

CHEMATIX™

Chemical Management System

Waste Management Module

User Training Manual

Prepared for The

University of Louisville

**Department of
Environmental Health & Safety
(DEHS)**

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Developed by





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General Overview

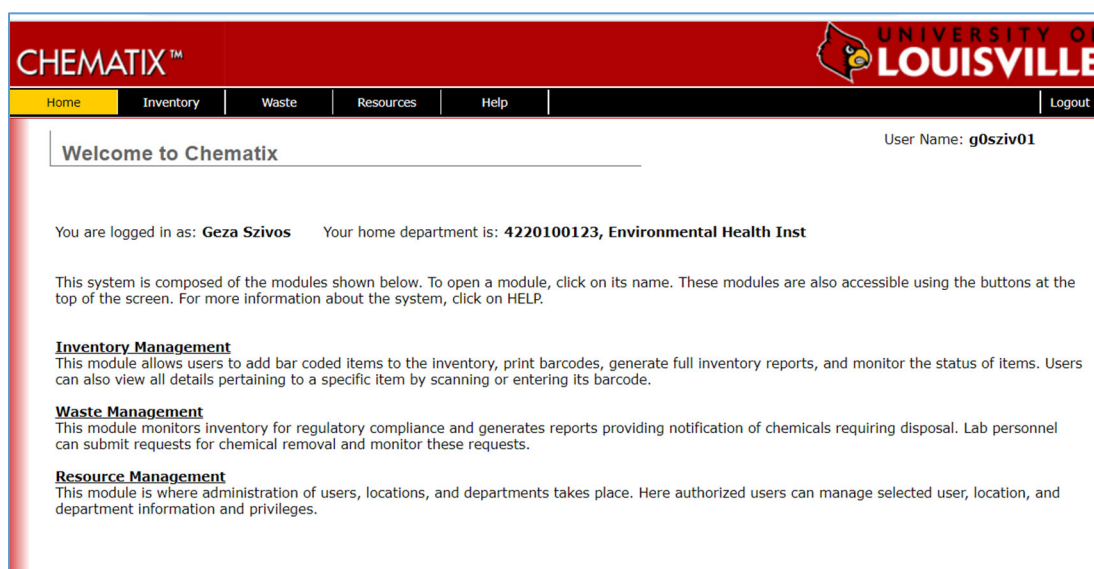
CHEMATIX™ Waste Management module enables laboratory and regulatory personnel to manage all aspects of chemical disposal. All waste and its corresponding status can be tracked in detail at any point in the system.

Accessing CHEMATIX™ go to <https://louisville.chematix.com/Chematix/>

Click **Login to Chematix**

You will log-in with your university ID and password.

Logging in through the university user authentication the username and departmental association is automatically identified and listed on the log-in page.



After log-in the user lands on the CHEMATIX™ main page, where we list the different modules.

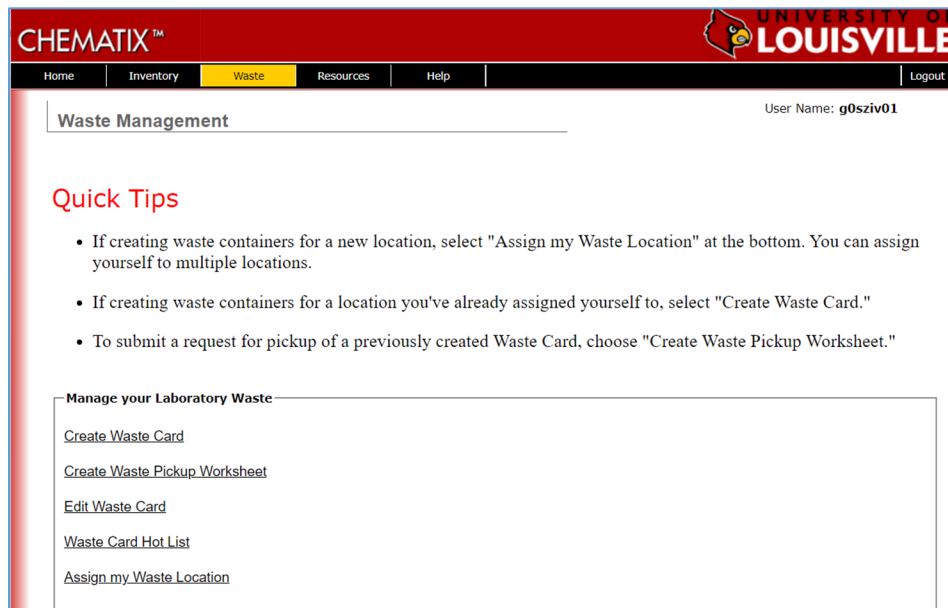
The **Waste Management Module** is where all waste generator activities will be completed and the other two modules (Inventory and Resource Management) are have only supporting rules.

Therefore, we are focusing on the Waste Management Module where waste generators will spend their time working with the system.

Accessing the **Waste Management**, the user selects a **Waste tab** on the top or clicking on the [Waste Management](#) link.

Waste Management Module is a major component where waste generation and waste pickup request are completed and recorded.

The Waste Generator will be able to view and keep track of waste in their laboratories until it has been picked up and moved to a waste collection area by the appropriate personnel.



CHEMATIX™ UNIVERSITY OF LOUISVILLE

Home | Inventory | **Waste** | Resources | Help | Logout

User Name: g0sziv01

Waste Management

Quick Tips

- If creating waste containers for a new location, select "Assign my Waste Location" at the bottom. You can assign yourself to multiple locations.
- If creating waste containers for a location you've already assigned yourself to, select "Create Waste Card."
- To submit a request for pickup of a previously created Waste Card, choose "Create Waste Pickup Worksheet."

