

University of Rochester --- CHEMATIX Instructions

Create a Waste Card

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 the top of the CHEMATIX page.
2. Click **Create Waste Card** in the **Manage Your Laboratory Waste** section.
3. Choose the Waste Card type.
4. Enter all general information requested at the top of the page. pH is optional.
5. Enter chemical constituents & amount at the bottom of the page. Use the **Select Chemical** buttons to search for chemicals currently listed in CHEMATIX.
 - a. **Some of the chemicals in the Chematix database are listed as "exempt from inventory". This does not mean that such chemicals are also exempt from the chemical disposal requirements! If you are unfamiliar with the disposal requirements for a particular chemical, you must verify the proper mechanism with Environmental Compliance (275-2056). It is important to adhere to the appropriate chemical waste disposal rules!**
 - b. The **Barcode** field should only be used if you selected the pure chemicals in individual containers option.
 - c. Enter chemicals & amount until you reach 100% then click **Calculate** to verify.
 - d. If your chemical does not appear when using the **Select Chemical** buttons, you can add it by clicking the **Add New Chemical** button. Complete the requested information as best you can and click **Save and Request Review** found at the very bottom of the page. EH&S will complete the rest of the requested information.
 - e. If this specific waste is generated frequently in your lab, you may set up a waste card template for future use. To do this, enter the information requested in the above steps, then enter the name of your waste next to **Hot List Item Name** and click **Save to Hot List**. Your waste card templates are found under the **Waste Card Hot List** and **Create Waste Card** sections.
6. Click **Generate Waste Card**
7. **Print** the Waste Card, **sign it**, and **attach it** to the waste container.
8. Instructions for a waste pickup can be found under **Request a Lab Waste Pickup**.

Contact the Hazardous Waste Group at 585-276-2056 for help with the disposal of unknown substances.