CHEMICAL INVENTORY MANAGEMENT

HELP DESK
334-750-8040

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

RMS Website:
www.auburn.edu/rms

Submitting a Non-Barcoded Chemical for Waste Pickup

1. Log in to Chematix using your Auburn username and password.

2. Click the "Waste" tab in the orange toolbar.

3. Click "Create a Waste Card".

4. Scroll to the bottom of the screen and select "Pure Chemicals in Individual Containers".

5. Select your lab location from the dropdown menu, and choose the Accumulation Start Date (select a date that is closest to your best estimate if you do not know the exact date).

6. Fill in the appropriate information in the columns labeled Container Size, Container Type, Physical State, and Content Size. (Disregard the Barcode field.)

7. Click "Search Chemical". Enter either the chemical name or CAS # for the container. Click "Search".

8. Select the appropriate chemical from the Search Results. If the Search Results do not return the chemical you are looking for, click "Add New Chemical" and follow steps 6-8 in the section of this packet labeled "Adding a Chemical to Your Inventory That is not in the System (Generating a Z Number)".

9. Repeat steps 6-8 for any additional containers.

10. Once you have added all of the waste chemicals to the list, select "Generate Waste Card".

11. Click "Print Waste Card". Once all waste cards have printed, attach them to the appropriate container.

12. Click "Finished". You will be returned to the Waste Management page.
13. Click "Create Pickup Worksheet".
14. Select your lab location from the drop-down menu. A list of chemicals will appear that have been submitted from your inventory.
15. Check the box next to all the chemicals you wish to submit for pickup. Click "Add Selections to Worksheet".
16. 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.