

CHEMICAL INVENTORY MANAGEMENT

HELP DESK
334-750-8040

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

RMS Website:
www.auburn.edu/rms

Submitting Mixed Wastes for Pickup

(Note: This option is for a container that contains multiple chemicals that have been accumulated for waste.)

1. Log in to Chematix using your Auburn username and password.
2. Click the “Waste” tab in the orange toolbar.
3. Click “Create Waste Card”
4. Scroll to the bottom of the page. Select “Chemical Mixture by Percentage”
5. In the top portion of the screen, select the proper information to fill in the fields.
6. Under the gray bar, click the button that says “Select Chemical”. Enter the name for any chemical that is contained in your mixture. Click “Search”. Select your chemicals from the list that is generated.
7. You will be redirected to the Create Waste Card screen, and the chemical you chose will be populated in the first field under Chemical Name. Fill in the percentage of the chemical in the mixture.
8. Continue adding the chemicals found in the mixture by following steps 6 and 7. You must reach a total of 100%.
9. Click “Generate Waste Card”.
10. Click “Print Waste Card”. Attach the Waste Card to the container.
11. Click “Finished”.
12. You will be directed back to the Waste Management screen. Select “Create Pickup Worksheet”.
13. On the next screen, select your lab location from the drop-down menu. The newly created Waste Card will appear. Click the box next to the Waste Card. Click “Add Selection(s) to Worksheet”.
14. 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.