CHEMICAL INVENTORY MANAGEMENT

HELP DESK
334-750-8040

Chematix Website:
https://chematix.auburn.edu/Chematix/

RMS Website:
www.auburn.edu/rms

Submitting a Barcoded Chemical for Waste Pickup

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.