Manage your Laboratory Waste

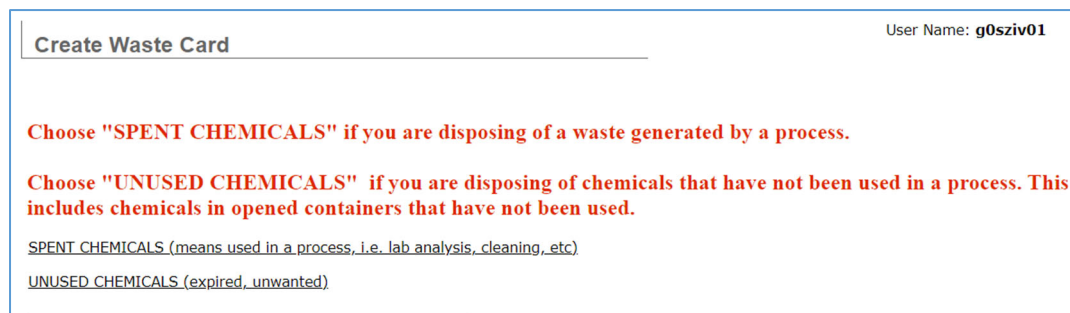
- [Create Waste Card](#)
- [Create Waste Pickup Worksheet](#)
- [Edit Waste Card](#)
- [Waste Card Hot List](#)
- [Assign my Waste Location](#)

Create a Waste Card

Waste materials are collected in waste containers in the labs. All such containers have their own unique identification label called a Waste Cards. A Waste Card describes the chemical constituents as well as other required information including but not limited to, the waste container size, barcode, creator, place of origin etc.

Each Waste Card has a unique identification number and scannable barcode.

Clicking on the [Create Waste Card](#) link the Waste Generator can start recording a new waste container content.



Create Waste Card User Name: g0sziv01

Choose "SPENT CHEMICALS" if you are disposing of a waste generated by a process.

Choose "UNUSED CHEMICALS" if you are disposing of chemicals that have not been used in a process. This includes chemicals in opened containers that have not been used.

[SPENT CHEMICALS \(means used in a process, i.e. lab analysis, cleaning, etc\)](#)

[UNUSED CHEMICALS \(expired, unwanted\)](#)

Mixed Waste Disposal

Clicking on the “[SPENT CHEMICALS \(means used in a process, i.e., lab analysis, cleaning, etc.\)](#)” link the user starts a process recording a waste content for a mixed waste container. These containers contain multiple chemicals, and a percentage-based mixture will be recorded and submitted for a waste pickup.

user name: **gusziv**

Create Waste Card

Steps to Generate a Waste Card (i.e. create a waste container)

- 1.) Choose a lab location from the dropdown. Room must be the location where the waste is generated and currently stored.
- 2.) Determine Container Size/Unit, Physical State, and Total Number of Identical Waste Containers.
- 3.) In the Comments box please provide detailed description of process generating this waste.
- 4.) Select the chemical(s) that make up the waste and enter the percentage for each. Trace amounts do not count toward the 100% requirement.
- 5.) Select "Generate Waste Card" at the bottom.

Quick Tips

- Each row makes up the chemical composition of a single container.

The first step is to select the location where the waste container is created.

Select the location from the pull-down menu at Laboratory / Location. If the location isn't listed, then go back click on the **Waste Tab** and select the [Assign my Location](#) link.

Please go the Assign my Waste Location section (page 20) of this document to learn how to assign your waste location.

Created By:	Szivos, Geza	Phone Number:
Department Name:	Environmental Health Inst	Laboratory / Location: 055G/242AA/CTR 242AA
Container Size/Unit:	<input type="text" value="1.0"/> / <input type="text" value="L"/>	
Physical State:	<input type="text" value="Liquid"/>	
Container Full or specify Content Amount:	Full : <input checked="" type="radio"/> Specify: <input type="radio"/> <input type="text" value="0.0"/> / <input type="text" value="Select"/>	
Total number of identical waste containers:	<input type="text" value="1"/>	
Comments:	<input style="width: 100%; height: 40px;" type="text" value="In the Comments box please provide detailed description of process generating this waste."/>	

Next, the **Container Size/Unit must be recorded** using the provided pull-down selection and select container Physical State.

By default, each container is considered as “Full”.

Total number of identical containers are default to 1.

However, you can create multiple identical waste containers in one step. In that case the containers (size and content) must be identical. After submitting identical waste containers, the system will generate a unique waste card and unique barcode for each individual container.

Comments: is a text field where user requested to provide detailed description of the process generating the waste.

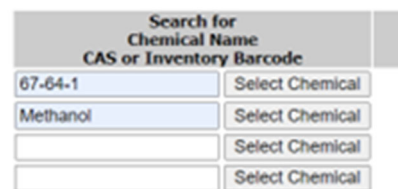
Please note, that you must enter text in this field to be able to submit your waste card.

After completed the top section of the waste container information, **the user is recording the waste content.**

CHEMATIX™ contains a built-in Chemical Abstract Database (CAD) where chemicals and their characteristics are stored. The built-in CAD database is an important feature maintaining data integrity of the recorded chemicals ensuring adequate waste categorization and reporting capabilities. Therefore, the waste generator must search in the CAD and select the applicable chemicals completing the waste mixture components.

Search by a chemical name or CAS# and click on the **Select Chemical** button.

Keep repeating the searches one-by-one until all components are recorded.



The search result returns multiple CAD items as we record synonyms in the CAD.

Search Results: Found 6 items.

Chemical Name	Qualifier	CAS Number
2-Propanone		67-64-1
Acetone		67-64-1
ACETONE CHROMASOLV(R) FOR HPLC >=99.&		67-64-1
Dimethyl ketone		67-64-1
dimethylketal		67-64-1
Propanone		67-64-1

Click on the chemical name which will be populated on your waste container content list.

In case the chemical is not found, first check the spelling, and consider searching for a synonym.

If the search result did not return the applicable chemical, then please click on **Add New Chemical** button and type in the chemical name and CAS Number to the applicable field.

For more information, please visit to the **Add New Chemicals to the CAD** section in this document.

Waste Generators can record a “trace amount” in their waste container checking off the applicable box.

Trace elements percentage will record 0%, yet the chemical will be considered during the waste container categorization.

