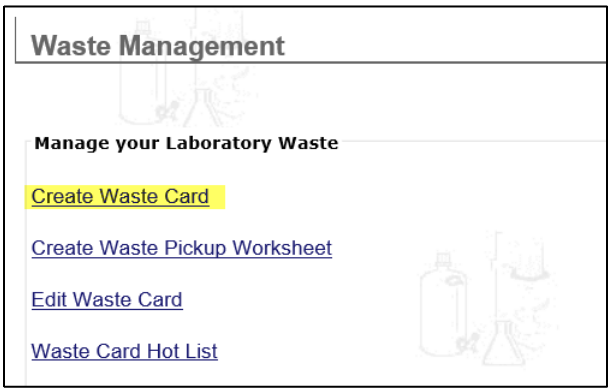
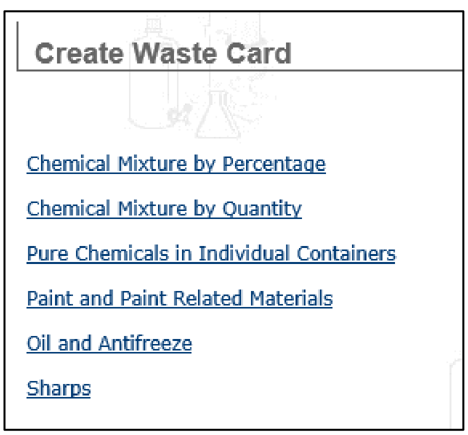
CHEMATIX^{TM} Waste Quick Reference Sheet

Creating a Waste Card

When chemical waste is created, it is important to keep track of the constituents of the waste. Lab users do this by creating a waste card. This functionality is available from the main Waste Management screen in **CHEMATIX**^{TM} by clicking on the "*Create Waste Card*" link.



There are different types of waste cards available. This allows the users to select the most appropriate waste card for the type of waste they are creating. While some of the details gathered may change, creating a waste card for any of these types will keep track of the constituents of the created waste.



The example below follows the process of creating a waste card by using the "*Chemical Mixture by Percentage*" link.

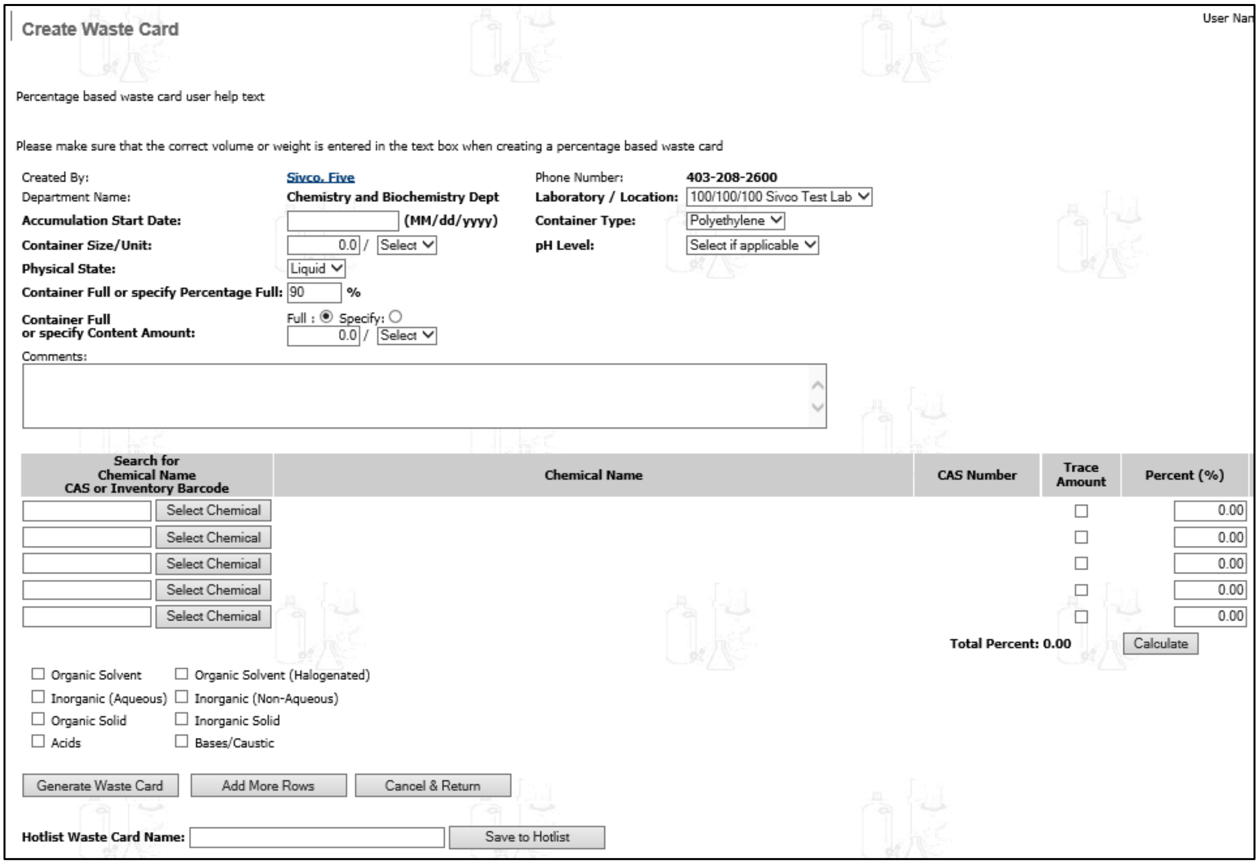
There are other different types of waste cards that can be created.

- The "Chemical Mixture by Quantity" waste card is very similar, with the difference being listing the quantities of the waste involved rather than a percentage of the total amount.

- The "Pure Chemicals in Individual Containers" waste card is used where waste containers are created from their original chemical containers. These are typically created during a lab clean out.

- The "Paint and Paint Related Materials", "Oil and Antifreeze" and "Sharps" are a different style of waste card, where you mainly select items from a list set up by your RSS users.

You will be taken to the "Create Waste Card" page and will now be able to enter specific information regarding the waste in a specific container.

