



Enter the Chematix program from <http://campus.kennesaw.edu/> or <https://chematix.kennesaw.edu/Chematix/>.

Login with your Net ID and password.

To create the waste card:

1. Choose the "Waste" tab.
2. Choose "Create a waste card" found under the "Manage Your Laboratory Waste" section.
3. Choose "Bioactive Material."
4. Choose accumulation start date under the "Accumulation Start Date" section.
5. Select the laboratory where the waste is generated from the drop-down menu.
6. Enter "1" for the number of containers. Note: One waste card will be created per line. For multiple containers, please enter each on its own line.
7. Enter the weight, if known, otherwise leave blank.
8. Enter the type of material from the drop-down menu. If a new type is needed, please contact EHS.
9. Enter the description of the waste.
10. Click "Generate Waste Card."
11. Click "Print Waste Card(s)."
12. Tape waste card to the appropriate box.

To create a pickup sheet, notify EHS that box is ready for pickup:

1. Click the "Waste" tab.
2. Click "Create Pickup Sheet."
3. Choose the laboratory location.
4. Add special instructions if necessary.
5. Click the box beside waste Card to be picked up.
6. Click "Add selections to worksheet."
7. Click "Save and submit for pickup."

EHS Contact:

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