EHS@yale.edu) or call 203-785-3550.



### 2. Add Controlled Substance Information after Delivery.

- Click on the “New Package” button on the left.
- Click on the primary storage location for the controlled substance from the dropdown list.
- The Package Selection Description page will appear.



### 3. Add Controlled Substance Information.

- Fill out the required fields using the guide below:

**Type** — This line item is pre-filled with “Package”.

**Drug** — Name of the drug.

- Click the “Select” button to search for controlled substances.

**Quantity** — Number of containers in package .

- Type in a number.

**Container Type** — Options: Ampoules; Bottle; Box; Cigarette; Injectable; Vial

- Click “Select” button. Then click “Select” next to the correct container type in the pop-up box.

**Physical Form** — Options: Liquid; Patch; Plant; Powder; Solid; Tablet

- Click “Select” button. Then click “Select” next to the correct physical form in the pop-up box.

**Initial Units (per item)** — The amount of drug in the original container.  
(defined by measure type and physical form)

- Type in the correct numerical value. Then click the dropdown arrow to select the correct measurement.

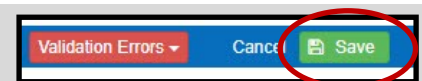
**No Concentration/Concentration** — Strength of the drug in the solution or container.

- Type in concentration values and select the appropriate measure.
- If there is no concentration, select the box next to “**No Concentration**” to fulfill this requirement.

**Start Date** — Select the date the controlled substance was received or logged in to Integrator.

**Expiration** — Select the correct expiration date located on the package.

### 4. Click “Save” on the menu bar



Example of a completed form:

Type	Package	
Drug	Ketamine	<div>Select Clear</div>
Quantity	10	
	Value required for Quantity.	
Container Type	Vial	<div>Select Clear</div>
Physical Form	Liquid	<div>Select Clear</div>
Initial Units (Per Item)	10	Milliliters
	Value required for Perpetual Initial Units.	
	Value required for Perpetual Initial Unit Measure.	
No Concentration	<input type="checkbox"/>	
Concentration	100	Micrograms/Milliliter
	Value required for Concentration Units.	
Start Date	2019-05-29	
Expiration	2019-06-30	
	Date value required for Perpetual Expiration	

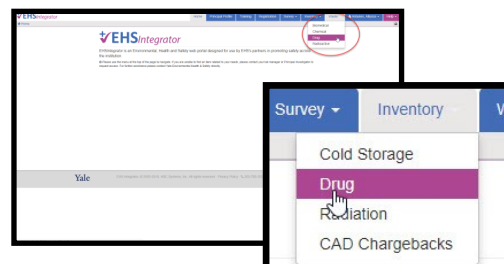
## How do I create a new drug stock using Integrator?

Use this guide to create a stock from an existing package in Integrator.

### 1. Open the EHS Drug Inventory page.

- From the menu bar, click on “Inventory”.
- Click on “Drug” from the dropdown list.

Note: If “Drug” is not listed as an option, email [EHS@yale.edu](mailto:EHS@yale.edu) or call 203-785-3550.



### 2. Locate the line item containing the package where the stock will come from.

- Click on the “New Stock” button in the right column.

Type	Unique Identifier	Initial Units	Remaining Units	Status	
Package (7)	Ketamine	10 mL		✓ In-Service	Ed <b>New Stock</b>



**New Stock**

### 3. Manage the stock information.

- Verify the information in the yellow prefilled boxes to ensure the correct package was selected.
- If the information is not correct, return to the home screen to select the correct package or line item.

### 4. Type in the correct container identifier.

The container identifier is a unique identifier or numbering convention which identifies each vial.

**1) Stock**

Section Description: Manage Stock Information.

Type	Stock
Drug	Ketamine
Container Type	Vial
Container Identifier	0021
Value required for Container Unique Identifier.	
Physical Form	Liquid
Initial Units	10 Milliliters
Remaining Units	10
No Concentration	<input type="checkbox"/>
Concentration	100 Micrograms/Milliliter
Start Date	2019-05-07
Expiration	2019-08-14

### 5. Click “Save” on the menu bar



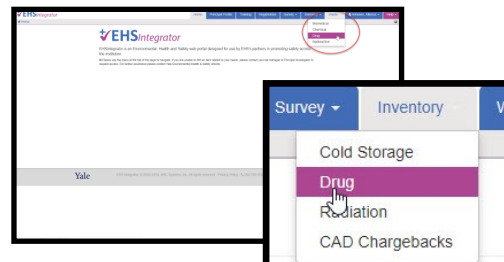
## How do I add a drug usage into Integrator?

Use this guide to keep track of direct withdrawals or usages from a stock vial.

### 1. Open the EHS Drug Inventory page.

- From the menu bar, click on “Inventory”.
- Click on “Drug” from the dropdown list.

Note: If “Drug” is not listed as an option, email [EHS@yale.edu](mailto:EHS@yale.edu) or call 203-785-3550.



