

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 "Contaminated Materials."
4. Choose accumulation start date.
5. Select the laboratory where the waste is generated.
6. Select the contamination type by clicking the box next to the type.
7. Enter the contaminated materials (including weight) in the box.
8. Enter the contaminant in the box for "Contaminated By."
9. Click "Generate Waste Card."
10. Click "Print Waste Card."
11. Click "Create a Pickup Worksheet."
12. Choose the lab location.
13. Add special instructions if necessary.
14. Click the box beside waste card to be picked up.
15. Click "Add selections to worksheet."
16. Click "Save and submit for pickup."
17. Chematix will show that you have a worksheet submitted for pickup until EHS picks it up.
18. Place the waste card on the proper container.

EHS Contact:

470-578-3321

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