

# Chematrix Bio Waste Module Instructions

## Creating a Waste Card

1. Select Waste (located on header bar)

**CHEMATIX™**  Georgia Tech EH&S

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

Welcome to Chematrix User Name: **achoo3**

You are logged in as: **Anthony D Choo** Your home department is: **972, Environmental Health & Safety**

[View Chemical Hazard Summary By Building](#)

[Lookup Contact Information By Building](#)

[24072 Chemical Abstracts waiting to be reviewed](#)

[25212 Chemical Container with unknown DOT information is waiting to be reviewed](#)

[Frequently used Chemical Container with unknown DOT information is waiting to be reviewed](#)

[33 Laboratory Waste Worksheets submitted for pickup and waiting to be reviewed](#)

[1 Container transfer in request under my review](#)

[9 New Order Lines waiting to be reviewed](#)

This system is composed of the modules shown below. To open a module, click on its name. These modules are also accessible using the buttons at the top of the screen. For more information about the system, click on HELP.

**Inventory Management**  
This module allows users to add bar coded items to the inventory, print barcodes, generate full inventory reports, and monitor the status of items. Users can also view all details pertaining to a specific item by scanning or entering its barcode.

**Waste Management**  
This module monitors inventory for regulatory compliance and generates reports providing notification of chemicals requiring disposal. Lab personnel can submit requests for chemical removal and monitor these requests.

**Resource Management**  
This module is where administration of users, locations, and departments takes place. Here authorized users can manage selected user, location, and department information and privileges.

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2. Select 'Create Waste Card'

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

Waste Management User Name: **achoo3**

**Manage your Laboratory Waste**

- Create Waste Card** 
- [Edit Waste Card](#)
- [Waste Card Hot List](#)
- [Create Pickup Worksheet](#)
- [3 Pickup Worksheets Submitted for Pickup](#)

**Manage Laboratory Waste Pickup**

- [33 Waste Pickup Worksheets - View / Print Pickup Manifest](#)
- [33 Waste Pickup Worksheets - Receive Submitted Pickup Worksheet](#)
- [Receive / Upload Waste Card Barcodes or Individual Containers](#)
- [List Un-Categorized Hot-Listed Waste Cards](#)
- [Review Transportation and Waste Codes for Hot-Listed Waste Cards](#)
- [Maintain Waste Card Line Options](#)
- [Waste Information Lookup \(Audit Waste Card for Receiving\)](#)
- [Associate Labs to Waste Accumulation Area](#)
- [Maintain Waste Card Receiving Comments](#)
- [Dock Waste Receiving](#)

**Manage Waste Drums**

- [Manage Waste Drums](#)
- [Scan Waste Cards to Waste Drums](#)
- [Associate Waste Cards to Waste Drums](#)
- [Record Vendor Drum Pickup](#)
- [Record Drum Received by Disposal Vendor](#)
- [Record Final Disposal](#)
- [Maintain Waste Drum Templates](#)
- [Maintain Shipping/Disposal Vendors](#)

**Waste Storage Area Inventory**

- [Waste Inventory by Waste Storage Area](#)
- [Waste Storage Facility Container Inventory](#)

**Waste Reports**

- [Generate Laboratory Waste Report](#)
- [Waste Reports by Date Range](#)

3. Click on 'Bio Hazardous Material' (bottom of the page)

[SPR \(Xylanosome\) Waste](#)  
[Standard Waste 1 - Main Lab](#)  
[Stockroom\\_GenericLiquidWaste](#)  
[Stockroom\\_GenericSolidWaste](#)  
[Stockroom\\_OrganicWaste](#)  
[TB solution](#)  
[thf waste](#)  
[Thymol blue waste](#)  
[Titanium Electrolyte](#)  
[Tom's Waste](#)  
[Trace Element Solution](#)  
[Waste 1](#)

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**Global Waste Card Hotlist**

[Halogenated - by Percent](#)  
[NON-Halogenated - by percent](#)

