

Environmental Health & Safety

Laboratory Safety Unit

Create 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 the Waste tab at the top of the CHEMATIX homepage
2. Under "Manage Your Laboratory Waste" select "Create Waste Card"
3. Here you have three options:
 - a. **Chemical Mixture by Percentage**
 - i. Use for mixed waste at a certain concentration. Include all components of the waste, hazardous or not, to ensure that the total percentage adds to 100%.
 - b. **Chemical Mixture by Quantity**
 - i. Use for mixed waste of certain amounts. Include all components of the waste, hazardous or not, to ensure that the total amount of the waste adds to the volume of container.
 - ii. Use for contaminated bulk material, light bulbs, ethidium bromide gels, or other solid waste. Change the state of the waste to "solid" and enter the components by weight.
 - c. **Pure Chemicals in Individual Containers**
 - i. Use for pure chemicals and enter the full volume of the waste.
 - ii. If a container is barcoded type the barcode *exactly as it appears* into the "Barcode" box and click "Refresh" beneath, this will autofill the chemical information and the container volume.
4. Select the room the waste was generated in, enter the date the waste began accumulating, select the material of the waste container, enter the total volume of the container.
5. Type the name or CAS number in the box beneath "Search for Chemical Name CAS or Inventory Barcode" and click "Select Chemical" which will search the Chemical Abstract Database. Adjust search terms using the "contains" option to expand search if unable to find the waste component. Repeat until all waste components are accounted for
6. Enter the amounts or percentages of the waste components and, if disposing of mixed waste, click "Calculate" and wait for the green banner to appear.
7. Click "Generate Waste Card"
8. Click "Print Waste Card"
9. Print card, cut out, tape to the outside of the waste container.

Once all waste cards have been created a waste pickup worksheet must be generated AND submitted for pickup in order for the Environmental Compliance Unit to come and remove the waste.

To create a pickup worksheet:

1. Select the Waste tab at top of CHEMATIX page.
2. Under "Manage Your Laboratory Waste" select "Create Pickup Worksheet."
3. Use the "Location" drop-down to select the room the waste card was made in.
4. Select the wastecards that need to be picked up
5. Click "Add Selection(s) to Worksheet"
6. If more waste needs to be added before the waste can be removed click "Save Worksheet" and returned to when the waste is all collected.
7. If the waste worksheet is complete click "Submit for Waste Pickup" to request a waste pickup.