How to Assign Your Location

You must assign yourself the waste generating location before you can submit waste for that location. If you have previously submitted waste for the location, then your location is already recorded, and you can proceed to submit the waste. If needed, see Chematix Quick Reference Guide How to Submit a Hazardous Waste Pickup.

You can assign yourself multiple waste generation locations. A single waste generating location can have multiple people assigned to it.

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 **Assign my Waste Location**

> Manage your Laboratory Waste
> Create Waste Card
> Create Waste Pickup Worksheet
> Edit Waste Card
> Waste Card Hot List
> Assign my Waste Location

5.)   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.**

6.)   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.

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: [Chemistry] ○ begins with ● contains ○ exact
or
Building Number: [_____]

Filter by Campus: [Select ▾]

[Search] [Reset]

7.)   On the top list click the **Lab Name.** On the bottom list click the **Room Number.**

[Search] [Reset]

List of Rooms /Laboratories

Building # / Name	Room Dept	Room #	Lab Dept	Lab Name	PI	Lab Supervisor
TEST / Main Office	2813000102	101	2813000102	Waste Generation 101 Szivos, Geza	Morris, John K	Szivos, Geza
TEST / Main Office	2813000102	101	2813000102	Test Waste Area	Batista Viamonte, Angel	Morris, John K
0036 / Chemistry	2813000102	310	2813000102	CHEMISTRY 310	Hammond, Gerald	Hammond, Gerald
0036 / Chemistry	2813000102	312	2813000102	CHEMISTRY 312	Hammond, Gerald	Hammond, Gerald

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Biological Safety P: 502.852.6670 F: 502.852.0880	**Environmental Operations and Hazardous Materials** P: 502.852.6670 F: 502.852.0880	**Occupational Health and Safety** P: 502.852.6670 F: 502.852.0880	**Radiation Safety** P: 502.852.5231 F: 502.852.8911

8.)   You will then be automatically taken to the below Create Waste Card screen where you begin the process of submitting waste.

Create Waste Card   User Name: **g0sziv01**

✓ **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)

9.)   Once you click **SPENT CHEMICALS** or **UNUSED CHEMICALS,** you will start filling out the information about the waste. The Location that you just assigned yourself to will now show up on this dropdown from now on.

Created By:	**John, John**	Phone Number:	**555-1212**
Department Name:	**Test Chemistry and Physics**	Laboratory / Location:	Select
Container Size/Unit:	0.0 / Select		
Physical State:	Liquid		
Container Full or specify Content Amount:	Full : ● Specify: ○ 0.0 / Select		
Total number of identical waste containers:	1		
Comments:			

If needed, see Chematix Quick Reference Guide How to Submit a Hazardous Waste Pickup.

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 CHEMATIX™ User Training Manual