Clicking on the **Calculate** button verify the entered %, which must be 100% at the end.

number	DDC	Trace Amount	Percent (%)	
-64-1		<input type="checkbox"/>	60.00	Remove
-56-1		<input type="checkbox"/>	20.00	Remove
-18-5		<input type="checkbox"/>	20.00	Remove
-46-1		<input checked="" type="checkbox"/>	0.00	Remove
		<input type="checkbox"/>	0.00	
percent: 100.00				Calculate

Search for Chemical Name CAS or Inventory Barcode	Chemical Name	CAS Number	DDC	Trace Amount	Percent (%)	
<input type="text"/>	Change Chemical Acetone	67-64-1		<input type="checkbox"/>	60.00	Remove Row
<input type="text"/>	Change Chemical Methanol	67-56-1		<input type="checkbox"/>	20.00	Remove Row
<input type="text"/>	Change Chemical Water	7732-18-5		<input type="checkbox"/>	20.00	Remove Row
<input type="text"/>	Change Chemical Carbacyclin	69552-46-1		<input checked="" type="checkbox"/>	0.00	Remove Row
<input type="text"/>	Select Chemical			<input type="checkbox"/>	0.00	
Total Percent: 100.00				<input type="button" value="Calculate"/>		
<input type="button" value="Generate Waste Card"/> <input type="button" value="Add More Rows"/> <input type="button" value="Cancel & Return"/>						

User always can cancel the waste recording process by clicking on the “**Cancel & Return**” button. If your waste container has more components, then please click on the “**Add More Rows**” button.

After all information entered, it is important to click on the “**Generate Waste Card**” button.

Please note: The waste container information is saved, when the “**Generate Waste Card**” button is clicked on.

Waste Generator will receive a confirmation. Listing the barcode number of the created waste card. In our example: ULW000042.

Create Waste Card

Activity Status: Success
 The Waste Card 'ULW000042' has been created successfully.
 Click the 'Print Waste Card' button below.

After clicking on the “**Generate Waste Card**” button, the user will land on the screen below:

Created By: Szivos, Geza Phone Number: _____
 Department Name: **Environmental Health Inst** Laboratory: **055G/242AA/CTR 242AA**
 Container Size/Unit: **1.0/L** Content Size/Unit: **1.0/L**
 Physical State: **LIQUID**
 Comments: **In the Comments box please provide detailed description of process generating this waste.**

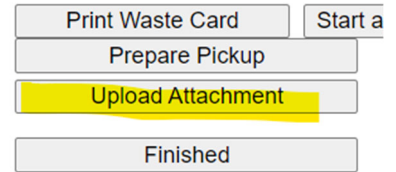
DDC	Chemical Name	CAS Number	Percentage
	Acetone	67-64-1	60.00
	Water	7732-18-5	20.00
	Methanol	67-56-1	20.00
	Carbacyclin	69552-46-1	trace
Total:		100.00%	

Hotlist Item Name:

Many options are presented to the user on this screen, and we will address all of them, starting with the process that your institution is recommending for the Waste Generators.

This is your opportunity attaching a document associated with your waste container.

Clicking on the "Upload Attachment" button, user will be presented an option for browsing and selecting a document and upload it. The uploaded document will be associate with this Waste Card and will be accessible by your University HazWaste professionals, You have the option of "**Cancel Upload**" and return to the original screen. screen.



Please note: At this point the waste card is saved but not submitted for pickup.

You can submit it for pickup later if you want or you can submit immediately here by clicking on the "**Prepare Pickup**" button. That takes you to the process where you can submit a waste pickup request.

Waste Pickup Request options are addressed under our next section **Create a Waste Pickup Worksheet**.

Additional options user can do after waste card is created:

Created By: Szivos, Geza	Phone Number:
Department Name: Environmental Health Inst	Laboratory: 055G/242AA/CTR 242AA
Container Size/Unit: 1.0/L	Content Size/Unit: 1.0/L
Physical State: LIQUID	
Comments: In the Comments box please provide detailed description of process generating this waste.	

DDC	Chemical Name	CAS Number	Percentage
	Acetone	67-64-1	60.00
	Water	7732-18-5	20.00
	Methanol	67-56-1	20.00
	Carbacyclin	69552-46-1	trace
Total:		100.00%	

Hotlist Item Name:

There are additional functions are presented by the buttons on the screen above.

Upload Attachment: addressed above, user can associate documents with the Waste Card.

Prepare Pickup: addressed above, as user can directly go the waste container pickup request.

Finished: The Waste Container is recorded (Waste Card created) and the process ended. User must submit a **Request for Pickup** at one point. The waste container is editable by the waste generator, until the point of the pickup request is submitted.

More information is available under the applicable sections i.e., Edit Waste Card, Create Waste Pickup Worksheet.

Print Waste Card: User can print the waste card which is available in pdf format.


Please note the printed waste Card below (next page),

Everywhere in CHEMATIX™, you can click on the waste card barcode link, you will see the waste container related information displayed on the waste card.

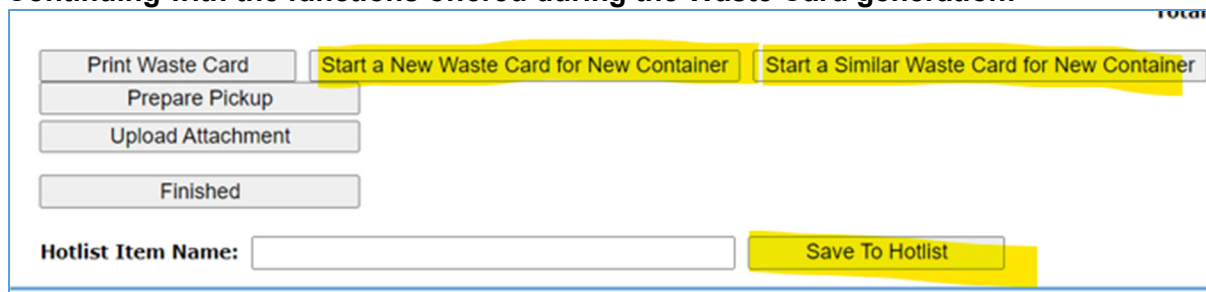
It is important to know about the Waste Card is, that each container has its unique waste card, such means a unique identification number and scannable barcode.

