



Environmental Safety Division

UNIVERSITY OF GEORGIA

Chematix Online Training Packet

Call 706-542-5801 or email chematix@uga.edu for assistance.

More information can be found on our website: esd.uga.edu/chematix

[Click to jump to a section](#)

[Chemical Ordering Guidance](#)

[Chemical Inventory Management](#)

[Creating storage units](#)

[Manually adding chemical containers](#)

[Transfer chemicals among your storage units and lab locations](#)

[Borrowing chemicals from another lab](#)

[Helpful Tips](#)

[Hazardous Waste Procedures](#)

[Hazardous chemical waste in secondary containers](#)

[Request a waste pickup](#)

[Remove empty containers](#)

[Remove partially used hazardous chemicals in original containers](#)

[Expiring chemicals \(peroxide formers\)](#)

[MSDSOnline](#)

Chemical Ordering Guidance

Each department has different policies and guidelines related to how chemicals are ordered. Be sure to check with your departmental office for more information before getting started.

Online Ordering

- Most online chemical orders will be routed through UGA's Central Research Store (CRS) for centralized barcode-labeling and inventory control.
- iLabs (uga.ilabsolutions.com/account/login) CRS's recommended system for ordering chemicals online.
- Orders processed by CRS will be barcoded and appear in the undefined storage in Chematix shortly after delivery. For more information on storage units, see the Chemical Inventory Management section below. Non-hazardous chemicals processed by CRS will not receive a Chematix inventory barcode.
- Orders might be shipped directly to your lab or office if they inadvertently bypass CRS processing. In this case, they will not be pre-labeled with a Chematix inventory barcode label and a barcode label must be added manually. See steps for manually adding an item to your inventory below.

Have more questions about chemical ordering?

UGA's Central Research Store (CRS) can be reached for additional chemical ordering information: 706-542-2411

Chematix Chemical Inventory Instructions

Create storage units (identify physical locations within your lab where containers are stored):

- Login to Chematix (<https://chematix.uga.edu>) and click the Resources tab
- Click the View My Locations link under the sub-header Manage Locations
- Click the lab name where you wish to add storage units (names appear under the Laboratory heading)
- On the next page, click the Display Storage List button
 - Click Manage Storage Units
 - In the blank text field that appears under the Storage Unit column, type the name you chose for the storage unit (for example: Acid cabinet 1, flammables 2, fridge 3, etc.)
 - Click the Commit New Record button
- A success message will appear at the top of the page
- Repeat this process for all of your storage units & **physically label each storage unit in your lab to match the names you've entered into the system.**
- Click Finished

Manually add chemical containers (applies only if containers were not processed through CRS):

1. First, contact us to get barcode labels. After receiving labels, login and click the Inventory tab
2. Click the Add Chemical Container(s) to Your Inventory link under the sub-header Add Items to Inventory
3. Search for the chemical using the CAS number (recommended) or chemical name
4. Click the chemical name in the search results
5. Enter chemical container information & select the appropriate lab – fields with red hash marks are required.
6. Click Submit
7. On the next page:
 - Scan (or carefully type-in) barcode(s) into appropriate field(s)
 - Select the Storage Unit (if only “Undefined” is available, you must first set up new units using the procedure in the previous section)
 - Click Submit
 - Affix the barcode(s) to their respective containers and click OK on the reminder that appears
8. Repeat steps 2 through 7 for all remaining containers

Transfer chemicals among your lab locations (does not include transferring chemicals between different P.I.s):

1. Login to Chematix (<https://chematix.uga.edu>) and click the Inventory tab
2. Click the Upload Container Barcodes for Processing link under the Manage Lab Inventory header
3. **Place the cursor in the Barcodes box** then scan or type-in bar codes from containers to be transferred
4. Click Send to Chematix (The system will validate barcode entries & display any exceptions. Contact ESD at 542-5801 for help with errors.)
5. Click the checkbox next to each container to be transferred
6. Click Transfer Between My Labs
7. Select the destination Lab Location and Storage Unit on the next screen
8. Click Transfer

Borrowing chemicals from another lab (for temporary use or a small portion):

1. *IMPORTANT: Speak with the professor or lab manager of the peer lab before obtaining any of their items. Depending on your specific department number, peer lab inventory details may be unavailable. Contact a Chematix agent for assistance.*
2. Login to Chematix (<https://chematix.uga.edu>) and click the Inventory tab
3. Under the Manage Lab Inventory sub-header, select Search for Chemicals in My Departments
4. Type in the appropriate chemical name or CAS# in the respective search fields
5. Click Search
6. A report with two headings will appear:
 - My Chemicals will display containers in the inventories of laboratories you are associated with
 - Other People's Chemicals will include a list of potential laboratories in your department that may have the chemical you need in their inventory
 - Speak with the P.I. or lab manager of the peer lab to coordinate a safe transfer of the material you need
7. If your search is unsuccessful, ESD can perform a campus-wide search. Contact us at 706-542-5801 or chematix@uga.edu for more assistance.