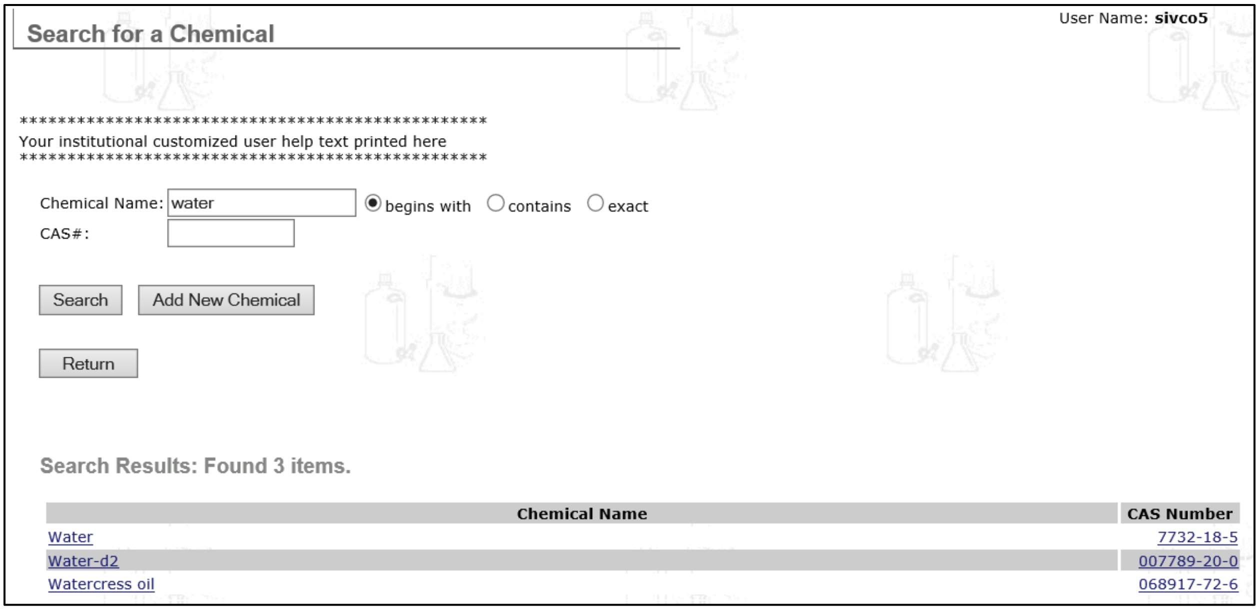


The first step is to fill out the information on the top of the page. This includes selecting the lab where the waste is being created from the drop-down list of your associated labs. When you log in **CHEMATIX**™ will know what labs you are associated to and they will appear in the drop-down list. If the lab you want to create waste in does not show up in this drop-down list, then either the Principal investigator or Lab Supervisor of that lab need to add you to it, or the RSS user will need to create a new lab for you.

Now enter information regarding the container size, container type, physical state, and how full the container is (percentage of the full container).

There is a text area where you can enter any specific comments regarding this waste card that you would like to pass along to the RSS users who will pick up the waste. This information will appear at the bottom f the printed waste card.

Below that is where the chemical constituents of the waste are listed. To add a constituent, enter the chemical name or CAS # in the text box for a constituent and click the "**Select Chemical**" button. This will take you to the "Search for a Chemical" page. The page will display the search results for a "contains" search for the chemical name or CAS # search from the previous page.



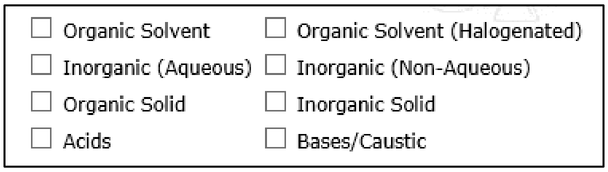
This page will allow you to search through the Chemical Abstract Database (CAD) for the chemical. To select that chemical click on the Chemical Name link. You can get more information on what is in the CAD for a chemical by clicking the CAS Number link.

If the chemical is not in the CAD, then you can add it. Another search will need to be done from this page in order for this ability to become active (the "**Add New Chemical**" button will not appear in the initial search from the waste card page, so another search must be done from this page to make it appear). Search and then by click the "**Add New Chemical**" button. This will allow you to add new chemicals that are not in the CAD yet. It will also flag the new entries for review by the RSS users. A new entry allows much of the information to be entered, but only needs to have the Chemical Full Name and CAS number fields filled in. If the chemical does not have a CAS number, or is a mixture, then click the "**Generate Z Number**" button. This will create a unique identifying number for that chemical (a pseudo CAS number). When finished entering the chemical information click the "Save & Request Review" button. This will save the chemical and it can now be added to the waste card as a constituent. Items only have to be created and added once. After that, they are available in the CAD searches.

There is an option to mark a constituent as a "Trace Amount". This will allow you to add the constituent to the waste card, but there will be no validation on the percentage or quantity of that constituent. It is being marked as being in the waste in only trace amounts. To add a constituent as a trace amount, search for and add the chemical as above, but instead of entering a percentage or amount for the chemical, check the "Trace Amount" check box for that chemical.

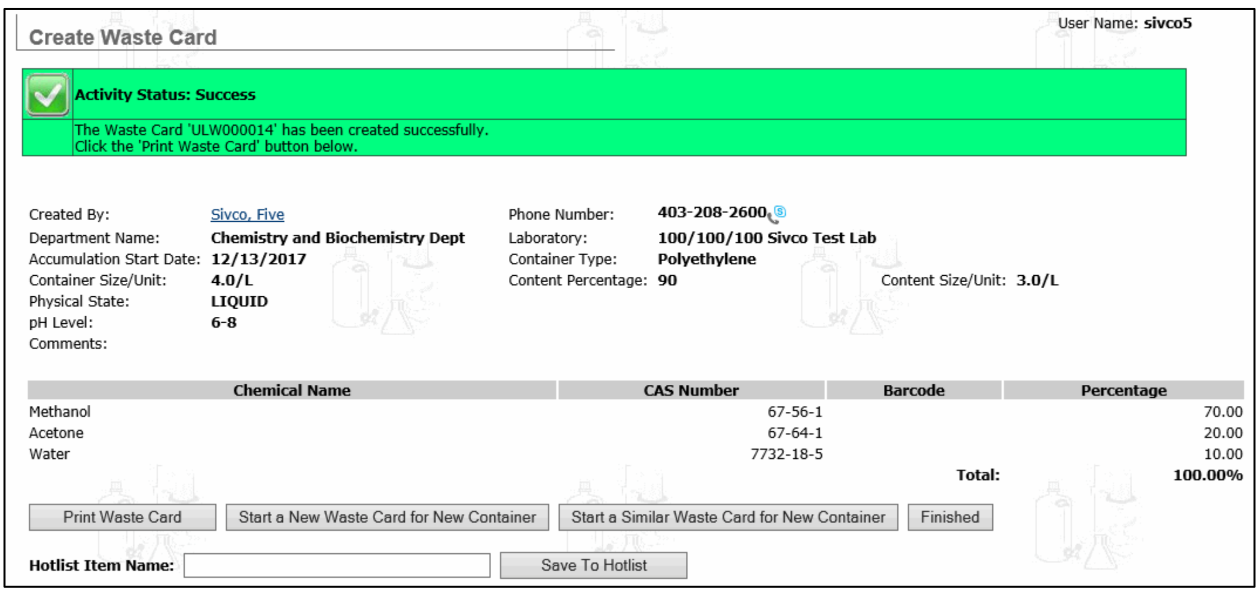
The page initially starts off with the ability to add 5 different constituents (one per row), however more can be added. To add another 5 rows, click the "**Add More Rows**" button. This can be done multiple times, if needed, to list all of the components in the waste. Likewise, if you would like to remove a row from the list, select the radio button beside that row and click the “**Remove Row**” button.