The waste card is continuously updated as the status change i.e., picked up and stored in a waste storage location, put in the waste drum, picked up by a disposal vendor etc.

Waste Cards located in the lab and have not submitted for pickup yet, are editable by a waste generator (see related Edit Waste Card section).

NON HAZARDOUS WASTE			
 ULW00003Z			
UN Code:		DOT Code: To be reviewed	
EPA Code:		Current Location: 055G/242AA/CTR 242AA	
		Received Date:	
Created By:		Principal Investigator	
Szivos, Geza		Szivos, Geza	
Department	Building Name	Room No.	Phone
Cancer Center	CTR (055G)	242AA	
Chemical Name	CAS #	%	
Acetone	67-64-1	60.0	
Water	7732-18-5	20.0	
Methanol	67-56-1	20.0	
Carbacyclin	69552-46-1	trace	
Signature:		Container Size:	1.0 L
In the Comments box please provide detailed description of process generating this waste.			
Mixture Waste footer			

Continuing with the functions offered during the Waste Card generation:



Start a New Waste Card for New Container: clicking on that, user will be taken to New Waste Card generation screen, where the Location and Comment field is completed, yet all other information must be entered. This button is a good choice when multiple different Waste Containers are recorded one by one.

Start a Similar Waste Card for New Container: button replicates the data entry for a new container. Each field is editable and changeable by the user and new waste container is created after clicking on the Generate Waste Card button.

Save to Hotlist: is saving the waste container information which can be pulled up when similar waste is generated. See related section in this document.

Add Chemicals to the Chemical Abstract Database (CAD)

CHEMATIX™ contains a built-in Chemical Abstract Database (CAD) where chemicals and their characteristics are stored. The built-in CAD database is an important feature maintaining data integrity of the recorded chemicals ensuring adequate waste categorization and reporting capabilities. Therefore, the waste generator must search in the CAD and select the applicable chemicals completing the waste mixture components.

For best results search using the CAS number, if available.

If the chemical is not found, first check the spelling, and consider searching for a synonym.

Chemical Name: begins with contains exact
 CAS#:

Chemical Abstract
[View Chemical Abstract and SDS Details](#) [Search Google](#)

Required Field
 Chemical Full Name:
 Add new Synonym:

CAS Number:
 EC Number:
 Chemical Formula:

If the Chemical Name or CAS # isn't in the list, click **Add New Chemical**
 Type in **Chemical Name** and **CAS Number**. To the applicable field.

If you don't know the CAS # or there is no CAS # for the item, then click on **Generate Z Number** and the system will generate a pseudo-CAS # (Z-number) for the chemical.

Scroll to the bottom and click on **Save and Request Review**.

Proceed with the Waste Card Generation.

Pure Chemicals Waste Disposal

Clicking on the "[UNUSED CHEMICALS \(expired, unwanted\)](#)" link the user starts a process recording a waste content for individual chemical containers.

Choose "[UNUSED CHEMICALS](#)" if you are disposing of chemicals that have not been used in a process. This includes chemicals in opened containers that have not been used.

Each container will be individually recorded.

Created By: Szivos, Geza Phone Number: _____
 Department Name: **Environmental Health Inst** Laboratory:

	Container Size	Physical State	Chemical Name	CAS Number	DDC	Content Size	
<input type="button" value="Change Chemical"/>	<input type="text" value="1.0000"/>	<input type="text" value="L"/>	Liquid	Hydrobromic acid	10035-10-6	<input type="text" value="1.0000"/>	<input type="text" value="L"/> <input type="button" value="Remove Row"/>
<input type="button" value="Change Chemical"/>	<input type="text" value="1.0000"/>	<input type="text" value="L"/>	Liquid	Hydrobromic acid solution	10035-10-6	<input type="text" value="0.0000"/>	<input type="text" value="Select"/> <input type="button" value="Remove Row"/>
<input type="button" value="Search Chemical"/>	<input type="text" value="0.0000"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>			<input type="text" value="0.0000"/>	<input type="text" value="Select"/>
<input type="button" value="Search Chemical"/>	<input type="text" value="0.0000"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>			<input type="text" value="0.0000"/>	<input type="text" value="Select"/>
<input type="button" value="Search Chemical"/>	<input type="text" value="0.0000"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>			<input type="text" value="0.0000"/>	<input type="text" value="Select"/>

The first step is to select the location where the waste container is created.

Select the location from the pull-down menu at Laboratory. If the location isn't listed, then go back click on the **Waste Tab** and select the [Assign my Location](#) link.

Please go to the Section (page 20) of this document to learn how to assign your waste location.

Each row, you start with the **Search Chemical** button and select the chemical from the displayed list (CAD – Chemical Abstract Database).

In case the chemical is not found, first check the spelling, and consider searching for a synonym.

If the search result did not return the applicable chemical, then please click on **Add New Chemical** button and type in the chemical name and CAS Number to the applicable field.

For more information, please visit to the **Add New Chemicals to the CAD** section in this document.

The selected chemical name will be displayed in each row.

Change Chemical button brings back the search option and allow the user to change the chemical name.

Complete the container size and unit information and use the **Add More Rows** button in case you have more container to be disposed.

Content Size is not required. It automatically defaults to Container Size.

Cancel & return: will abort the process and takes the user back to the Waste Management page.

Generate Waste Card: button will complete the process and creates an individual waste card for each container.

Clicking on the "**Generated Waste Card**" button will display the screen (see next page) which presents multiple option to the user.


Print Waste Card: Each individual waste card will be provided in printable pdf. format.

Upload Attachment: Documents can be attached, as user is able to search and upload document.

Start a new set of Waste Cards: clicking on that, user will be taken to new Waste Card generation screen, where the Location and Comment field is completed, yet all other information must be entered. This button is a good choice when multiple different Waste Containers are recorded one by one.

Start a Similar Waste Card for New Container: button replicates the data entry for a new container. Each field is editable and changeable by the user and new waste container is create dafter clicking on the Generate Waste Card button.

