

Chematix is a web-based chemical management software package configured for the University of Rochester (UR) Environmental Health and Safety (EHS) Department. The LLE will only be using the “Waste” portion of the program to replace the blue tag system.

To gain access to Chematix, contact Janet Ives ([jjives@safety.rochester.edu](mailto:jjives@safety.rochester.edu)); provide your name, Net ID, phone number, department number, email, and a list of rooms from which you will be generating waste. To become a supervisor for a series of rooms, contact Janet Ives.

### To use Chematix

- 1) Open [Chematix](https://www.rochester.chematix.com/Chematix/) (<https://www.rochester.chematix.com/Chematix/>)
- 2) Log into Chematix with your UR NetID
- 3) Select “Continue with UR credentials”
- 4) Select “Waste Management” from left side of page
- 5) Select “Create Waste Card”
  - a) If the waste you are disposing of is a mixture of several chemicals, select “Chemical Mixture by Percentage”
  - b) If the waste you are disposing of is a single chemical, select “Chemical Mixture by Quantity”
- 6) Fill out information regarding the waste container

Department Name: **LLE Engg-Engineering**      Laboratory:

Container Size:  /       Container Type:

Physical State:       pH Level:



**Note: pH level is not necessary if unknown**

- 7) Select the chemical(s) that are being disposed of and fill in the quantity or percentage
  - a) You can search for a chemical by name or by CAS Number
  - b) If using “Chemical Mixture by Quantity” ensure that volume of waste is less than 90% of the volume of container
  - c) If using “Chemical Mixture by Percentage” ensure total percentage of chemicals adds to 100%
- 8) Select “Generate Waste Card”
- 9) Select “Print Waste Card”
- 10) Cut out card and tape it to the hazardous waste container

**Note: waste card MUST be cut out, do NOT attach the full sheet**

- 11) If you are creating multiple waste cards with the same type of waste:
  - a) Do NOT print the same card several times
  - b) Instead: select “Start a Similar Waste Card for New Container”
    - i) This will create a copy of the waste card with a new, unique barcode
    - ii) Repeat as many times as needed
- 12) If you are creating multiple waste cards with different types of waste:
  - a) Select “Start a New Waste Card for New Container”
    - i) Repeat as many times as needed
- 13) Return to Waste Management tab and select “Create Pickup Worksheet”
- 14) Select the room the waste originated from
- 15) Select all available waste containers from the chosen room and select “Add Selection(s) to Worksheet”
- 16) Select “Save & Submit for Pickup”

**Note: separate worksheets must be created for each room**

- 17) If you frequently dispose of the same type of waste:
  - a) After selecting “Print Waste Card” create a descriptive name in the “Hotlist Item Name:” box and select “Save to Hotlist”
  - b) Your hotlist cards will appear at the top of the page under the “Waste Management” tab

Additional Resources:

If you cannot find a chemical after using all search options, contact Joann Starowitz ([jsta@lle.rochester.edu](mailto:jsta@lle.rochester.edu)). If she is unable to help, contact Jim Gosnell ([jgosnell@safety.rochester.edu](mailto:jgosnell@safety.rochester.edu)). Provide any relevant information about the chemical (CAS #, the Safety Data Sheet, manufacturer information, chemical name, etc.)