

## How to Submit a Hazardous Waste Pickup

- 1.) Go to <https://louisville.chematix.com/Chematrix/>
- 2.) Click **Login to Chematrix**
- 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** or a **Waste Card Hotlist**

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. If needed, see [Chematrix Quick Reference Guide How to Add Chemicals to the Chemical Abstract Database \(CAD\)](#).

- 6.) Select **Lab Location**. If location isn't listed, click the **Waste Tab**, and then click **Assign my Waste Location**

If needed, see [Chematrix Quick Reference Guide How to Assign Your Location](#).

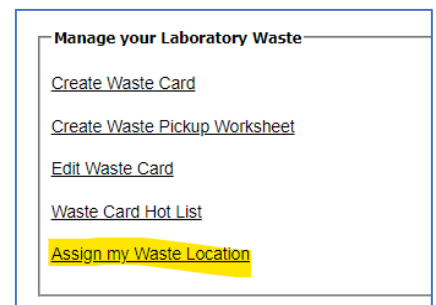
Enter the following information to describe the waste.

- 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.

NOTE: Information on a waste card is not saved until Generate Waste Card is clicked. If the waste cards are created successfully, you will automatically go to the below screen.

- 8.) NOTE: At this point the waste card is saved but not submitted for pickup. You can submit it for pickup at a later date if you want to. If finished creating waste cards and you don't have an attachment to upload, click **Prepare Pickup**.



**CHEMATIX™**

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

Create Waste Card

**Activity Status: Success**  
The Waste Card 'ULW00030' has been created successfully. Click the 'Print Waste Card' button below.

**DON'T FORGET TO SELECT "Prepare Pickup"**

Created By: John, John      Phone Number: 555-1212  
 Department Name: Test Chemistry and Physics      Laboratory: 0104/1008/Hydrotech 100B  
 Container Size/Unit: 1.0/gal      Content Size/Unit: 1.0/gal  
 Physical State: LIQUID  
 Comments: test

| DDC           | Chemical Name | CAS Number | Percentage     |
|---------------|---------------|------------|----------------|
|               | Xylene        | 1330-20-7  | 40.00          |
|               | Acetone       | 67-64-1    | 40.00          |
|               | Water         | 7732-18-5  | 20.00          |
| <b>Total:</b> |               |            | <b>100.00%</b> |

Print Waste Card    Start a New Waste Card for New Container    Start a Similar Waste Card for New Container    **Prepare Pickup**

Upload Attachment  
Finished

Hotlist Item Name: \_\_\_\_\_    Save To Hotlist

- 9.) Once you select Prepare Pickup, you will automatically go to this screen. If you are ready to submit it for pickup, select **Submit for Waste Pickup**.

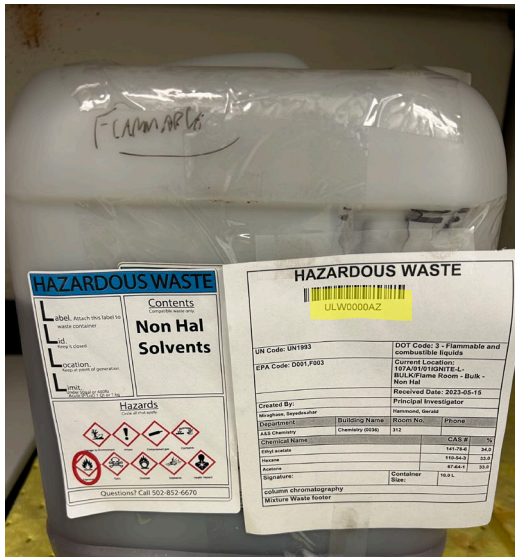
- 10.) At this point, the waste is now submitted to DEHS but you still have to label the containers with the unique tracking number that Chematix automatically generates. Click **Worksheet #**.

- 11.) Please use one of the options on the next page when labeling containers with the unique tracking number. In the example to the right, the tracking number that's under "Waste Card Barcode" is the automatically generated unique tracking number.

Please use one of the below options when labeling containers for pickup. This is for pickup purposes only. These do not satisfy regulatory requirements for labeling hazardous waste.

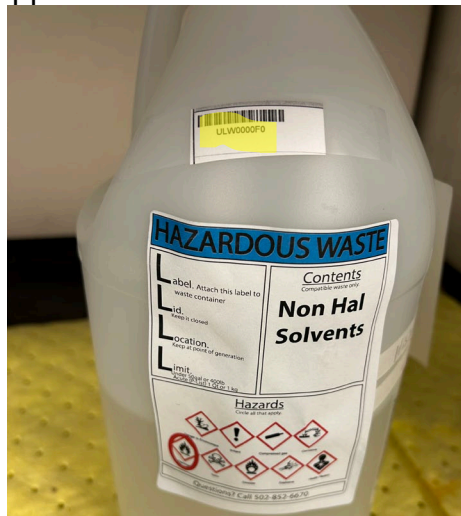
### Option 1

- 1.) Click Reprint All Waste Cards
- 2.) Print out Waste Card(s)
- 3.) Tape each Waste Card to the applicable container.



### Option 2

- 1.) Click Print Pickup Worksheet
- 2.) Print out the Worksheet
- 3.) Cut out each unique tracking number
- 4.) Tape each unique tracking number to the applicable container.



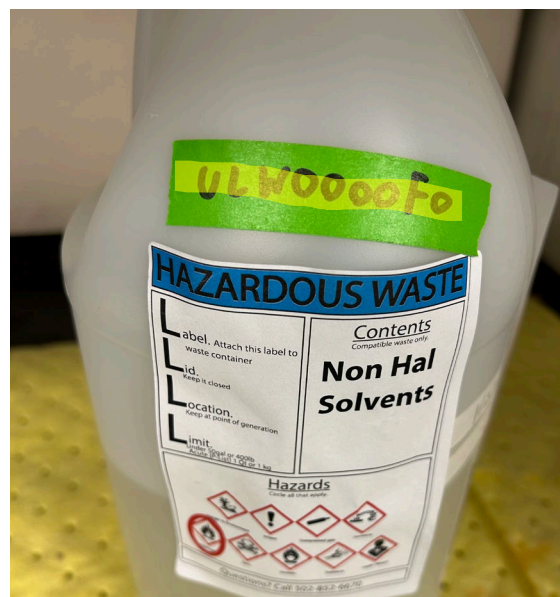
### Option 3

- 1.) With a permanent marker, legibly write the unique tracking number on the DEHS provided accumulation labels.



### Option 4

- 1.) With a permanent marker, legibly write the unique tracking number on a piece of lab tape.



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

For more detailed instructions please review [CHEMATIX™ User Training Manual](#)