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[Chemical Mixture by Percentage](#)  
[Chemical Mixture by Quantity](#)  
[Pure Chemicals in Individual Containers](#)  
[Recyclable Materials](#)  
[Paint and Paint Related Materials](#)  
[Oil and Antifreeze](#)  
[Aerosols](#)  
[Gas Cylinders](#)  
[Photo Chemicals](#)  
[Contaminated Materials](#)  
[Bio Hazardous Material](#)

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4. At the top of the screen identify:
- Laboratory name
  - Accumulation start date (date contents became a waste)
  - # of Container, size/type and weight per container (max 20 lbs)
  - Enter detailed description of contents

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

**Bio Hazardous Material Waste Card** User Name: achoo3

Created By: [Choo, Anthony D](#)  
 Department Name: **Environmental Health & Safety** Phone Number: 770-876-4816  
 Laboratory: Select Location

Accumulation Start Date:

# of Container / Size	Weight per Container	Content type	Description
0.00 <input type="text"/> <input type="text"/>	0.0 <input type="text"/>	<input type="text"/>	<input type="text"/>
0.00 <input type="text"/> <input type="text"/>	0.0 <input type="text"/>	<input type="text"/>	<input type="text"/>
0.00 <input type="text"/> <input type="text"/>	0.0 <input type="text"/>	<input type="text"/>	<input type="text"/>
0.00 <input type="text"/> <input type="text"/>	0.0 <input type="text"/>	<input type="text"/>	<input type="text"/>
0.00 <input type="text"/> <input type="text"/>	0.0 <input type="text"/>	<input type="text"/>	<input type="text"/>

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5. Click 'Add More Rows' button if you need to add more constituents that contain different descriptions

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

Bio Hazardous Material Waste Card User Name: achoo3

Created By: [Choo, Anthony D](#) Phone Number: 770-870-4818  
Department Name: Environmental Health & Safety Laboratory: Select Location  
Accumulation Start Date: (MM/dd/yyyy)

# of Container / Size	Weight per Container	Content type	Description
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	

Generate Waste Card | **Add More Rows** | Cancel & Return

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6. Click 'Generate Waste Card' when you have completed adding biohazard waste to waste card

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Bio Hazardous Material Waste Card User Name: achoo3

Created By: [Choo, Anthony D](#) Phone Number: 770-870-4818  
Department Name: Environmental Health & Safety Laboratory: Select Location  
Accumulation Start Date: (MM/dd/yyyy)

# of Container / Size	Weight per Container	Content type	Description
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	
0.00   Select	0.0   Select	Select	

**Generate Waste Card** | Add More Rows | Cancel & Return

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7. Click 'Print Waste Card'

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EH&S

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

User Name: **achoo3**

**Create Bio Hazardous waste Waste Card**

**Activity Status: Success**  
 The Waste Card(s) has been created successfully.  
 Click the Print Waste Card Button below.

Created By: [Choo, Anthony D](#) Phone Number: **770-870-4818**  
 Department Name: **Environmental Health & Safety** Laboratory: **103/2-71B/Deletion**  
 Accumulation Start Date: **08/04/2015**

Container Size	Total Weight	Contents	Description
1.00/ L	20.0/lb	Bio Hazards- Human	sdfdsfadsf



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8. Tape printed waste card on the Stericycle box that will be picked up (example below)

<h2 style="margin: 0;">HAZARDOUS WASTE</h2> <p style="margin: 0;">EPA and University regulations prohibit improper disposal.              If found, contact the GT hazardous materials program              at (404) 894-6224 or GT Police at (404) 894-2500.</p>  <p style="margin: 0;">GITW001AE7</p>			
Accumulation Start Date: <b>2015-08-04</b>		Received Date:	
Created By Wright, Morgan B		Principal Investigator Wright, Morgan B	
Department	Building Name	Room	Phone
Civil & Environmental Engr	Daily Issue (850)	LOAD	404-385- 0821
Description			Quantity
Bio Hazards- Human: ears			1.0 BX
Signature:		Total Weight: <b>20.0 lb</b>	
<p style="margin: 0;"><b>EPA and University regulations prohibit improper disposal.              If found, contact the GT hazardous materials program              at (404) 894-6224 or GT Police at (404) 894-2500.</b></p>			

