

How to Create a Hotlist Item and Submit Waste Using the Hotlist Feature

Hotlist Item = a waste card that you can save as a template for future submissions

You must create a hotlist item within the process of submitting a pickup request. Steps 1-10 detail How to Create a Hotlist Item and Steps 11-15 detail how to submit waste using the Hotlist feature and how to manage your Hotlist Items.

- 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**
- 6.) Enter the following information to describe the waste.
 - Location of Waste – Container Size/Unit – Physical State - # of Identical Containers – Description of Process Generating the Waste in Comment Box – Chemical Composition down to Trace Amounts

- 7.) Click **Generate Waste Card** on the bottom left.

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

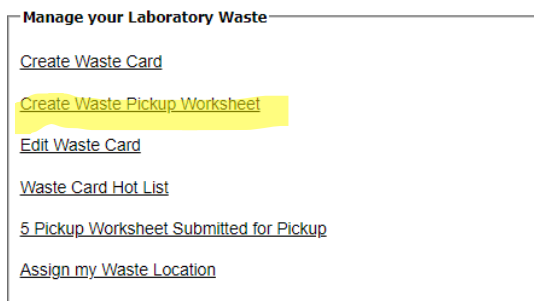
- 8.) Type in **Hotlist Item Name** and click **Save to Hotlist**

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

Hotlist Item Name:

- 9.) You'll be directed back to the Waste Tab page.
- 10.) 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. Click **Create Waste Pickup Worksheet** to continue the process for submitting waste.



- 11.) Click **Submit for Waste Pickup**
- 12.) Label each container with the applicable unique tracking number.

Submitting Waste Using the Hotlist Feature

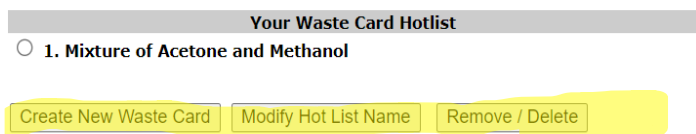
- 13.) You have two options when submitting a Hotlist Item for waste pickup. Both begin after clicking **Waste** on the black ribbon at the top of the page.
- 14.) Clicking **Create Waste Card** is one of the options. After clicking the Hotlist Item from the list, continue the process for submitting waste. NOTE: it pre-populates the waste information, but you can still edit it.

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

- 15.) The Second Option is to click **Waste Card Hot List**.
NOTE: This is where you can further manage your Hotlist Items by clicking **Modify Hot List Name** or **Remove/Delete**.
- 16.) Select the Hotlist Item and click **Create a New Waste Card** and continue the process or submitting waste.



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](#)