Need Chematix Help?

Environmental Health and Safety's Laboratory Safety Unit will be hosting "office-hours" through Zoom every other Wednesday to answer any and all questions you may have about reconciliation, hazardous waste, and chemical inventories.

Join us every Wednesday at 3 PM on Zoom

Zoom ID: **995 1217 3513**

Can't wait?
Contact **Chematix Support** at
chematix_support@rochester.edu
(585) 208-3014

https://rochester.zoom.us/j/99512173513

All labs are legally required to maintain an accurate and up-to-date chemical inventory. This will be checked during annual inspections. All lab members are required to complete annual lab safety training. For training requirements and to check compliance visit the EH&S webpage at: safety.rochester.edu

Chematix Requirements:

Following the completion of your initial inventory you will be required to maintain your inventory by (1) adding incoming chemicals and removing containers which have been (2) used up or are (3) discarded as hazardous waste. Additionally, you will be required to complete an (4) annual reconciliation of your entire inventory <u>which entails scanning all of the barcodes</u> in your laboratory, uploading them to Chematix, and ensuring that all records in Chematix accurately reflect your current chemical inventory. Below are quick start guides on how to complete these four necessary tasks.

To enter Chematix go to www.rochester.chematix.com/Chematix/ and click "Continue with UR Credentials"

(1) Add Container to My Inventory:

1. Enter Chematix and select the "Inventory" tab
2. Click "Add Chemical Container(s) to Your Inventory"
3. Search chemical by name or CAS number
   HINT: select "contains" to the right of the "Chemical Name" box to expand search and find more results
4. Fill out all information fields marked with a red bar
5. Scan or type in barcodes *exactly as they appear* on the label (including # and all 0s)
6. Affix barcodes to individual containers

(4) Complete Annual Reconciliation:

1. Scan all chemicals into a txt. type document (NotePad for Windows, TextEdit for Mac,) save a document for *each individual room*
2. Enter Chematix and select the "Resources" tab
3. Click "View My Locations"
4. Select the room you wish to reconcile
5. Click "Upload Scanned Chemical Barcodes"
6. Paste scanned barcodes into box
   HINT: do NOT scan directly into box
7. Click "Send to Chematix"
8. Click "Return"
9. Click "Manage Discrepancy"
10. Address discrepancies until "Reconciliation Complete" button is clickable
11. Click "Reconciliation Complete"

NOTE: all laboratories must be reconciled annually, *even if they do not contain chemicals*

(2) Remove Empty Container from My Inventory:

1. Enter Chematix and select the "Inventory" tab
2. Click "Quick Container Status Change"
3. Scan or type in barcode exactly as it appears on the label (including # and all 0s)
4. Select "Consumed by experiment" from the drop-down menu
5. Click "Change Container Status"
6. Remove barcode from container, triple rinse, and discard or recycle

HINT: to increase efficiency EH&S recommends saving discarded barcodes on a sheet of paper and removing several containers at once when the sheet is filled

(3) Remove Wasted Container from My Inventory:

1. Enter Chematix and select the "Waste" tab
2. Click "Create Waste Card"
3. Click "Pure Chemicals in Individual Containers"
4. Scan or type in barcode exactly as it appears on the label into "Barcode" box
5. Select Accumulation Start Date, Container Type, and Laboratory
6. Click "Refresh"
7. Click "Generate Waste Card"
8. Print waste card and affix to waste container

REMINDER: some chemicals may be marked "exempt from inventory" but they are not exempt from hazardous waste practices and must be disposed of through Chematix

REMINDER: In order for Environmental Compliance to come pick up your chemical waste you must add Waste Cards to a Pickup Worksheet and *submit* the Worksheet for Pickup. For any questions on Hazardous Waste please call x52056