Helpful Tips

Undefined storage unit (virtual storage unit):

- A system-created default storage unit named “undefined” is a virtual location where items will be assigned upon delivery to your laboratory (unless they bypassed CRS processing)
- Lab personnel must transfer chemical containers out of the undefined storage unit to the actual storage unit after receiving chemical deliveries. Deliveries will appear in your Chematix inventory within 1-2 business days if purchased through CRS.
- Chemical containers not found during the annual reconciliation of your lab inventory will be assigned to the undefined storage unit. Lab personnel should immediately review the undefined storage unit and remove empty or misplaced containers from the listing. The Chematix support team will provide additional details at the time of the reconciliation.

Chemical containers are uniquely barcoded:

- Laboratory staff must manage inventory listings at the container level; each chemical container – even identical containers – will have a unique tracking barcode label. See the sample listing below. Notice that all of the containers are of the same chemical and volume but they each have a unique barcode.

Barcode Number	CAS#	Container Description	Container Size/Unit	Content Size/Unit	Status	Expiration Date
<u>UGAC003S50</u>	<u>67-64-1</u>	Acetone	500.00 /mL	500.00/mL	Shelved	
<u>UGAC003S4Z</u>	<u>67-64-1</u>	Acetone	500.00 /mL	500.00/mL	Shelved	
<u>UGAC003S4Y</u>	<u>67-64-1</u>	Acetone	500.00 /mL	500.00/mL	Shelved	
<u>UGAC003S4X</u>	<u>67-64-1</u>	Acetone	500.00 /mL	500.00/mL	Shelved	
<u>UGAC003S4W</u>	<u>67-64-1</u>	Acetone	500.00 /mL	500.00/mL	Shelved	

Hazardous Waste Procedures

For additional Hazardous Waste visit: esd.uga.edu/rcra-compliance
or email hazmat@uga.edu

Hazardous chemical waste in secondary containers (hazardous waste which is generated through a process in your lab):

1. Your online annual training must be current and you must have a lab assignment in the system to complete this procedure. Contact us at 706-542-5801 if you cannot complete the following steps.
 2. Login to Chematix (<https://chematix.uga.edu>) using your **UGA MyID** login and password information.
 3. Select the **Waste** tab.
 4. Click the **Create Waste Card** link.
 5. Choose the waste card type – **Chemical Mixture by Percentage** – for a mixture of compatible waste chemicals in a single container (for example, in a carboy)
 6. Enter all requested general information (location, container size, physical state, etc.) then use the **Select Chemical** buttons to search for each waste constituent that is a part of the mixture. The Select Chemical button will display the chemical search screen:
 - a. Use the chemical name or its CAS number to search the database. Search results will be shown at the bottom of the screen.
 - b. Click the **name of the chemical** to add it to the waste card. The Add New Chemical button is used to insert a new chemical entry into the main database if there are no matching search results.
 7. Enter the percentage of each constituent in the fields provided. When entering percentages, try to be as accurate as possible; avoid guessing. Use the **Calculate** button to ensure that percentages equal 100%. If you need assistance determining percentages, contact us at 706-542-5801.
 8. Click the **Generate Waste Card** button.
 9. On the next page click the **Print Waste Card** button.
 10. Print the Waste Card and attach it to the waste container using a clear plastic shipping pouch or a rubber band for smaller containers; do not use tape.
 11. Repeat this process for each chemical waste container. If you have multiple containers with identical waste constituents, click the button that says **Start a Similar Waste Card for a New Container** to create cards for multiple containers. Each card will have a unique barcode
- Purchase plastic pouches from CRS; 706-542-2411. Catalog number 848519 (25ct) approx. \$2

Request a Waste Pickup (each waste container has a waste card affixed and is ready for pickup):

1. Your online annual training must be current and you must have a lab assignment in the system to complete this procedure. Contact us at 706-542-5801 if you cannot complete the following steps.
 2. Login to Chematix (<https://chematix.uga.edu>) using your **UGA MyID** login and password information.
 3. Select the **Waste** tab
 4. Click the **Create Pickup Worksheet** link
 5. Select your **lab location** from the drop-down list. The screen will refresh and show all waste cards created for that specific room number.
 6. Checkbox the items to be picked-up or click the **Toggle** button to select all items.
 7. Click **Add Selection(s) to Worksheet**. On the next screen:
 - a. If this is a lab close-out or if the waste is exceeding limits, click the corresponding checkbox
 - b. In the text box provided, add contact information such as your cell phone number and details about where to find the waste within the lab. If your lab door is typically locked, provide information about how to gain access.
 8. Click **Submit for Waste Pickup**.
- Waste will be collected in one to three weeks. If waste is exceeding regulatory volume limits, it will be collected within 72 hours. Call us immediately if waste is creating an unsafe situation 706-542-5801

