

HARVARD UNIVERSITY

HARVARD FOREST

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Harvard Forest Chemical Registry Protocol

Any chemical (including gas tanks) that is purchased or brought onto Harvard Forest property must be registered in the Chemicals database. Chemicals that are emptied or taken out of Harvard Forest should be removed from the database. This is the responsibility of the researcher.

How to Register a Chemical

1. Log in by clicking on the [Harvard Forest Chemical Registry](#)
2. Any chemical registered in your name will show up in a database table view.
3. To Add a new chemical to the registry:
 - a. Click on Register a NEW CHEMICAL (this will open in a new tab).
 - b. Fill out all the relevant information; required fields are
 - i. Investigator
 - ii. Chemical Name
 - iii. Number of Containers
 - iv. Storage Requirements
 - v. Location
 - c. Click the submit button when finished. A note in red stating “Record add complete” will indicate the addition.
 - d. Close tab upon completion.
 - e. To see changes in the database table, reload/refresh the original page.
4. To Edit/Remove an existing chemical:
 - a. Click on the number (active link) in the edit row corresponding to the chemical (this will open in a new tab).
 - b. Make changes.
 - c. To remove chemical, select “remove” under the “Status” category.
 - d. Click the submit button when finished. A note in red stating “Record update complete” will indicate the changes.
 - e. Close tab upon completion.
 - f. To see changes in the database table, reload/refresh the original page.
5. Close window to log out of the Chemical Registry Database.