

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 "Chemical Mixture by Percentage."
4. Choose accumulation start date.
5. Select the laboratory where the waste is generated.
6. Select the container type.
7. Enter the container size/unit.
8. Select the pH level.
9. Select the Physical State.
10. Enter the Percent of Container Full: Value.
11. If the barcode of the chemical is known, enter it and click "Select Chemical"; click "Return"; go to Step 15.
12. If the barcode is unknown, click "Select Chemical."
13. Enter the Chemical Name or CAS#; select radial button for "begins with," "contains," or "exact." Click "Search."
14. Click on the name of the chemical you need to add.
15. Enter the percentage of that chemical.
16. Continue the process until all the chemicals are added.
17. Click "Calculate" – the total must add up to 100%.
18. Click the box beside the hazards under the "Check all HAZARDS that apply" section.
19. Click "Generate Waste Card."
20. Click "Print Waste Card."
21. Click "Create a Pickup Worksheet."
22. Choose the lab location.
23. Add special instructions if necessary.
24. Click the box beside waste card to be picked up.
25. Click "Add selections to worksheet."
26. Click "Save and submit for pickup."
27. Chematix will show that you have a worksheet submitted for pickup until EHS picks it up.
28. Place the waste card on top of the proper container.

EHS Contact:

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