CHEMATIX Process Outline

Complete and submit CHEMATIX Registration Information.

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Envir. Health & Safety links individual rooms with individual Principal Investigators to "create" labs and designates CHEMATIX Lab Supervisor as requested.

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Principal Investigator and / or Supervisor add their users to their CHEMATIX lab roster. Review CHEMATIX Tips and Tricks. See instructions for "CHEMATIX Login" and "Adding / Removing a User from a Lab".

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Principal Investigator or Supervisor determines how storage units should be named (e.g., Cabinet 1, Under Fume Hood, -20 Freezer, etc.). Storage units are designated in CHEMATIX by EH&S, or lab personnel. See instructions for "Adding a Storage Unit to your Lab's list of Storage Units".

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Add chemicals to inventory. See instructions for "Adding an Item to your Inventory" and "Adding a Chemical to the CHEMATIX Chemical Abstract Database".

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Maintain chemical inventory and lab roster. See instructions for "Removing an Item (i.e., empty container) from Your Inventory", "Transferring Containers within Your Lab Locations (Room and / or Storage Unit Changes)", **"**Managing potentially explosive chemical (PEC) inventory"**, "**Searching for Chemicals in My Department", and "Adding / Removing a User from a Lab".

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Process chemical waste. See instructions for "Create a Waste Card", "Dispose of Partially Used Hazardous Chemicals in Original Containers", and "Request a Lab Waste Pickup".

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Request free barcode labels and room creation modifications, and forward questions to questions@safety.rochester.edu