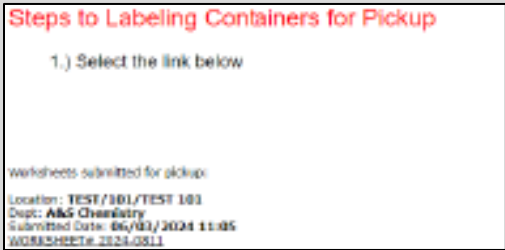



## CHEMATIX™ Frequently Asked Questions (FAQ)

FAQ	Answer
What is Chematix used for?	Chematix is used to submit Chemical Hazardous Waste Pickup request. It is <b>NOT</b> for Chemical Inventory, Biohazard Waste, or Radioactive Waste.
How do I access Chematix to submit a Chemical Hazardous Waste Pickup?	Use your existing Ulink login credentials to login to Chematix: <a href="#">Chematix homepage</a> .
How can I receive help with Chematix?	Contact DEHS at 852-6670 or <a href="mailto:chematix@louisville.edu">chematix@louisville.edu</a> . Supporting documents: <a href="#">Chematix support docs</a> .
How do I know if my waste is successfully submitted to DEHS for pickup?	It is not submitted until you get this screen:  The screenshot shows a confirmation message: "Steps to Labeling Containers for Pickup" followed by "1.) Select the link below". Below this, it says "worksheets submitted for pickup" and provides details: "Location: TEST/101/TEST 101", "Dept: A&S Chemistry", "Submitted Date: 06/03/2024 11:05", and "WORKSHEET#: 2024-0811".
Are the DEHS provided 6-digit tracking numbers still required?  A red rectangular box with a diagonal line through it, containing the text "Label Number 268498" and "HAZARDOUS WASTE (Chemical name spelled out not abbreviated)".	No. However, a unique tracking is still required for each container, but Chematix automatically generates that number for you.
How do I label containers with the unique tracking number that Chematix automatically generates?	Print it out and tape it to the container <b>OR</b> Write it on the DEHS provided accumulation label or a piece of lab tape: <a href="#">4L Waste Labels</a>
What's the first thing I need to do after my initial login to Chematix?	Assign Your Waste Location; After clicking the Waste tab at the top, it's the last link.

Are Chematix User Training Sessions required?	No, but contact DEHS if you want to attend a training session. A previously recorded training session is also available on the DEHS website.
Can I assign myself to multiple locations?	Yes, there is no limit.
Can a location have multiple people assigned to it?	Yes, there is no limit.
Can someone see and/or submit the waste that another person in the lab has submitted?	Yes to both
What is a Hotlist Item?	A Hotlist Item is helpful when a lab generates a similar waste on a regular basis. A Hotlist Item is a template for future submissions. It auto-populates the data but it can still be edited.
Is a Hotlist Item available to everyone in a location?	Yes
Can a Hotlist Item be created for one location but be submitted for a different location?	Yes

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