Finished: The Waste Container is recorded (Waste Card created) and the process ended. User must submit a **Request for Pickup** at one point. The waste container is editable by the waste generator, until the point of the pickup request is submitted.


Activity Status: Success
 The Waste Card(s) has been created successfully.
 Click the 'Print Waste Card' button below.

DON'T FORGET TO SELECT "Prepare Pickup"

Created By: Szivos, Geza Phone Number:
 Department Name: **Environmental Health Inst** Laboratory: **055G/242AA/CTR 242AA**

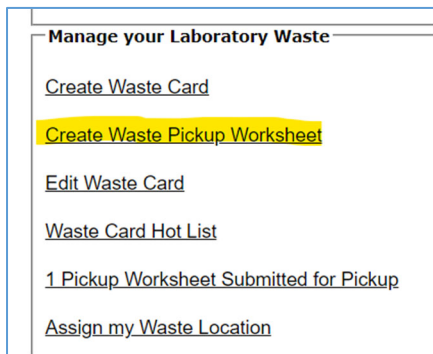
Container Size	Content Size	Physical State	Chemical Name	CAS Number	DDC
1.0 L	1.00 L	LIQUID	Hydrobromic acid	10035-10-6	
1.0 L	1.00 L	LIQUID	Hydrobromic acid solution	10035-10-6	

“Prepare Pickup” button takes you to the process where you can submit a waste pickup request. The Waste Pickup options are addressed under our next section **Create a Waste Pickup Worksheet**.

Create Waste Pickup Worksheet

Waste Containers that are created at the Waste Generation locations must be submitted for waste pickup.

Waste containers pickup can be requested immediately after the containers are created, using the **Prepare Pickup** button that we addressed during the waste card creation options.



Alternatively waste containers can be submitted for a pickup at a later date.

Clicking on the [Create a Waste Pickup Sheet](#) link the list of waste containers will be displayed at the selected location (see screen example below).

First, the user needs to do is select the location from the pulldown menu.

Hazardous Materials Pickup Worksheet user iv

Activity Status: Success
 10 wastecard(s) found for laboratory 'CTR 242AA'

DON'T FORGET TO SELECT "Submit for Waste Pickup"

Created By: Szivos, Geza
Department: Environmental Health Inst
Phone:
Email Address: g0sziv01@cardmailloouisville.onmicrosoft.com
Location: 055G/242AA/CTR 242AA
Pickup Contact: Szivos, Geza
Pickup Contact Phone:
PI Name: Szivos, Geza

This is a Laboratory Closing:
This Lab is at or exceeding waste storage limit (55 Gal or 1 Quart P Listed):
Instructions: (Location of the waste in the Lab, Lab hours, etc.)

Add more waste

Available waste containers

View Waste Card	Type	Edit Waste Card	Container Size	On Worksheet	Content
ULW00002Z	Chemical Waste by percentage not editable		1.0 L waiting for pickup	<input type="checkbox"/>	Methanol ; Acetone ; Water
ULW000037	Chemical Waste by percentage not editable		1.0 L waiting for pickup	<input type="checkbox"/>	Methanol ; Acetone ; Water
ULW00003Q	Chemical Waste by percentage not editable		1.0 L waiting for pickup	<input type="checkbox"/>	Methanol ; Acetone ; Water
<input type="checkbox"/> ULW00003R	Chemical Waste by percentage	ULW00003R	1.0 L	<input type="checkbox"/>	Methanol ; Acetone ; Water
<input type="checkbox"/> ULW000042	Chemical Waste by percentage	ULW000042	1.0 L	<input type="checkbox"/>	Acetone ; Water ; Methanol ; Car
<input type="checkbox"/> ULW000048	Chemical Waste by percentage	ULW000048	1.0 L	<input type="checkbox"/>	Acetone ; Water ; Methanol ; Car

The system will display all waste containers at the selected location. This is an important screen where a user submits waste pickup request.

Users who select waste pickup during the waste card generation and click on **Prepare Pickup** dealing with the same options that we address under this section.

Waste Generator can provide additional information to the HazWaste Operators, who will pick their waste up:

This is a Laboratory Closing:

This Lab is at or exceeding waste storage limit
 (55 Gal or 1 Quart P Listed):

Instructions:
 (Location of the waste in the Lab, Lab hours, etc.)

Contact name and phone number at the location should be entered. In case it is a **Lab Closing**, then please check the applicable box. Likewise, EHS HazWaste Operators should be notified, checking off the applicable box, when the lab is at the point when **exceeding the waste storage limit**.

Instructions: is a text box where waste generator can enter useful information for the pickup personnel (i.e. doors open/closed, working hours, etc.).

Add more waste: button takes the user to the waste generation and waste card creation screen.

The remaining part of the Waste Pickup request screen is listing all waste containers, that are currently stored in the selected location.

Available waste containers

	View Waste Card	Type	Edit Waste Card	Container Size	On Worksheet	Content
	ULW00002Z	Chemical Waste by percentage not editable		1.0 L	waiting for pickup	Methanol ; Acetone ; Water
	ULW000037	Chemical Waste by percentage not editable		1.0 L	waiting for pickup	Methanol ; Acetone ; Water
	ULW00003Q	Chemical Waste by percentage not editable		1.0 L	waiting for pickup	Methanol ; Acetone ; Water
<input type="checkbox"/>	ULW00003R	Chemical Waste by percentage	ULW00003R	1.0 L		Methanol ; Acetone ; Water
<input type="checkbox"/>	ULW000042	Chemical Waste by percentage	ULW000042	1.0 L		Acetone ; Water ; Methanol ; Car
<input checked="" type="checkbox"/>	ULW000048	Chemical Waste by percentage	ULW000048	1.0 L		Acetone ; Water ; Methanol ; Car
<input checked="" type="checkbox"/>	ULW00004F	Chemical Waste by percentage	ULW00004F	1.0 L		Acetone ; Water ; Methanol, (dib
<input type="checkbox"/>	ULW00004C	Chemical in original container	ULW00004C	1.0 L		Hydrobromic acid

The waste container list includes items which already submitted for pickup yet have not been picked up and still located in the lab.

