

University of Rochester --- CHEMATIX Instructions

Dispose of Partially Used Hazardous Chemicals in Original Containers

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.

1. Select **Waste** at top of CHEMATIX page.
2. Click **Create Waste Card** in the **Manage Your Laboratory Waste** section.
3. Then click **Pure Chemicals in Individual Containers**.
4. Select your lab location from the provided drop-down list.
5. Type the barcode into the **Barcode** field.
6. Click **Generate Waste Card**.
7. **Print** the Waste Card, **sign it**, and **attach it** to the waste container. Note: If more than one bar code was entered on the previous page, a multi-page PDF will appear; print all pages.
8. Click **Finished**.
9. To request a lab pick-up, select **Waste** at the top of the CHEMATIX page.
10. Click the **Create Pickup Worksheet** link
11. Select the **lab location**—the available **Waste Cards** for that lab location will appear at the bottom of the page
12. Checkbox (or **Toggle** for all) Waste Cards to be picked up and click **Add Selections to Worksheet**
13. Be sure to add your alternate contact telephone number in the **Instructions** box
14. Click **Save & Submit for Pickup**. A green banner will appear at the top of the page indicating a successful submission.

That's it! Once you click Save & Submit for Pickup, the UR Hazardous Waste Group has your request and will contact you or someone in your lab to set up an appointment for pickup. Typically pickups will occur within 2 weeks of request submission, unless you have indicated that your waste is at or exceeding allowable limits.