- \*Notes:
- Pop ups must be allowed for this site
  - Waste card accumulate until you “request a waste pickup” see instructions below
  - Waste card can be saved and named for reuse

# Request a Waste Pickup

## 1. Select Waste

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## 2. Select 'Create Pickup Worksheet'

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

Waste Management User Name: **achoo3**

**Manage your Laboratory Waste**

[Create Waste Card](#)

[Edit Waste Card](#)

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[Record Vendor Drum Pickup](#)

[Record Drum Received by Disposal Vendor](#)

[Record Final Disposal](#)

[Maintain Waste Drum Templates](#)

[Maintain Shipping/Disposal Vendors](#)

**Waste Storage Area Inventory**

[Waste Inventory by Waste Storage Area](#)

[Waste Storage Facility Container Inventory](#)

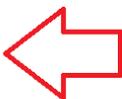
**Waste Reports**

[Generate Laboratory Waste Report](#)

[Waste Reports by Date Range](#)

## 3. Select your Location

Hazardous Materials Pickup Worksheet

**Created By:** Choo, Anthony D  
**Department:** Environmental Health & Safety  
**Phone:** 770-870-4818  
**Email Address:** achoo3@gatech.edu  
**Location:**    
**Pickup Contact:** Choo, Anthony D  
**Pickup Contact Phone:** 770-870-4818  
**This is a Laboratory Closing:**   
**This Lab is at or exceeding waste storage limit** (55 Gal or 1 Quart P Listed):   
**Instructions:** (Please limit your comments to 250 characters (4 lines))

4. Select your Waste Card

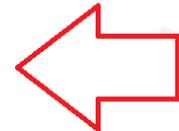
Hazardous Materials Pickup Worksheet

**Activity Status: Success**  
 12 wastecard(s) has found for Ragauskas 475 (mark for deletion)

**Created By:** Choo, Anthony D  
**Department:** Environmental Health & Safety  
**Phone:** 770-870-4818  
**Email Address:** achoo3@gatech.edu  
**Location:**   
**Pickup Contact:** Choo, Anthony D  
**Pickup Contact Phone:** 770-870-4818  
**This is a Laboratory Closing:**   
**This Lab is at or exceeding waste storage limit** (55 Gal or 1 Quart P Listed):   
**Instructions:** (Please limit your comments to 250 characters (4 lines))