REMOVE empty containers (completely empty & ready to safely discard or to be repurposed):

1. Login to Chematix (<https://chematix.uga.edu>) and click the **Inventory** tab.
2. Click the **Upload Container Barcodes for Processing** link under the sub-header Manage Lab Inventory.
3. Place the cursor in the Barcodes box.
4. Scan or type-in all **UGACxxxxxx** and/or **#xxxxxx** bar codes (one per line in the box provided) from *empty* containers you are ready to safely discard and click **Send to Chematix**.
5. On the next page:
 - click **Toggle Selection**
 - click **Change Container Status**
 - select **Consumed / Used / Remove from Inventory** from the drop-down list shown
 - click **Change Container Status** again
6. The empty containers have now been removed from your active inventory.
7. Remove or deface the bar code(s) if re-using the empty container.

Waste partially used hazardous chemicals in original containers (for HAZMAT pickup; must be in original manufacturer's container):

1. Login to Chematix (<https://chematix.uga.edu>) and click the Waste tab.
2. Click the **Create Waste Card** link under the sub-header Manage your Laboratory Waste – if the link is not available, you must update your annual hazardous waste training through the ESD website.
3. Click the link **Pure Chemicals in Individual Containers**
4. On the next page:
 - Select your lab location from the drop-down list provided
 - Scan in each **UGACxxxxxx** and/or **#xxxxxx** bar code into the provided bar code field (one per line)
 - Click **Generate Waste Card**
5. On the next page:
 - Click **Print Waste Card**
 - Print the waste card that appears. Note: If more than one bar code was entered on the previous page, a multi-page PDF will appear; print all pages.
 - Click **Finished**
6. Click the **Waste** tab again
7. Click **Create Pickup Worksheet**
8. Select your lab location from the drop-down list provided; previously created waste cards will be listed.
9. Check the box (or click **Toggle** to select all) each waste card to be picked up by HAZMAT.
10. Click **Add Selection(s) to Worksheet**
11. Click **Submit for Waste Pickup** – a green banner will appear indicating a successful submission

Expiring chemicals - peroxide formers (auto-email notifications received from Chematix):

1. Login to Chematix (<https://chematix.uga.edu>) and click the **Inventory** tab.
 2. Click the **Generate PEC Expiration Aging Report** link under the sub-header Hazard Maintenance.
 3. Click the radio button next to the chemical to be updated.
 4. Click **Update Expiry Date** button.
 5. Read the warning message carefully – extending an expiration date for a chemical is allowable based on your negative tests for peroxide formation as well as your expert knowledge and understanding of the chemical's properties (6 month max, please).
 - Enter the new expiration date in the Expiration Date field.
 - Click **Submit**
 6. A green banner will appear indicating a successful update.
- Note: If a PEC is submitted for hazardous waste pickup, you will not stop receiving email expiration notifications until it has been received into the hazardous waste facility.

MSDSonline™ Instructions

MSDSonline™ is an online service provider of Material Safety Data Sheets.
(Material Safety Data Sheets are now known more simply as Safety Data Sheets.)

View Safety Data Sheets for containers in your Chematix inventory listing:

1. Login to Chematix (<https://chematix.uga.edu>) and click the Inventory tab.
2. Click the Manage My Inventory link under the sub-header **Manage Lab Inventory**.
3. Click the check box next to the laboratory listing.
4. Click the button Search Active Lab Inventory to see your inventory listing.
 - Select the CAS# link (middle column) of the chemical.
 - On the Chemical Abstract page that appears, scroll down and select the MSDSonline Search link.
5. The *MSDSonline™* website will display search results using the pre-populated query. Adjustments to the search parameters may be required if no results are displayed.
6. Optional: select any of the search filters shown (manufacturer, revision date, etc.)
7. Choose from the final results shown to view, print, or save the Safety Data Sheet.

View Safety Data Sheets for any chemical via Chematix:

1. Login to Chematix (<https://chematix.uga.edu>) and click the Inventory tab.
2. Click the Search for a Chemical in CAD link.
3. Enter either the chemical name or its CAS number in the appropriate search field.
4. Click Search.
 - Select the CAS# link (right column) of the chemical.
 - On the Chemical Abstract page that appears, scroll down and select the MSDSonline Search link.
5. The *MSDSonline™* website will display search results using the pre-populated query. Adjustments to the search parameters may be required if no results are displayed.
6. Optional: select any of the search filters shown (manufacturer, revision date, etc.)
7. Choose from the final results shown to view, print, or save the Safety Data Sheet.

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