

# Chematrix Waste Module Instructions

## 6. Creating a Waste Card

- Select Waste (located on header bar)
- Select 'Create Waste Card'
- Click on 'Chemical Mixture by Percentage' (unless you prefer any other menu option)
- At the top of the screen identify:
  - Container size
  - Physical state
  - Laboratory name
  - Container type
  - pH
- Enter the barcode, If no barcode, click 'Select Chemical' button
- Enter Chemical name or CAS #
- Click 'Search'
- Select matching Chemical name
- Enter percentage, quantity or size. The required information varies according to the method of waste collection and waste composition.
- Click 'Add More Rows' button if you need to add more constituents if in the chemical mixture portals or more chemicals if in the pure chemical container portals
- Click 'Generate Waste Card' when you have completed adding chemicals to waste card
- Click 'Print Waste Card'
- Place printed waste card near the waste that will be picked up

\*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

## 7. Request a Waste Pickup

- Select Waste
- Select 'Create Pickup Worksheet'
- Enter Waste Card Number or click 'List Waste Cards'
- Click line item
- Click 'Add Selections to Worksheet' button
- Click 'Save and Submit for Pickup' button