Available waste containers

<input type="checkbox"/>	Start Date (MM/dd/yyyy)	View Waste Card	Type	Edit Waste Card	Container Size	On Worksheet	Content
<input type="checkbox"/>	01/10/2008	<a href="#">GITW0004DL</a>	Chemical Waste by percentage	<a href="#">GITW0004DL</a>	2.0 L		Sodium hydroxide
<input type="checkbox"/>	01/09/2008	<a href="#">GITW0004EW</a>	Chemical Waste by percentage	<a href="#">GITW0004EW</a>	2.0 L		Sodium hydroxide
<input type="checkbox"/>	02/11/2008	<a href="#">GITW0004V2</a>	Chemical Waste by percentage	<a href="#">GITW0004V2</a>	4.0 L		Dichloromethane
<input type="checkbox"/>	01/28/2008	<a href="#">GITW0005QS</a>	Chemical Waste by percentage	<a href="#">GITW0005QS</a>	15.0 mL		unknown waste
<input type="checkbox"/>	02/25/2008	<a href="#">GITW0005QT</a>	Chemical Waste by percentage	<a href="#">GITW0005QT</a>	4.0 L		Petroleum ether ; Ethyl acetate ; unknow...
<input type="checkbox"/>	02/26/2008	<a href="#">GITW0005R2</a>	Contaminated material	<a href="#">GITW0005R2</a>	1.0 EA		water NOCHROMIX inorganic oxidizer
<input type="checkbox"/>	02/26/2008	<a href="#">GITW0005R3</a>	Chemical Waste by quantity	<a href="#">GITW0005R3</a>	5.0 L		Trimethyl phosphite ; Phosphorous acid, ...
<input type="checkbox"/>	02/05/2008	<a href="#">GITW0005UI</a>	Chemical Waste by quantity	<a href="#">GITW0005UI</a>	4.0 Gal		Dimethyl sulfoxide-D6 ; Pyridine
<input type="checkbox"/>	02/28/2008	<a href="#">GITW0005X1</a>	Chemical in original container	<a href="#">GITW0005X1</a>	100.0 mL		Carbon disulfide GITC010AWS
<input type="checkbox"/>	10/27/2008	<a href="#">GITW0007MS</a>	Chemical Waste by percentage	<a href="#">GITW0007MS</a>	500.0 mL		synthesized aromatics
<input type="checkbox"/>	06/16/2010	<a href="#">GITW000CLZ</a>	Chemical in original container	<a href="#">GITW000CLZ</a>	250.0 g		
<input type="checkbox"/>	06/16/2010	<a href="#">GITW000CM0</a>	Chemical in original container	<a href="#">GITW000CM0</a>	250.0 g		



5. Click 'Add Selections to Worksheet' button

**Hazardous Materials Pickup Worksheet** User Name: achoo3

**Activity Status: Success**  
12 wastecard(s) has found for Ragauskas 475 (mark for deletion)

**Created By:** Choo, Anthony D  
**Department:** Environmental Health & Safety  
**Phone:** 770-870-4818  
**Email Address:** achoo3@gatech.edu  
**Location:** 129/475/Ragauskas 475 (mark for deletion)  
**Pickup Contact:** Choo, Anthony D  
**Pickup Contact Phone:** 770-870-4818

**This is a Laboratory Closing:**  
**This Lab is at or exceeding waste storage limit**  
 (55 Gal or 1 Quart P Listed):  
**Instructions:**  
 (Please limit your comments to 250 characters (4 lines))

Available waste containers

Start Date (MM/dd/yyyy)	View Waste Card	Type	Edit Waste Card	Container Size	On Worksheet	Content
<input checked="" type="checkbox"/> 01/10/2008	<a href="#">GITW0004DL</a>	Chemical Waste by percentage	<a href="#">GITW0004DL</a>	2.0 L		Sodium hydroxide
<input type="checkbox"/> 01/09/2008	<a href="#">GITW0004EW</a>	Chemical Waste by percentage	<a href="#">GITW0004EW</a>	2.0 L		Sodium hydroxide
<input type="checkbox"/> 02/11/2008	<a href="#">GITW0004V2</a>	Chemical Waste by percentage	<a href="#">GITW0004V2</a>	4.0 L		Dichloromethane
<input type="checkbox"/> 01/28/2008	<a href="#">GITW0005QS</a>	Chemical Waste by percentage	<a href="#">GITW0005QS</a>	15.0 mL		unknown waste
<input type="checkbox"/> 02/25/2008	<a href="#">GITW0005OT</a>	Chemical Waste by percentage	<a href="#">GITW0005OT</a>	4.0 L		Petroleum ether ; Ethyl acetate ; unknow...
<input type="checkbox"/> 02/26/2008	<a href="#">GITW0005R2</a>	Contaminated material	<a href="#">GITW0005R2</a>	1.0 EA		water NOCHROMIX inorganic oxidizer
<input type="checkbox"/> 02/26/2008	<a href="#">GITW0005R3</a>	Chemical Waste by quantity	<a href="#">GITW0005R3</a>	5.0 L		Trimethyl phosphite ; Phosphorous acid, ...
<input type="checkbox"/> 02/05/2008	<a href="#">GITW0005UI</a>	Chemical Waste by quantity	<a href="#">GITW0005UI</a>	4.0 Gal		Dimethyl sulfoxide-D6 ; Pyridine
<input type="checkbox"/> 02/28/2008	<a href="#">GITW0005X1</a>	Chemical in original container	<a href="#">GITW0005X1</a>	100.0 mL		Carbon disulfide GITC010AWS
<input type="checkbox"/> 10/27/2008	<a href="#">GITW0007MS</a>	Chemical Waste by percentage	<a href="#">GITW0007MS</a>	500.0 mL		synthesized aromatics
<input type="checkbox"/> 06/16/2010	<a href="#">GITW000CLZ</a>	Chemical in original container	<a href="#">GITW000CLZ</a>	250.0 g		
<input type="checkbox"/> 06/16/2010	<a href="#">GITW000CM0</a>	Chemical in original container	<a href="#">GITW000CM0</a>	250.0 g		