### 2. Locate the line item containing the stock where the usage will come from.

- Click on the “Usages” button in the right column.



### 3. Click on the “Add Usage” button.

- Fill out the required fields using the guide below:

**Select** — Ensure the check mark is present next to the appropriate line item.

**Date** — Use the dropdown calendar to select today’s date.

**User** — Use the dropdown button to select the correct user.

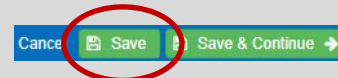
**Description** — Type in a description for the specific task or experiment where the controlled substance will be used.

**Experiment #** — Type in the experiment identifier assigned to the experiment where the controlled substance will be used. Example: IACUC approved experiment number.

**Used Units** — Type in the amount of units to be used for the task.

**Waste Units** — (Optional) Type in the amount of waste units associated with the task.

### 4. Click “Save” on the menu bar



Note: Clicking “Save & Continue” will advance to a final report of the usage log. To print a copy of the report, click on the printer icon on the right. If you would like to create a working solution, click the “Previous Selection” button on the top menu to return to the previous page.

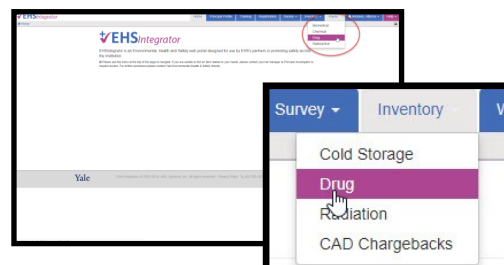
## How do I add a working solution to Integrator?

Use this guide to keep track of working solutions from stock and usages in Integrator.

### 1. Open the EHS Drug Inventory page.

- From the menu bar, click on "Inventory".
- Click on "Drug" from the dropdown list.

Note: If "Drug" is not listed as an option, email [EHS@yale.edu](mailto:EHS@yale.edu) or call 203-785-3550.



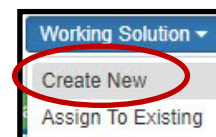
### 2. Locate the correct line item containing the stock or working solution to be adjusted.

- Click on the "Usages" button in the right column.



### 3. Locate the correct Usage Log.

- Click on the "Working Solution" dropdown button.
- Select "Create New".



### 4. Manage working solution information.

- Fill out the required fields using the guide below. *Note: The read only sections cannot be adjusted.*

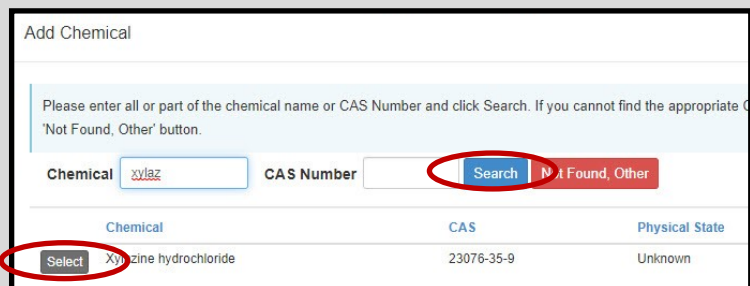
	<b>Type</b> — Read only; prefilled from previous stock entry.
	<b>Drug</b> — Read only; prefilled from previous stock entry.
<b>EDIT</b>	<b>Container Type</b> — Options: Ampoules; Bottle; Box; Cigarette; Injectable; Vial <ul style="list-style-type: none"> <li>Click the "Select" button. Click "Select" next to the correct container type in the pop-up box.</li> </ul>
<b>EDIT</b>	<b>Container Identifier</b> — Working solutions require a unique series of numbers and/or letters to identify the container. If one does not exist, please create one. (e.g. 001).
	<b>Physical Form</b> — Read only; prefilled from previous stock entry.
	<b>Drug Units   Initial Units   Remaining Units</b> — Read only; system generated based on previous usage.
<b>EDIT</b>	<b>Concentration</b> — The strength of the drug in the solution or container. <ul style="list-style-type: none"> <li>Type in concentration values and select the appropriate measure.</li> </ul>
	<b>Start Date</b> — Read only; prefilled from previous entry.
	<b>Expiration</b> — Read only; prefilled from previous entry.

**5. Click “Add Chemical”.**

- Click on the “Working Solution” dropdown button.

 Add Chemical ⓘ One or more Chemicals required for Working Solution.**6. Search for the chemical added to the working solution.**

- Click “Select” next to the correct chemical.



Add Chemical

Please enter all or part of the chemical name or CAS Number and click Search. If you cannot find the appropriate chemical, click the 'Not Found, Other' button.

Chemical  CAS Number

Chemical	CAS	Physical State
<input type="button" value="Select"/> Xylozine hydrochloride	23076-35-9	Unknown

**7. Add unit amount for the added chemical.**

0 Milliliters

ⓘ Value required for Units.

**8. Repeat steps 5—7 for additional chemicals.****9. Click “Save” on the menu bar to save the working solution.**

Cancel