These containers are listed as “waiting for pickup” and cannot be selected by the user for pickup. These containers are no longer editable by the waste generator and listed under the “On Worksheet” column.

Containers, which have a checkbox in front of them are selectable by the user and can be added to a pickup worksheet:



<input checked="" type="checkbox"/>	ULW000048	Chemical Waste by percentage	ULW000048	1.0 L	Acetone ; Water ; Methar
<input checked="" type="checkbox"/>	ULW00004F	Chemical Waste by percentage	ULW00004F	1.0 L	Acetone ; Water ; Methar
<input checked="" type="checkbox"/>	ULW00004G	Chemical in original container	ULW00004G	1.0 L	Hydrobromic acid
<input type="checkbox"/>	ULW00004H	Chemical in original container	ULW00004H	1.0 L	Hydrobromic acid solution
<input type="checkbox"/>	ULW00004I	Chemical in original container	ULW00004I	500.0 mL	Hydrobromic acid

Toggle

Toggle: button always selects all available checkboxes.

Add Selection(s) to Worksheet: will add all selected waste containers to a Pickup Worksheet, meaning these containers will be requested to be picked up.

Add more waste: button takes the user to the waste generation and waste card creation screen.

Reprint Waste Card PDF: brings up a waste card in printable format.

View details: button displays a detailed waste container list with contents and waste cards can be selected to the pickup worksheet, as well.

Building Name:	CTR	Department Name:	Cancer Center
Laboratory:	CTR 242AA	PI Name:	Szivos, Geza
Lab Supervisor:	Szivos, Geza	Container Type:	GLASS
Container State:	LIQUID	Container Size:	1.0 L

Description	CAS#	Content Size/Unit
Hydrobromic acid solution	10035-10-6	1.0 L

Waste Card Number: **ULW00004I**

Building Name:	CTR	Department Name:	Cancer Center
Laboratory:	CTR 242AA	PI Name:	Szivos, Geza
Lab Supervisor:	Szivos, Geza	Container Type:	GLASS
Container State:	LIQUID	Container Size:	500.0 mL

Description	CAS#	Content Size/Unit
Hydrobromic acid	10035-10-6	500.0 mL

Toggle

Pickup Worksheet

After selecting the applicable waste cards and clicking on the “Add Selection(s) to Worksheet” button, the selected waste containers are listed on the pickup sheet.



Waste containers on this pickup sheet

View Waste Card	Type	Edit Waste Card	Container Size	Content	
ULW00004F	Chemical Waste by percentage	ULW00004F	1.0 L	Acetone ; Water ; Methanol, (dibutylamino)- ; Methanol	Remove From Worksheet
ULW00004G	Chemical in original container	ULW00004G	1.0 L	Hydrobromic acid	Remove From Worksheet

Available waste containers

View Waste Card	Type	Edit Waste Card	Container Size	On Worksheet	Content
ULW00002Z	Chemical Waste by percentage not editable		1.0 L	waiting for pickup	Methanol ; Acetone ; Water
ULW000037	Chemical Waste by percentage not editable		1.0 L	waiting for pickup	Methanol ; Acetone ; Water

Below we list the available waste containers in the location. You still can select additional containers from that list and add them to the worksheet.

Add More Waste: takes you back to the create was card process.

Save Worksheet: button saves the worksheet that can be submitted for pickup later.

Submit For Waste Pickup: will notify HazWaste Operators about the pickup request.

Once you clicked on the **Submit for Waste Pickup**, you will automatically go to the screen where your pickup request is recorded.

Clicking on the worksheet link:

Worksheets submitted for pickup:

Location: **055G/242AA/CTR 242AA**
 Dept: **Cancer Center**
 Submitted Date: **03/26/2023 22:26**
WORKSHEET# 2023-0122



User Name: **g0sziv01**

Hazardous Materials Pickup Worksheet

Label containers with the Waste Card Barcode Number using the Waste Cards or the Pickup Worksheet.

Worksheet Number: **2023-0122**
 Principal Investigator: **Szivos, Geza**
 Created By: **Szivos, Geza**
 Department: **Cancer Center**
 Telephone: **404-123-4567**
 E-mail Address: **g0sziv01@cardmailloisville.onmicrosoft.com**
 Location: **02/055G/CTR/242AA/CTR 242AA**
 Pickup Contact: **Szivos, Geza**
 Pickup Contact Phone: **17703551131**
 Instructions:

Waste Card Barcode	Container Size	Container State	DOT Code	UN Code	Package Group	Waste Code	Content	CAS	Content Size
ULW00002Z	1.0 L	LIQUID	To be reviewed				Methanol	67-56-1	50.0 %
							Acetone	67-64-1	30.0 %
							Water	7732-18-5	20.0 %
ULW000037	1.0 L	LIQUID	To be reviewed				Methanol	67-56-1	50.0 %
							Acetone	67-64-1	30.0 %
							Water	7732-18-5	20.0 %
ULW00003Q	1.0 L	LIQUID	To be reviewed				Methanol	67-56-1	50.0 %
							Acetone	67-64-1	30.0 %
							Water	7732-18-5	20.0 %

Reprint Waste Card: will print you all Waste Cards

Print Pickup Worksheet: will display a printable summary of the pickup request:

Pickup Request Date: **2023-03-26 22:26:59.037** Worksheet Number: **2023-0122**
 Location: **02/055G/CTR/242AA/CTR 242AA** P.I.: **Szivos, Geza**
 Pickup Contact: **Szivos, Geza** Created By: **Szivos, Geza**
 Contact Phone: **17703551131** Department: **Cancer Center**
 Creator's E-mail: **g0sziv01@cardmailloisville.onmicrosoft.com** Telephone: **404-123-4567**
 Instructions:

Waste Card Barcode	Designated Waste Storage	Start Date	Container Size	Container Type	Container State	Reusable	pH Level	DOT Code:	UN Code	Package Group	Waste Code	Content Size	Content	CAS
 ULW00002Z		2/13/23	1.0 L	POLY	LIQUID	No		To be reviewed				50.0%	Methanol	67-56-1
												30.0%	Acetone	67-64-1
												20.0%	Water	7732-18-5
 ULW000037		2/22/23	1.0 L	POLY	LIQUID	No		To be reviewed				50.0%	Methanol	67-56-1

Waste Card Barcode must be attached to each waste container. You can print the Waste Cards and attach to the container or you take the barcodes from the pickup sheet and attach to each waste container.