Near the bottom of the page there is a group of check boxes. These have been set up by RSS to allow you to pre-categorize the waste that you are creating.



Check the ones that are applicable for this particular waste card. You can also check the appropriate check box when the waste card is printed out.

When finished adding information for the waste card, you can click the “**Calculate**” button to have **CHEMATIX**™ verify that all of the needed information is present. Click the “**Generate Waste Card**” button to save all of the information for that waste card. The page will refresh with a message at the top indicating if the creation was successful, and the waste card number (a unique identifier).



Create Waste Card

User Name: **sivco5**

Activity Status: Success

The Waste Card 'ULW000014' has been created successfully.
Click the 'Print Waste Card' button below.

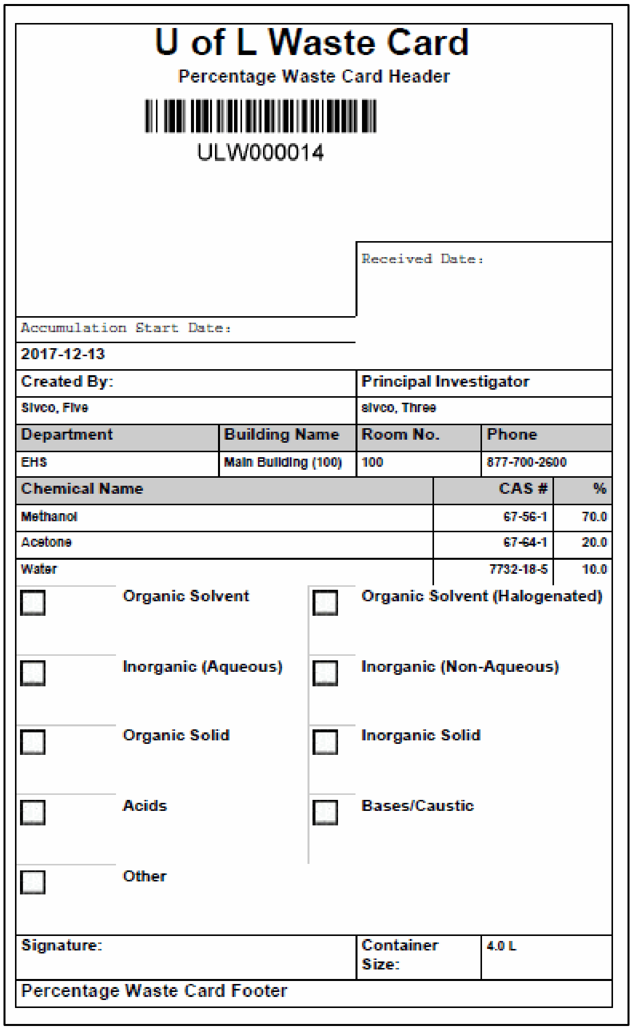
Created By:	Sivco, Five	Phone Number:	**403-208-2600**		
Department Name:	**Chemistry and Biochemistry Dept**	Laboratory:	**100/100/100 Sivco Test Lab**		
Accumulation Start Date:	**12/13/2017**	Container Type:	**Polyethylene**		
Container Size/Unit:	**4.0/L**	Content Percentage:	**90**	Content Size/Unit:	**3.0/L**
Physical State:	**LIQUID**				
pH Level:	**6-8**				
Comments:					

Chemical Name	CAS Number	Barcode	Percentage
Methanol	67-56-1		70.00
Acetone	67-64-1		20.00
Water	7732-18-5		10.00
		Total:	**100.00%**

Print Waste Card | Start a New Waste Card for New Container | Start a Similar Waste Card for New Container | Finished

Hotlist Item Name: Save To Hotlist

To print out a PDF of the waste card which includes the information on the waste and where it was created, click the “**Print Waste Card**” button. A new window will open with the waste card in it. It can now be printed out and attached to the waste container.



U of L Waste Card

Percentage Waste Card Header

ULW000014

Received Date:

Accumulation Start Date:

2017-12-13

Created By:	Principal Investigator
Sivco, Five	sivco, Three

Department	Building Name	Room No.	Phone
EHS	Main Building (100)	100	877-700-2600

Chemical Name	CAS #	%
Methanol	67-56-1	70.0
Acetone	67-64-1	20.0
Water	7732-18-5	10.0

- [ ] Organic Solvent
- [ ] Organic Solvent (Halogenated)
- [ ] Inorganic (Aqueous)
- [ ] Inorganic (Non-Aqueous)
- [ ] Organic Solid
- [ ] Inorganic Solid
- [ ] Acids
- [ ] Bases/Caustic
- [ ] Other

Signature:	Container Size:	4.0 L

Percentage Waste Card Footer

There are two new options that also appear on this page after the creation has occurred (on top of saving it to the Hotlist).

- The "**Start a New Waste Card for New Container**" button will take you back to the original step with no information filled in from the waste card you just created. This allows you to keep creating waste, but with no information initially filled out.

- The "**Start a Similar Waste Card for New Container**" button will take you back to the beginning of the waste card creation process, but the information from the waste card just created will be used to pre-fill the waste card form. Everything will still be editable, but is initially filled out based on the waste card just created. This can be helpful when creating several similar containers of waste that do not have a hotlist associated to them.

A waste card can be edited at any time after creation until the point where it is submitted for pickup, as sometimes pickup decisions are based on container size and components. This can be done through the "*Edit Waste Card*" link. The waste card can also be totally deleted from the "Edit" step, if you want to start over again from the beginning. Whenever a waste card is edited, the old waste card barcode will become inactive and a new one will be assigned to that waste container. This is to prevent any mix-ups with old waste cards being used if the information has been changed.

Waste Card Hotlist

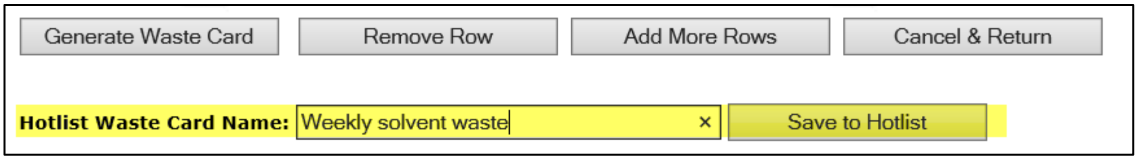
If users are repetitively creating the same type of waste, then they can create a waste card hotlist template. This will save the components of the waste and allow users to quickly generate similar waste cards. The information stored on these templates is all editable, so if there are changes from time to time, then the contents can be changed to match.

This functionality is available for both the "Chemical Mixture by Percentage" and Chemical Mixture by Quantity" waste cards. Hotlist items will be available for anyone associated to the lab they are created in, as different users may create the waste cards at different times. There is also a Global Hotlist that is available for everyone, but that is set up by an RSS user.

