

### Managing Potentially Explosive Chemical (PEC) Inventory (expiration emails)

**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.

If you possess chemicals which are noted as Potentially Explosive Chemicals in CHEMATIX (e.g., ethyl ether, picric acid), you will receive emails reminding you of the expiration dates of these chemicals. The instructions below will allow you to extend the expiration date of those chemicals.

1. Select **Inventory** at the top of the CHEMATIX page.
2. In the **Hazard Maintenance** section, click **Generate PEC Expiration Aging Report**.
3. Click the radio button next to the chemical to be updated.
4. Click **Update Expiry Date** button.
5. Read the warning message carefully – extending an expiration date for a chemical is allowable based on your negative tests for peroxide formation as well as your expert knowledge and understanding of the chemical's properties (6 month max, please).
  - o Enter the new expiration date in the **Expiration Date** field
  - o Click **Submit**
6. A green banner will appear indicating a successful update.

**Note:** If a PEC is submitted for hazardous waste pickup, you will not stop receiving email expiration notifications until it has been received into the hazardous waste facility.