

Environmental Health & Safety

Laboratory Safety Unit

Adding a Storage Unit

Reminder: Do NOT use your browser back button. Instead use the navigation buttons in CHEMATIX. If you accidentally use your browser back button, you'll be kicked out of CHEMATIX and you'll have to start over by logging in again. Other CHEMATIX Tips and Tricks such as NEVER DOUBLE CLICK can be found on the CHEMATIX Tips and Trick page.

CHEMATIX allows labs to designate multiple storage units within their lab space. To maximize efficiency while inputting your chemicals, Environmental Health and Safety recommends that the storage units be set up in CHEMATIX before adding the containers to your inventory. The instructions for setting up the storage units are below.

1. Select the Resources tab at the top of the CHEMATIX homepage
2. Under the "Manage My Locations" section select "View my Locations"
3. From the labs listed in the leftmost column, choose a lab to add storage locations to
4. At the bottom of the page under "Lab Storage List" click "Display Storage List"
5. Select "Manage Storage Units"
6. Enter the name of the storage unit under "Storage Unit" and leave the dropdown for "Storage Unit Barcode" as "Unknown"
7. Select "Commit New Record"
8. Repeat for all Storage Units and click "Finished"