The Hotlist templates that have been previously saved are available from the main Create Waste Card page (after clicking the "*Create Waste Card*" link from the main Waste Management page) or by clicking the "*Waste Card Hot List*" link on the main Waste Management page. From either case, select the hotlist template you wish to use, and you will be taken to the screen for waste card creation (for the type of waste card saved as a hotlist item) with the saved information filled out. The information is all still editable, as constituents may change from time to time.

When creating a new hotlist template, the constituent information can be saved either before submitting a waste card (allowing you to create a hotlist item without actually having a waste container ready to be submitted), or as part of the creation of an actual waste card. Both options begin the same way.

Begin by creating the waste card for a container (as described above). If you do not want to create a waste card to submit now, just to save the information for creating waste cards in the future, there is a field at the bottom of the page where you can enter the name you want to save ("Weekly solvent waste" in the example below). You can call the waste hotlist item anything you want, as long as it makes sense to you and other users in the lab.



Click the “**Save to Hotlist**” button to save this template. You will be taken back to the main Waste Management page with a message indicating that “The Waste Card was saved as hotlist item”.

If you want to save the constituents to a hotlist template when creating a waste card for submission, then create the waste card as usual and click the “Generate Waste Card” button. This will create a waste card for the container of waste and the waste card can be printed out.

Enter the name you want to save (“Secondary waste” in the example above) and click the “**Save to Hotlist**” button. You will be taken back to the main Waste Management page with a message indicating that “The Waste Card was saved as hotlist item”.

Requesting Waste Card Pick Up

After a waste card has been created and filled, users in the laboratory can notify RSS users that there is waste available for pick up and removal. This is done by creating a pickup worksheet. The pickup worksheet is a list of waste cards that are available to be picked up from a lab location. You can have multiple pickup worksheets submitted at any time, so you are not limited with regard to that.

Please note that once a waste card has been placed on a pickup worksheet, it will no longer be editable by a lab user. This is because sometimes what waste is picked up is based on container sizes or chemical compatibilities.

This process begins from the main Waste Management page by clicking the “*Create Waste Pickup Worksheet*” link. This will take you to the Hazardous Materials Pickup Worksheet page.

Hazardous Materials Pickup Worksheet

Created By:	Sivco, Five
Department:	Chemistry and Biochemistry Dept
Phone:	403-208-2600
Email Address:	eric1@sivco.com
Location:	Select
Pickup Contact:	Sivco, Five
Pickup Contact Phone:	403-208-2600
This is a Laboratory Closing:	☐
Instructions: (Location of the waste in the Lab, Lab hours, etc.)	

Add more waste

The first step is to select a lab location where the waste to be picked up is located.

Location:	Select

Selecting the lab from this drop-down list will refresh the screen to display the waste cards that have been created in that lab that have not been picked up yet. If waste cards are already on a pickup worksheet, it will display the worksheet number in the "On Worksheet" column.

Available waste containers

	Start Date (MM/dd/yyyy)	View Waste Card	Type	Edit Waste Card	Container Size	On Worksheet	Content
☐	11/06/2017	UAHW00001U	Chemical in original container	UAHW00001U	500.0 g		sodium chloride
☐	11/13/2017	UAHW00001V	Chemical Waste by percentage	UAHW00001V	4.0 L		Methanol ; Acetone ; Water
☐	11/14/2017	UAHW00001W	Chemical Waste by percentage	UAHW00001W	4.0 L		Acetone ; Methanol ; Toluene
☐	11/14/2017	UAHW00001X	Chemical Waste by percentage	UAHW00001X	4.0 L		Acetone ; Methanol ; Toluene

Toggle

Add Selection(s) to Worksheet | Add more waste | View Details | Reprint Waste Card PDF

The table lists information on each waste card in that lab. Wherever the column head is a link on the table, clicking on that link will sort the table based on the information in that column. When sorted, the information is initially displayed sorted in a descending manner. Clicking on the lick again will re-sort the information in an ascending manner.

- The waste cards are listed individually, with their contents listed in the "Content" column.
- To view a waste card, click on the waste card barcode link in the "View Waste Card" column.

- To edit a waste card on this list, click on the waste card number link in the “Edit Waste Card” column. This will take you out of the pickup worksheet creation process and into the Edit Waste Card page. To create a pickup worksheet after editing a waste card, you will need to start over from the “*Create Waste Pickup Worksheet*” link from the main Waste Management page.

- Information on the waste card type

- The container size for each individual waste card. This can help in finding some of the waste containers.

The “**Add more waste**” button will take you out of the pickup worksheet creation process and to the Create Waste Card page, where you will be able to create additional waste cards as needed.

The “**View Details**” button will open the “Detailed List of Wastecards” page which will list each waste card selected with more details on the components. There is a checkbox beside each Waste Card Number that can be checked in order to add a waste card to the pickup list. After checking the checkbox(es) that you want to add to the pickup worksheet, click the “**Add Selection(s) to Worksheet**” button. To return to the previous page without selecting any waste card(s), click the “**Return**” button.

It is also possible to reprint the PDF of a waste card from this page, using the “**Reprint Waste Card PDF**” button. This is available here in case any of the waste cards have been damaged or become unreadable. The reprinted ones can be attached to the waste containers to identify the contents and for pickup identification purposes.

To add waste cards to a pickup worksheet, check the check box beside any of the waste containers you want picked up. The “**Toggle**” button can be used to select (or de-select) all of the waste cards at once. When the waste cards you want picked up are selected, click the “**Add Selection(s) to Worksheet**” button.

The waste cards selected to be placed on the pickup worksheet are displayed underneath the Instructions field.


Instructions:
(Location of the waste in the Lab, Lab hours, etc.)

Call Gary for the key if needed

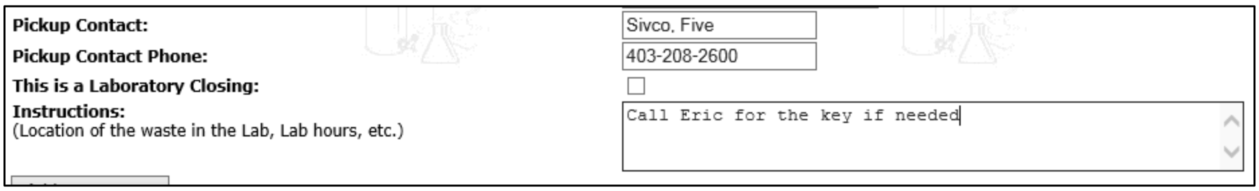
Waste containers on this pickup sheet

Start Date (MM/dd/yyyy)	View Waste Card	Type	Edit Waste Card	Container Size	Content	
11/14/2017	UAHW00001X	Chemical Waste by percentage	UAHW00001X	4.0 L	Acetone ; Methanol ; Toluene	Remove From Worksheet
11/13/2017	UAHW00001Z	Chemical Waste by percentage	UAHW00001Z	4.0 L	Methanol ; Acetone ; Water	Remove From Worksheet

Add more unwanted chemical | Save Worksheet | Submit for Waste Pickup

It is possible to save the worksheet and come back to it later to finish and submit. This is saved by clicking the “**Save Worksheet**” button. It is accessed separately later by the “# Pickup worksheets Waiting to Submit for pickup” link on the main Waste management page. This link will only be visible if there are saved (but not submitted) worksheets available.

