

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 from your inventory, you change the status of a container.

1. Choose the "Inventory" tab.
2. Click "Manage My Inventory."
3. Click the box next to the lab name.
4. Click "Search Active Lab Inventory."
5. Click the box beside the container to waste out.
6. Click "Change Container Status."
7. From the drop-down menu, choose the appropriate action. In this case, "Waste Card EHS Pickup Request."
8. Click "Change Container Status."
9. Waste card will load. Print waste card to place on the container.
10. Close waste card print image.
11. Choose the "Waste" tab.
12. Click "Create a Pickup Worksheet."
13. Choose the lab location.
14. Add special instructions if necessary.
15. Click the box beside waste card to be picked up.
16. Click "Add selections to worksheet."
17. Click "Save and submit for pickup."
18. Chematix will show that you have a worksheet submitted for pickup until EHS picks it up.
19. Place the waste card on the proper container.

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