Edit Waste Card

Waste Cards are editable by the Waste Generator until the point when the waste container is submitted for pickup.

When the waste container is still in the waste generator area and has not been submitted for pickup, then the user can edit them.

Editing the Waste Cards, meaning changing the container content or other previously recorded information, the user need select the [“Edit Waste Card”](#) link.

Edit a Waste Card

Type in the Waste Card Barcode Number and Select Search

ULW00003K

Search Reset

Manage your Laboratory Waste

[Create Waste Card](#)

[Create Waste Pickup Worksheet](#)

[Edit Waste Card](#)

[Waste Card Hot List](#)

1 Pickup Worksheet Submitted for Pickup

[Assign my Waste Location](#)

Typing (or scanning) in the waste container barcode the container information will be displayed.

Other alternative is clicking on the empty search, the system will display all waste cards on your waste location areas.

Search Reset

Waste Cards Not Scheduled For Pickup

	Building Name	Room Number	Lab Name	Waste Card Number	Container Size	Description
<input checked="" type="radio"/>	CTR	242AA	CTR 242AA	ULW000049	1.0 L	Water ; Methacrylic acid
<input type="radio"/>	CTR	242AA	CTR 242AA	ULW000048	1.0 L	Acetone ; Water ; Methanol ; Carbacyclin
<input type="radio"/>	CTR	242AA	CTR 242AA	ULW000042	1.0 L	Acetone ; Water ; Methanol ; Carbacyclin
<input type="radio"/>	CTR	242AA	CTR 242AA	ULW00003Z	1.0 L	Acetone ; Water ; Methanol ; Carbacyclin
<input type="radio"/>	CTR	242AA	CTR 242AA	ULW00003R	1.0 L	Methanol ; Acetone ; Water

User can do multiple things here:

Edit Waste Card: will be address below.

Print Waste Card: clicking on the button the waste card pdf displayed, which can be printed by a user.

Delete Selected Waste Card: clicking on the delete button, user receive a confirmation request.

louisville.chematix.com says

You are about to delete the waste card ULW000049
 Please destroy the printed Waste Card.

Clicking on the **OK** button, the waste card will be deleted. **Cancel** will abort user form the deletion.

Finish: will take the user back to the Waste Management page.

Start a New Waste Card for New Container: clicking on that, user will be taken to New Waste Card generation screen, where all other information must be entered.

Start a Similar Waste Card for New Container: button replicates the selected waste card data entry for a new container. Each field is editable and changeable by the user and new waste container is create dafter clicking on the Generate Waste Card button.

Edit Waste Card Function

Selecting the **“Edit Waste Card”** button, will opens up the selected container in a fully editable format:

Edit Waste Card

Principal Investigator: **Szivos, Geza**
 Created By: **Szivos, Geza**
 Department Name: **Cancer Center**

Container Size/Unit: /
 Physical State:
 Container Full or specify Content Amount: Full : Specify:
 /

Phone Number:
 Original Laboratory: **055G/242AA/CTR 242AA**
 Stored Laboratory: **055G/242AA/CTR 242AA**

pH Level:

DOT Code: **To be reviewed**
 UN Code:
 EPA Code:

Comments:
 In the Comments box please provide detailed description of process generating this waste.

Chemical Name	CAS Number	Trace Amount	Percent (%)
<input type="radio"/> Acetone	67-64-1	<input type="checkbox"/>	<input type="text" value="60.00"/> <input type="button" value="Change Chemical"/>
<input type="radio"/> Water	7732-18-5	<input type="checkbox"/>	<input type="text" value="20.00"/> <input type="button" value="Change Chemical"/>
<input type="radio"/> Methanol	67-56-1	<input type="checkbox"/>	<input type="text" value="20.00"/> <input type="button" value="Change Chemical"/>
<input type="radio"/> Carbacyclin	69552-46-1	<input checked="" type="checkbox"/>	<input type="text" value="0.00"/> <input type="button" value="Change Chemical"/>
Total Percent:		100.00	<input type="button" value="Calculate"/>

For example, we updated the content of the comment text.

Then selected the trace amount and click on **“Remove Constituent”**.

Update Waste Card: clicking on it, will updates the entire waste container (all changes that we completed with the various options)

The system generates a new Waste Card including a new barcode number, and the note section records the replacement:

Size:

This Waste Card was created to replace the Waste Card ULW00003Z by Szivos, Geza on 2023-03-28 Comment updated, comment updated, comment updated Comment updated, comment updated, comment updated

Mixture Waste footer

Remove Constituent: removed the selected waste component.

Add More Rows: allow adding additional waste constituents to the waste container,

Delete Waste Card: removed the entire waste container.

Cancel & Return: takes the user back to the Waste Management page.

Waste Card Hotlist:

This feature is helpful when user generates the similar waste regularly. In the event of repetitive waste generation, the user can create a waste container template (we call hotlist item) and save it. Waste Hotlist Items are associated with waste generator locations (labs) and accessible to personnel who works in that location.

Going back to a Generate Waste Card section:

After the container information and container constituents are recorded and user selected a **“Generate Waste Card”** button:

Search for Chemical Name CAS or Inventory Barcode		Chemical Name	CAS Number	DDC	Trace Amount	Percent (%)	
<input type="text"/>	<input type="button" value="Change Chemical"/>	Methanol	67-56-1		<input type="checkbox"/>	50.00	<input type="button" value="Remc"/>
<input type="text"/>	<input type="button" value="Change Chemical"/>	Acetone	67-64-1		<input type="checkbox"/>	30.00	<input type="button" value="Remc"/>
<input type="text"/>	<input type="button" value="Change Chemical"/>	Water	7732-18-5		<input type="checkbox"/>	20.00	<input type="button" value="Remc"/>
<input type="text"/>	<input type="button" value="Select Chemical"/>				<input type="checkbox"/>	0.00	
<input type="text"/>	<input type="button" value="Select Chemical"/>				<input type="checkbox"/>	0.00	
Total Percent: 100.00					<input type="button" value="Calculate"/>		

Type in **Hotlist Item Name** and click **Save to Hotlist**

DDC	Chemical Name	CAS Number	Perc
	Methanol	67-56-1	
	Acetone	67-64-1	
	Water	7732-18-5	
Total:		100.00%	

Hotlist Item Name:

You'll be directed back to the Waste Management main page.