After the waste cards have been selected and added to the worksheet, some additional information can be entered at the top of the page before the worksheet is submitted for pickup.



Pickup Contact:	Sivco, Five
Pickup Contact Phone:	403-208-2600
This is a Laboratory Closing:	☐
Instructions: (Location of the waste in the Lab, Lab hours, etc.)	Call Eric for the key if needed

- The name of the pickup contact can be changed. It starts off with the name of the user creating the worksheet, but can be changed as needed.

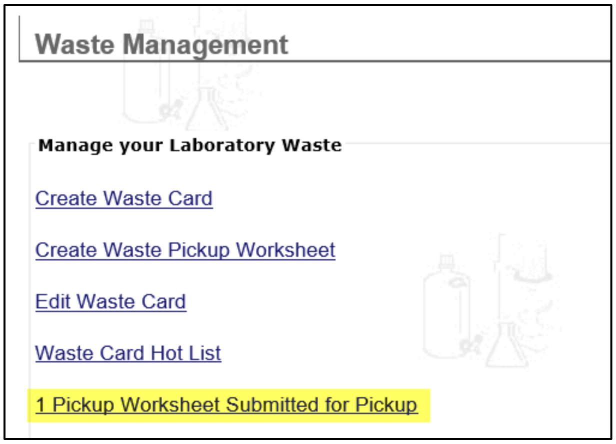
- The Pickup Contact Phone can be changed. It starts off with the phone number in **CHEMATIX**™ for the user creating the worksheet, but can be changed as needed.

- If the laboratory is closing, then the ”This is a Laboratory Closing” can be checked off. This will give additional notification to the RSS users that there may be a lot of chemical waste being generated from this lab due to the closing.

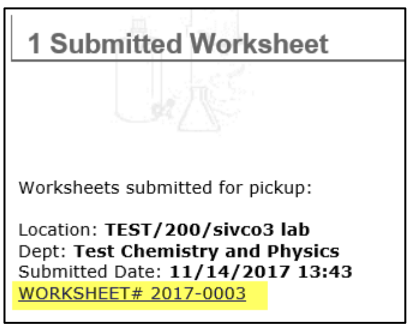
- The “Instructions” text box allow you to put any additional information forward to the RSS users regarding this pickup. It will show up with the pickup request so if you there is additional information regarding this specific pickup, you can type it in here.

Once all of the information has been entered and you are ready to submit the pickup worksheet, click the “**Submit for Waste Pickup**” button. This will submit your pickup request to RSS.

You can view any submitted but not picked up yet worksheets by clicking on the **“# Pickup Worksheet Submitted for Pickup**” link on the main Waste Management page.



You will be taken to a page that lists all the outstanding pickup worksheets. To view what is on the worksheet, click the worksheet number link.



Once the pickup worksheet has been picked up by RSS, it will be removed from your list.

Adding and Removing Users from a Lab

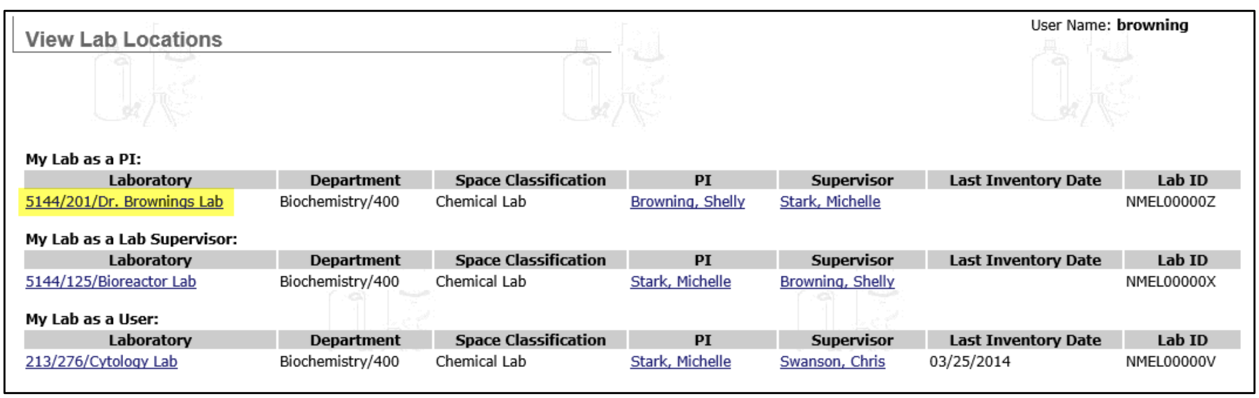
Adding a Lab User

Users in **CHEMATIX**TM need to be associated to a laboratory before they can see the inventory in a lab, generate waste from that lab, or see any past inspections for that lab. .

There are several ways to associate users to a laboratory location. One method is available to the Principal Investigator and the Lab Supervisor of a lab. As users with these roles have a position of authority in the lab, they have the ability to make personnel changes in that lab. If you find that you are not associated with a lab location that you are creating waste in, talk to the PI or Lab Supervisor of that lab and have them add you to it.

The process begins in the Resource Management tab. In the "Manage Locations" area click on the "*View My Locations*" link.

This will take you to the View Lab Locations page, which displays all of the chemical labs you are associated with, as well as your role in each of those labs (i.e. PI, Lab Supervisor or User).


View Lab Locations

User Name: **browning**

My Lab as a PI:

Laboratory	Department	Space Classification	PI	Supervisor	Last Inventory Date	Lab ID
5144/201/Dr. Brownings Lab	Biochemistry/400	Chemical Lab	Browning, Shelly	Stark, Michelle		NMEL00000Z