Toggle

**Add Selection(s) to Worksheet** View Details Reprint Waste Card PDF

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6. Click 'Save and Submit for Pickup' button

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**Hazardous Materials Pickup Worksheet** User Name: achoo3

**Activity Status: Success**  
11 wastecard(s) has found for Ragauskas 475 (mark for deletion) and 1 wastecard is on an unsubmitted worksheet.

**Created By:** Choo, Anthony D  
**Department:** Environmental Health & Safety  
**Phone:** 770-870-4818  
**Email Address:** achoo3@gatech.edu  
**Location:** 129/475/Ragauskas 475 (mark for deletion)  
**Pickup Contact:** Choo, Anthony D  
**Pickup Contact Phone:** 770-870-4818

**This is a Laboratory Closing:**  
**This Lab is at or exceeding waste storage limit**  
 (55 Gal or 1 Quart P Listed):  
**Instructions:**  
 (Please limit your comments to 250 characters (4 lines))

Waste containers on this pickup sheet

Start Date (MM/dd/yyyy)	View Waste Card	Type	Edit Waste Card	Container Size	Content
<input type="radio"/> 01/10/2008	<a href="#">GITW0004DL</a>	Chemical Waste by percentage	<a href="#">GITW0004DL</a>	2.0 L	Sodium hydroxide

Remove From Worksheet Save Worksheet **Save & Submit for Pickup** Transfer All Waste

Direct Waste Transfer: Clough Waste Storage

Available waste containers

Start Date (MM/dd/yyyy)	View Waste Card	Type	Edit Waste Card	Container Size	On Worksheet	Content
<input type="checkbox"/> 01/09/2008	<a href="#">GITW0004EW</a>	Chemical Waste by percentage	<a href="#">GITW0004EW</a>	2.0 L		Sodium hydroxide
<input type="checkbox"/> 02/11/2008	<a href="#">GITW0004V2</a>	Chemical Waste by percentage	<a href="#">GITW0004V2</a>	4.0 L		Dichloromethane
<input type="checkbox"/> 01/28/2008	<a href="#">GITW0005QS</a>	Chemical Waste by percentage	<a href="#">GITW0005QS</a>	15.0 mL		unknown waste
<input type="checkbox"/> 02/25/2008	<a href="#">GITW0005OT</a>	Chemical Waste by percentage	<a href="#">GITW0005OT</a>	4.0 L		Petroleum ether ; Ethyl acetate ; unknow...
<input type="checkbox"/> 02/26/2008	<a href="#">GITW0005R2</a>	Contaminated material	<a href="#">GITW0005R2</a>	1.0 EA		water NOCHROMIX inorganic oxidizer Trimethyl phosphite ;

Having Difficulty? Please email [chematix@mail.gatech.edu](mailto:chematix@mail.gatech.edu) if you have any questions or concerns.