

# RFID Reconciliation

**Note:** Only Inventory Owners, Inventory Managers, and Chem Admins can perform reconciliations

## Step 1: Scanning

1. Procure an RFID scanner
  - a. The below instructions are general, and your scanner may require more specific instructions. Please follow the instructions from your RFID scanner's manufacturer
2. Scan all containers in the room or rooms
3. Use the manufacturer's supplied method of taking the scan data from the scanner and onto a computer
4. Copy and paste the scanner data into a blank Excel document
  - a. You can put multiple rooms worth of scans in one file, or create separate files per room
5. Delete any columns and/or rows that contain data that is **not** RFID barcode numbers

## Step 2: Upload to Chemicals

1. Log into Chemicals <https://app.riskandsafety.com/chemicals>
2. Select **Inventory Summary**
3. Select **Reconcile your inventory**
4. Use the dropdown to choose what rooms have barcodes included in this scan
  - a. If you are reconciling your whole inventory, select all rooms
  - b. If you are reconciling only part of your inventory, choose the rooms from which you scanned barcodes
5. Select **Upload Scan** or drag and drop your Excel document into the area
6. The system will parse your file and compare what you scanned to what is in your online inventory. The results are:
  - a. Location Match - RFID tags found in expected location. The goal of this process is to have all containers be a Location Match
  - b. Location Mismatch - RFID tags scanned in different location than expected, usually a different room than what was selected in the scan
  - c. Unscanned - RFID tags not scanned, usually because they were hazardous waste but not taken out of the online inventory
  - d. New - New RFID tags not associated with a current inventory item, usually because they were not added into the online inventory

- e. Accounted For - RFID tags not relevant to the reconciliation of this inventory, usually tags from another inventory found mixed with your own
7. Choose Finish Uploading when you have selected all scan files

### Step 3: Reconcile

1. Download the Reconciliation Report by selecting the button in the lower right of the page
2. Take action: Use the reconciliation report to find container(s) that need to be reconciled
  - a. "Location mismatches" are containers that must be physically moved into the correct room, or edited to reflect the correct building/room/sublocation
  - b. "Unscanned" must be confirmed they are not present before removing from your inventory
  - c. "New" must be confirmed before adding into your inventory via the desktop or mobile add container process
  - d. "Accounted For" must be investigated and confirmed not owned by your inventory
3. When all actions have been completed, choose **Finish Reconciliation**