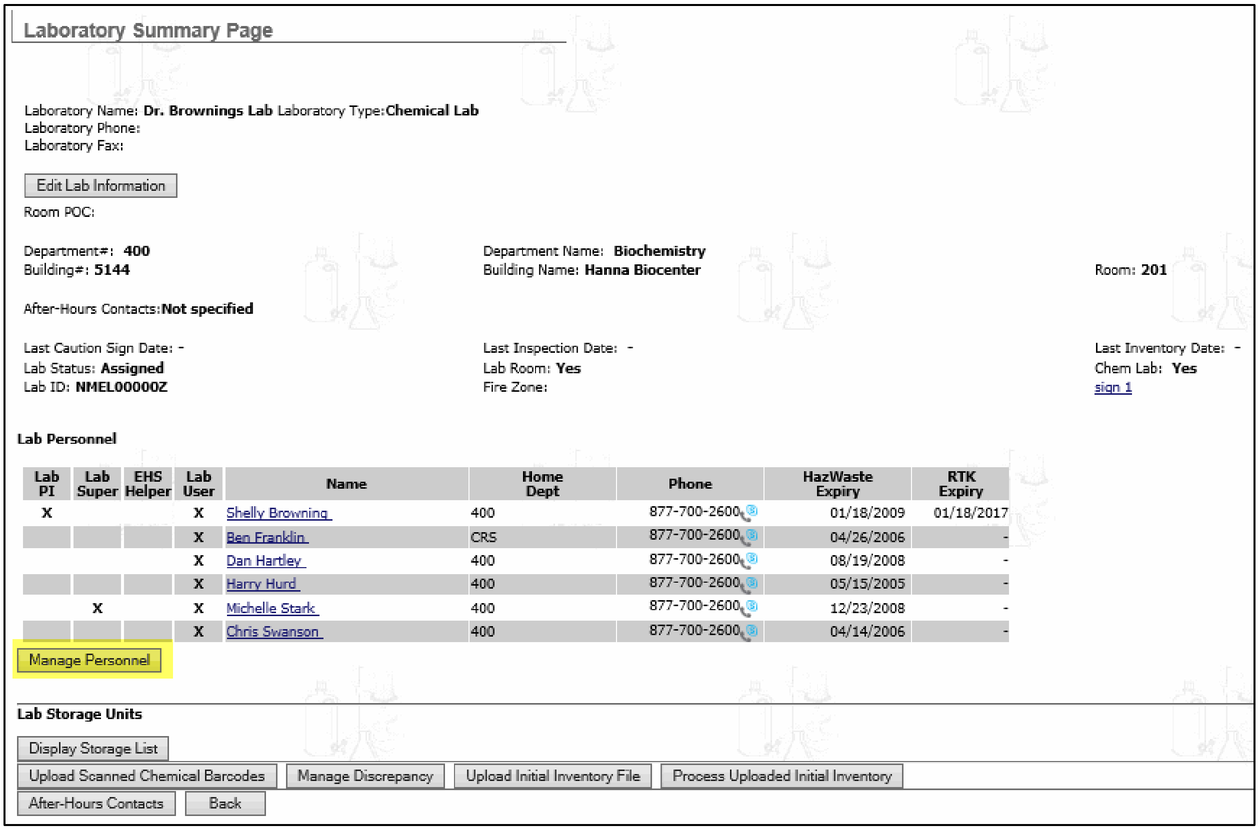
My Lab as a Lab Supervisor:

Laboratory	Department	Space Classification	PI	Supervisor	Last Inventory Date	Lab ID
5144/125/Bioreactor Lab	Biochemistry/400	Chemical Lab	Stark, Michelle	Browning, Shelly		NMEL00000X

My Lab as a User:

Laboratory	Department	Space Classification	PI	Supervisor	Last Inventory Date	Lab ID
213/276/Cytology Lab	Biochemistry/400	Chemical Lab	Stark, Michelle	Swanson, Chris	03/25/2014	NMEL00000V

Click on the lab name link where you want to associate the user to (remember you need to be the PI or Lab Supervisor for that lab to assign other users). It will take you to the Laboratory Summary Page for that lab.



Laboratory Summary Page

Laboratory Name: **Dr. Brownings Lab** Laboratory Type:**Chemical Lab**
Laboratory Phone:
Laboratory Fax:

Edit Lab Information

Room POC:

Department#: **400**
Building#: **5144**

Department Name: **Biochemistry**
Building Name: **Hanna Biocenter**

Room: **201**

After-Hours Contacts:**Not specified**

Last Caution Sign Date: -
Lab Status: **Assigned**
Lab ID: **NMEL00000Z**

Last Inspection Date: -
Lab Room: **Yes**
Fire Zone:

Last Inventory Date: -
Chem Lab: **Yes**
sign 1

Lab Personnel

Lab PI	Lab Super	EHS Helper	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
X			X	Shelly Browning	400	877-700-2600	01/18/2009	01/18/2017
			X	Ben Franklin	CRS	877-700-2600	04/26/2006	-
			X	Dan Hartley	400	877-700-2600	08/19/2008	-
			X	Harry Hurd	400	877-700-2600	05/15/2005	-
	X		X	Michelle Stark	400	877-700-2600	12/23/2008	-
			X	Chris Swanson	400	877-700-2600	04/14/2006	-

