

How to Add Chemicals to the Chemical Abstract Database (CAD)

NOTE: You must add chemicals to the CAD within the process of submitting a pickup request. You CANNOT add chemicals to the CAD by selecting this link.

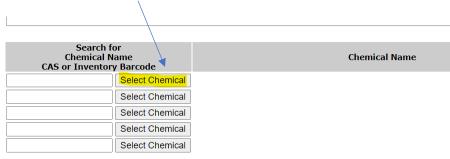


- 1.) Go to https://louisville.chematix.com/Chematix/
- 2.) Click Login to Chematix
- 3.) Click **Waste** on the black ribbon at the top of the page.
- 4.) Click Create Waste Card

5.) Click SPENT CHEMICALS or UNUSED CHEMICALS

Note: **Spent Chemicals** breaks down the chemical composition by percentage. **Unused Chemicals** assumes the chemical composition is 100%. When submitting Unused Chemicals, submit the product name in place of the chemical name if there are more than one chemical.

6.) Click Select Chemical



7.) Type in the **Chemical Name** or **CAS #** in the applicable field.

Chemical Name: CAS#:	Methanol	egins with	○ contains	⊖exact
Search Add	New Chemical			
Return				

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.

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8.) Click **Search**

If the Chemical Name or CAS # isn't in the list, click Add New Chemical

9.) 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.

Chemica	al Abstract				
View Chemica	al Abstract and SDS D	etails Search Goog	le		
Required F	ield				
I.	FILL OUT CHEMICAL NAME Chemical Full Name:				
		d :			
	Add new Synonym:				
	Add	Carl.	T.		
1	CAS Number:	TYPE IN CAS#	Generate Z Number		
	EC Number:				
	Chemical Formula:				

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

		Ingredient				
Save & Maintain Ingredient	is					
Active Inventory:		- 97 [1			
Previously Used:						
Save & Request Review	Reset	Cancel and Re	eturn	Delete	Re-Assign to another	

11.) You can now submit waste with the Chemical Name you've just added. Search the newly added Chemical Name or CAS # to continue submitting a hazardous waste pickup request. See <u>Chematix Quick Reference Guide How to Submit a Hazardous Waste Pickup</u> if needed.

Home	Inventory	Waste	Resources	Help		
Search for a Chemical						
Activity Status: Success The CAD has been updated successfully.						
			Jordiny:			
Quic	k Tips					
 If the chemical name you're submitting isn't in the system, you can add it to the system yourself. If submitting an Unused Container that has multiple chemicals in it, add the Product Name of the 						
Chemic CAS#:	cal Name:		📃 🖲 beg	ins with ○ co	ntains O exact	

Please contact John Morris at 852-7138, john.morris.3@louisville.edu or Cathy Price at 852-2956, cathy.price@louisville.edu with any questions or concerns.

For more detailed instructions and information please review <u>CHEMATIX[™] User Training</u> <u>Manual</u>