



CHEMICAL INVENTORY MANAGEMENT

HELP DESK
334-750-8040

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

RMS Website:
www.auburn.edu/rms

Removing a Chemical from Your Inventory

(Note: If a chemical needs to be picked up by a technician, please follow the instructions for submitting a 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 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.