

Chemical Inventory FAQ

I'm running low on barcodes. How do I get more?

We will deliver more to your lab. Contact us at 334-750-8040 or cheminv@auburn.edu.

When I try to enter the barcode number from a small barcode label, the system keeps telling me I have an invalid barcode. Why?

You must enter the # sign along with the number for the small labels. The system recognizes this symbol as an abbreviation for the AUC prefix, like shown on the larger labels. The system will translate the # into AUC when it lists the barcode in your inventory.

I need to submit a chemical for Waste Pickup. How do I do that?

1. Log in to Chematix using your Auburn username and password.
2. Click the "Inventory" tab in the orange toolbar.
3. Click "View My Inventory Report"
4. Select the box next to the name of your lab. Click "Search Active Lab Inventory"
5. A list of chemicals will be generated for the containers associated with that lab. Check the box next to the barcode for the desired chemical.
6. Scroll to the bottom of the page and click "Change Container Status".
7. On the Change Container Status Screen, select "Wastecard EHS Pickup Request" from the drop-down menu. Click "Change Container Status".
8. Click the "Waste" tab on the orange toolbar. Select "Create Pickup Worksheet"
9. Select your lab location from the drop-down menu. A list of chemicals will appear that have been submitted from your inventory.
10. From the "View PDF" column click the hyperlink for each container to print the wastecard. Attach the wastecard to the container.
11. Check the box next to all the chemicals you wish to submit for pickup. Click "Add Selections to Worksheet"
12. Click "Save and Submit for Pickup". Place the containers in your waste accumulation area, and a technician will be by in a few days to pick up the chemicals.

I've emptied a chemical container. How do I remove it from my inventory?

1. Log in to Chematix using your Auburn username and password.
2. Click the "Inventory" tab in the orange toolbar.
3. Click "View My Inventory Report"
4. Select the box next to the name of your lab. Click "Search Active Lab Inventory"
5. A list of chemicals will be generated for the containers associated with that lab. Check the box next to the barcode for the desired chemical.
6. Scroll to the bottom of the page and click "Change Container Status".
7. On the Change Container Status Screen, select the appropriate option for the new container status from the drop-down menu. Click "Change Container Status". The container has now been removed from your active inventory.

I received a new chemical delivery today. How do I add the chemicals to my inventory?

1. Log in to Chematix using your Auburn username and password.
2. Click the "Inventory" tab in the orange toolbar.
3. Click "Add Chemical Container(s) to Your Inventory"
4. Enter either the Chemical Name or the CAS#, and click "Search CAD". Note: Clicking the radio buttons to the right make the search more specific. Using the CAS# will bring back fewer results, and is usually more accurate than searching with the Chemical Name.
5. A list of chemicals will be generated based on the information provided. Select the correct chemical, and click on the chemical name in the list.
6. Now you must enter information from the chemical label. The fields that are mandatory have red bars beside them.
7. After entering the information click "Submit".
8. On the next screen you will select a barcode from the packet that was provided, and enter the barcode in the box labeled "Container Barcode". Upon completion, click "Submit".
9. A box will pop-up prompting you to apply all barcodes to their containers. At this point, you should put the barcode on the container, making sure not to cover up any information that is already on the container.

What is Inventory Reconciliation and when does it occur?

Your inventory will be reconciled annually by members of the Chemical Inventory Management team. Team members will scan all chemical barcodes in your lab to ensure your inventory is accurate and up-to-date. This reconciliation will be coordinated with your annual lab inspection.

I am receiving emails alerting me that I have a PEC that is expired. What do I need to do?

Auburn University has established a protocol for Potentially Explosive Chemicals on campus (http://www.auburn.edu/administration/rms/pdf/peroxide-forming-materials_guidelines.pdf). Once a chemical that is designated as a PEC has reached its expiration date, you have 2 options. The chemical can be submitted as Chemical Waste. If you wish to keep this container, it must be tested using peroxide testing strips. We will provide the testing strips for you. The results of the test should be submitted to cheminv@auburn.edu. If the chemical has a peroxide level of less than 100 ppm, the expiration date for the container will be extended. Any level over 100 ppm will require the chemical to be picked up by a Waste Technician. The warning emails will stop once the chemical is reported for waste pickup or we have received your test results.