At this point, the Hotlist Item you just created is in the system and ready for future waste submissions. However, the Waste Card you generated to create the Hotlist Item still needs to be submitted for pickup.

Submitting Waste Using the Hotlist Feature

You have two options when submitting a Hotlist Item for waste pickup. Both begin after clicking **Waste** on the black ribbon at the top of the page.

Clicking **Create Waste Card** is one of the options. After clicking the Hotlist Item from the list, continue the process for submitting waste.

SPENT CHEMICALS (means used in a process, i.e. lab analysis, cleaning, etc)

UNUSED CHEMICALS (expired, unwanted)

Your Waste Card Hotlist	Components
Mixture of Acetone and Methanol	Methanol ; Acetone ; Water

The Second Option is to click **Waste Card Hot List**.

This is where you can further manage your Hotlist Items by clicking **Modify Hot List Name** or **Remove/Delete**.

Select the Hotlist Item and click **Create a New Waste Card** and continue the process or submitting waste.

Your Waste Card Hotlist

1. Mixture of Acetone and Methanol

Manage your Laboratory Waste

[Create Waste Card](#)

[Create Waste Pickup Worksheet](#)

[Edit Waste Card](#)

[Waste Card Hot List](#)

[Assign my Waste Location](#)

Please note that the selected Hotlist item are editable by the waste generator prior to generate a waste card,

Assign my Waste Location

Users must be associated with waste generating locations. When user starts the Create Waste Card process, the first step is to select a location from a provided pull-down menu. If you have previously submitted waste for the location, then your location is already recorded, and you can proceed to submit the waste. You can assign yourself multiple waste generation locations if you need to.

Manage your Laboratory Waste

[Create Waste Card](#)

[Create Waste Pickup Worksheet](#)

[Edit Waste Card](#)

[Waste Card Hot List](#)

[Assign my Waste Location](#)

Click on the **Assign my Waste Location link**.

Laboratory / Room Search

List of Current Location(s)

Building	Room	Laboratory	PI
127A / Golf Warehouse	109A	Waste Generation 109A Szivos, Geza	Szivos, Geza
055G / CTR	242AA	CTR 242AA	Szivos, Geza
0902 / Jewish Hospital Outpatient Care Center	404-C	Jewish Hospital Outpatient Care Center 404-C	Szivos, Geza
TEST / Main Office	101	Waste Generation 101 Szivos, Geza	Morris, John K

Search for Laboratory / Room

Department Name: begins with contains exact

Department Number:

or

Building Name: begins with contains exact

or

Building Number:

Filter by Campus:

Use the search fields to find the location you want to assign yourself to (we recommend using the "Building Name" search field).

After typing in the data to find the location, click **Search**.

The Search returns the list of rooms and waste generation locations (labs) in the selected building or department.

The top part lists Rooms/Laboratories that are already waste generating locations in CHEMATIX™ and the bottom lists are locations that are available to be a waste generating location. You can select a location from either list.

Filter by Campus:

List of Rooms /Laboratories

Building # / Name	Room Dept	Room #	Lab Dept	Lab Name	PI	Lab Supervisor
0036 / Chemistry	2813000102	012	2813000102	CHEMISTRY 012	Wittebort, Richard	Wittebort, Richard
0036 / Chemistry	2813000102	014	2813000102	CHEMISTRY 014	Wittebort, Richard	Wittebort, Richard
0036 / Chemistry	2813000102	038	2813000102	CHEMISTRY 038		
0036 / Chemistry	2813000102	038	2813000102	Waste Generation 038 John, John	John, John	John, John
0036 / Chemistry	2813000102	110	2813000102	CHEMISTRY 110	Wittebort, Richard	Wittebort, Richard

You can select the Lab Name link (above) or the room number link from the list below:

0036 / Chemistry	2813000102	344	2813000102	CHEMISTRY 344	Grapperhaus, Craig	Grapperhaus, Craig
0036 / Chemistry	2813000102	346	2813000102	CHEMISTRY 346	Grapperhaus, Craig	Grapperhaus, Craig

All Other Available Rooms

Campus	Building # / Name	Room #	Dept #	Dept Name	Floor
01 Belknap Campus	0036/Chemistry	006	2813000102	A&S Chemistry	Ground Floor
01 Belknap Campus	0036/Chemistry	007	2813000102	A&S Chemistry	Ground Floor
01 Belknap Campus	0036/Chemistry	010	2813000102	A&S Chemistry	Ground Floor
01 Belknap Campus	0036/Chemistry	011	2813000102	A&S Chemistry	Ground Floor
01 Belknap Campus	0036/Chemistry	015	2813000102	A&S Chemistry	Ground Floor
01 Belknap Campus	0036/Chemistry	016	2813000102	A&S Chemistry	Ground Floor

After the location selection the user will be automatically taken to the Create Waste Card screen:

User Name: g0sziv01

Create Waste Card

Activity Status: Success

You have been assigned to 0004 / SRB
 2210 S. Brook Street
 LOUISVILLE, KY, 40208
 Room 303
 Please log in again to be able to use this waste generation location.

Choose "SPENT CHEMICALS" if you are disposing of a waste generated by a process.

Choose "UNUSED CHEMICALS" if you are disposing of chemicals that have not been used in a process. This includes chemicals in opened containers that have not been used.

SPENT CHEMICALS (means used in a process, i.e. lab analysis, cleaning, etc)

UNUSED CHEMICALS (expired, unwanted)