Manage Personnel

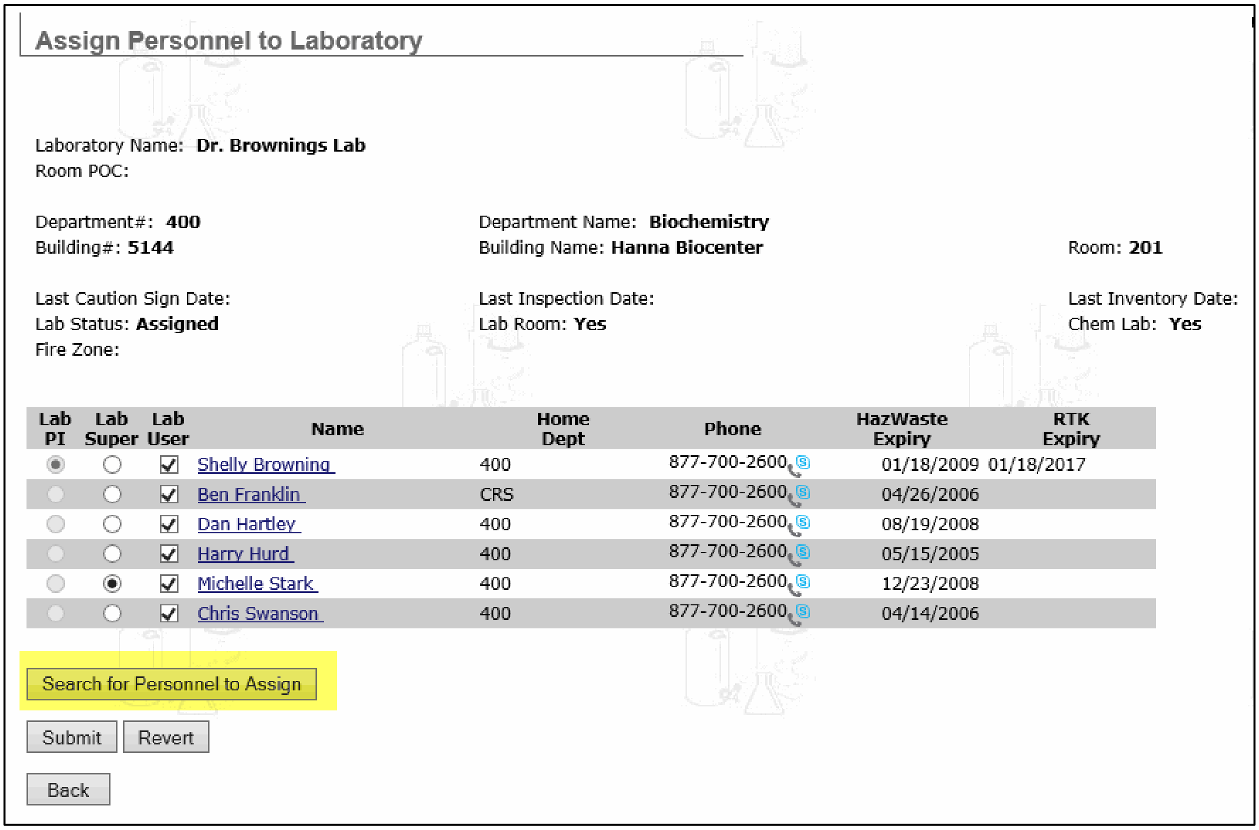
Lab Storage Units

Display Storage List

Upload Scanned Chemical Barcodes | Manage Discrepancy | Upload Initial Inventory File | Process Uploaded Initial Inventory

After-Hours Contacts | Back

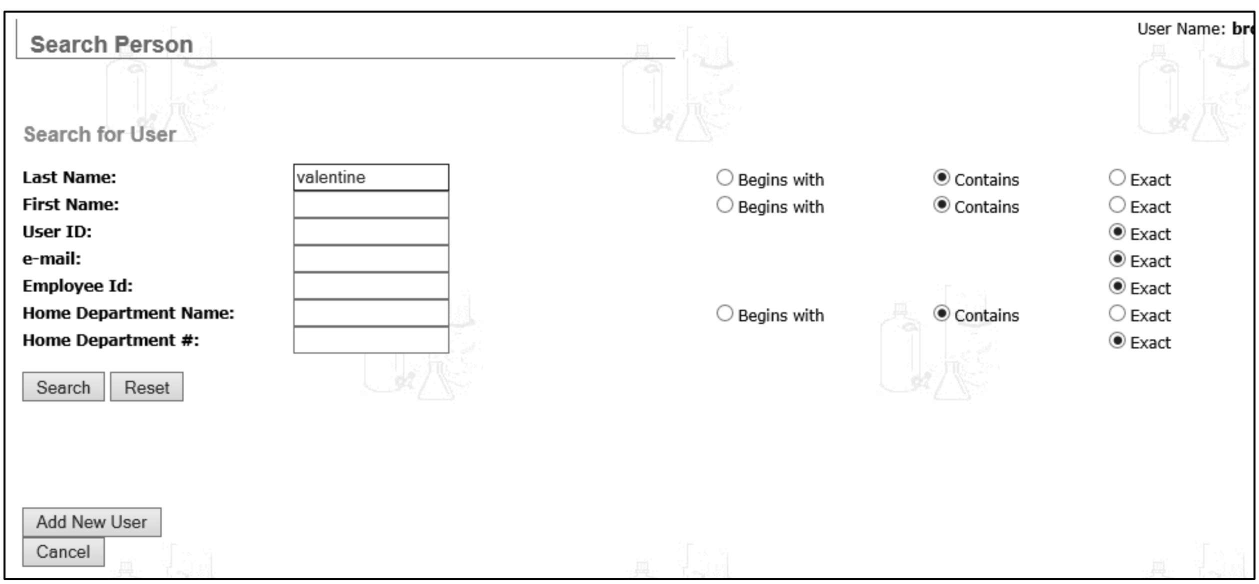
This page lists lab information including who is currently assigned to the lab, and their role in the lab. To associate another user to the lab, click the "**Manage Personnel**" button.



Lab PI	Lab Super	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
			Shelly Browning	400	877-700-2600	01/18/2009	01/18/2017
			Ben Franklin	CRS	877-700-2600	04/26/2006	
			Dan Hartley	400	877-700-2600	08/19/2008	
			Harry Hurd	400	877-700-2600	05/15/2005	
			Michelle Stark	400	877-700-2600	12/23/2008	
			Chris Swanson	400	877-700-2600	04/14/2006	

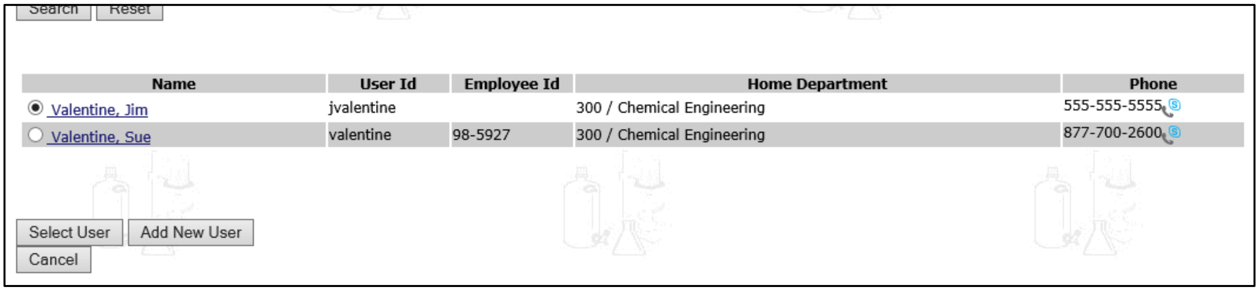
You will be taken to the Assign Personnel to Laboratory page. This page displays all of the users associated to the current lab and their role in that lab.

To search for a person to associate to the lab, click the "**Search for Personnel to Assign**" button.



Developed by SIVCO

Enter the information you want to search for the user by in the appropriate field and click the “Search button. The page will refresh with the search results.



Name	User Id	Employee Id	Home Department	Phone
Valentine, Jim	jvalentine		300 / Chemical Engineering	555-555-5555
Valentine, Sue	valentine	98-5927	300 / Chemical Engineering	877-700-2600

Select the user from the search results and click the “**Select User**” button.

If the user does not appear in the search results, please contact the RSS users for assistance in adding the new user. Since **CHEMATIX**™ uses the university’s user authentication, do not use the “**Add New User**” button unless specifically told to by the RSS user, as the new user may not be able to log in.

After selecting the user, you will be taken back to the “Assign Personnel to Laboratory page. There will be a message at the top of the page indicating if the assignment was successful.

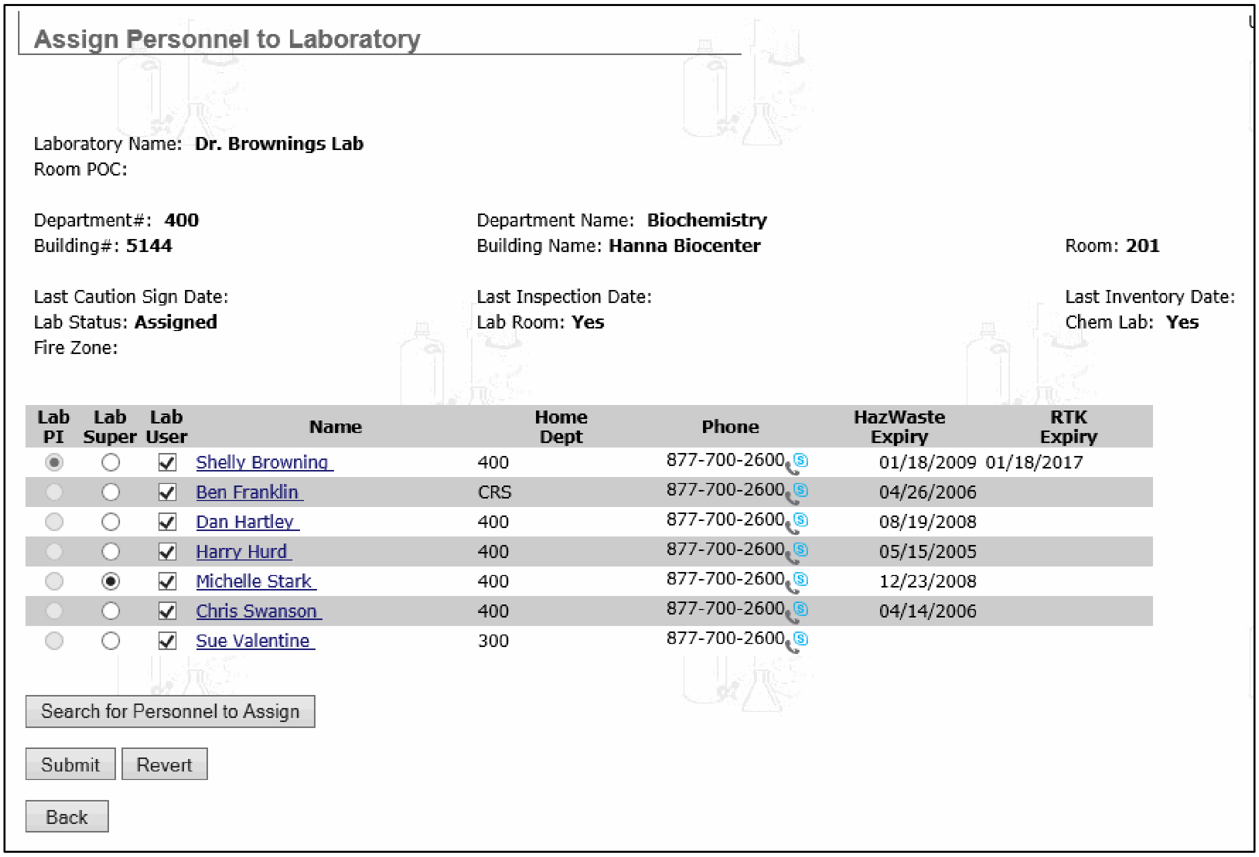
The user will initially be assigned the role of a Lab User. If you are the PI of the lab, you can give the new user the role of Lab Supervisor if you want. There can only be one Lab Supervisor, so assigning this role to a new person will remove it from the previous Lab Supervisor. If you are a Lab Supervisor, you will only be able to assign a Lab User role. Only RSS will be able to assign a new PI to a lab.

If you have any difficulties assigning users to one of your laboratories, please contact RSS for assistance.

Removing a Lab User

If a user is no longer associated with a lab, then they will no longer be able to see the inventory, generate waste, or see past inspections for that lab. So if a user leaves a lab they should have their association with that lab removed.

To remove a user from a lab, you need to be either the PI or Lab Supervisor. As with assigning users, you can only remove users from a lab if they are at a user level below the person making the changes. This means that a PI can remove (or change) the Lab Supervisor or a regular lab user, and the Lab Supervisor can remove a regular lab user. Follow the steps outlined above to get to the “Assign Personnel to Laboratory” page.



Assign Personnel to Laboratory

Laboratory Name: **Dr. Brownings Lab**
Room POC:

Department#: **400**
Department Name: **Biochemistry**
Building#: **5144**
Building Name: **Hanna Biocenter**
Room: **201**

Last Caution Sign Date:
Last Inspection Date:
Last Inventory Date:
Lab Status: **Assigned**
Lab Room: **Yes**
Chem Lab: **Yes**
Fire Zone:

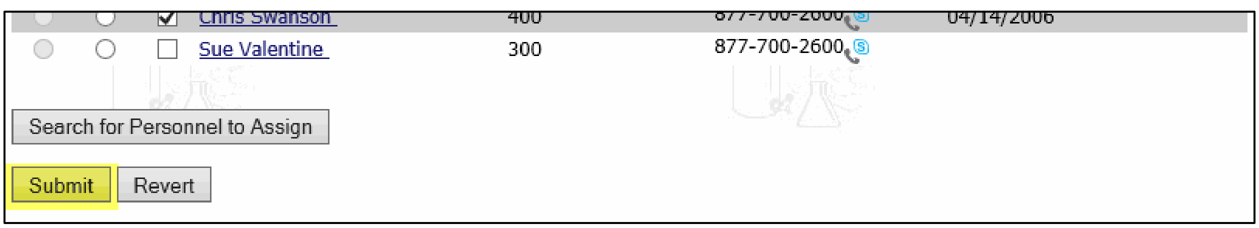
Lab PI	Lab Super	Lab User	Name	Home Dept	Phone	HazWaste Expiry	RTK Expiry
◉	○	☑	Shelly Browning	400	877-700-2600	01/18/2009	01/18/2017
○	○	☑	Ben Franklin	CRS	877-700-2600	04/26/2006	
○	○	☑	Dan Hartley	400	877-700-2600	08/19/2008	
○	○	☑	Harry Hurd	400	877-700-2600	05/15/2005	
○	◉	☑	Michelle Stark	400	877-700-2600	12/23/2008	
○	○	☑	Chris Swanson	400	877-700-2600	04/14/2006	
○	○	☑	Sue Valentine	300	877-700-2600		

Search for Personnel to Assign

Submit Revert

Back

For the person you want to remove from the lab, make sure to remove all of that user's roles. If you are the PI of the lab and the user to be removed is the Lab Supervisor, assign the role to a different user by clicking on the "Lab Super" radio button beside the new Lab Supervisor. Uncheck the "Lab User" check box.



○	○	☑	Chris Swanson	400	877-700-2600	04/14/2006
○	○	☐	Sue Valentine	300	877-700-2600	

Search for Personnel to Assign

Submit Revert

Once all the roles have been removed from the user, click the "**Submit**" button. This will save any changes made. It is possible to do this for multiple users at once. You just have to make sure that all of the roles have been removed from all of the users you wish to remove from that lab.

Any users with no role in the lab will be removed from that lab. You will be taken back to the "Laboratory Summary Page" with a message indicating if the changes made have been successfully processed. The list of Lab Personnel will reflect the changes due to the user(s) being removed.

If you have ay questions or difficulties removing users from your laboratories, please contact RSS for assistance.