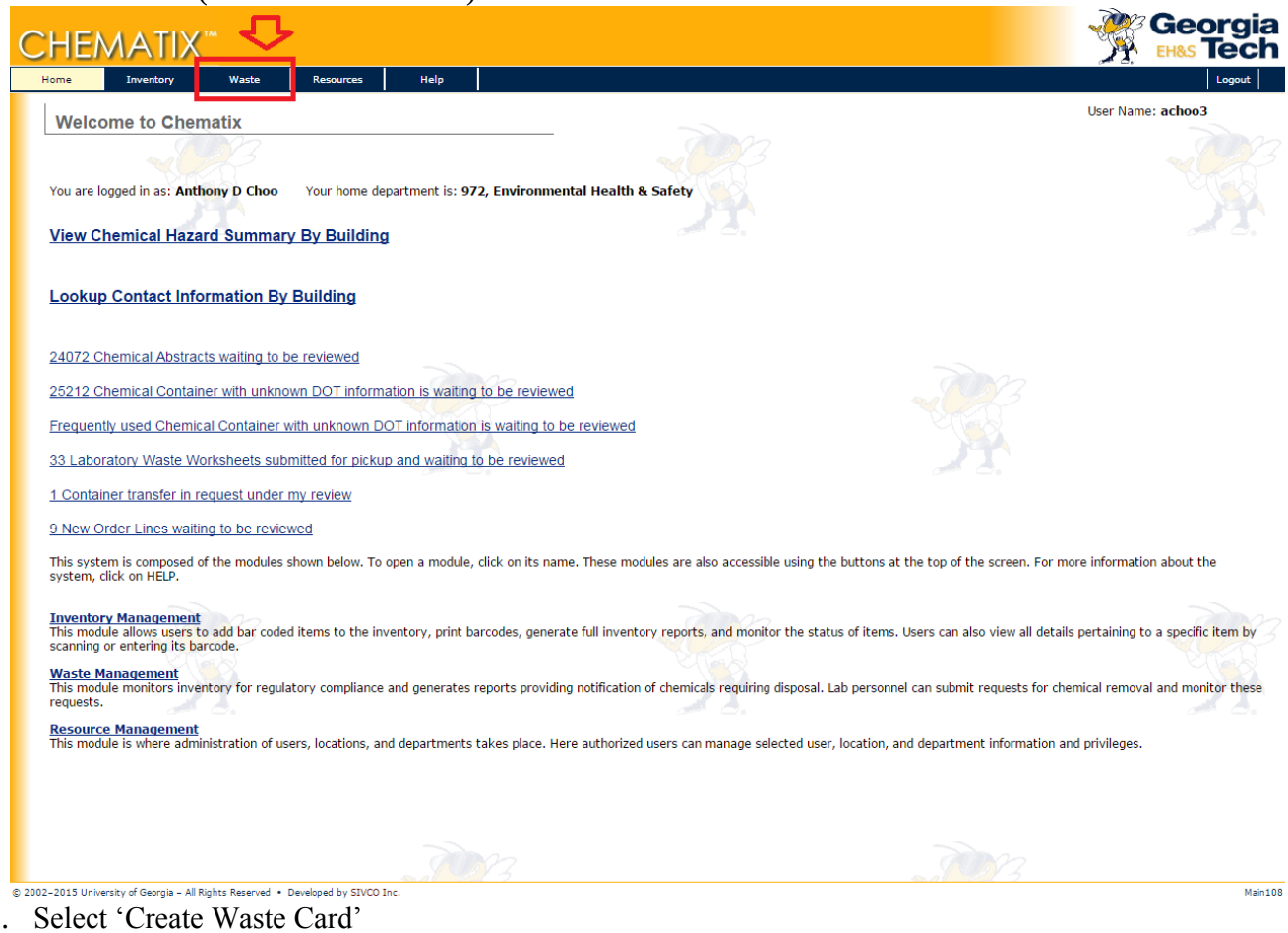
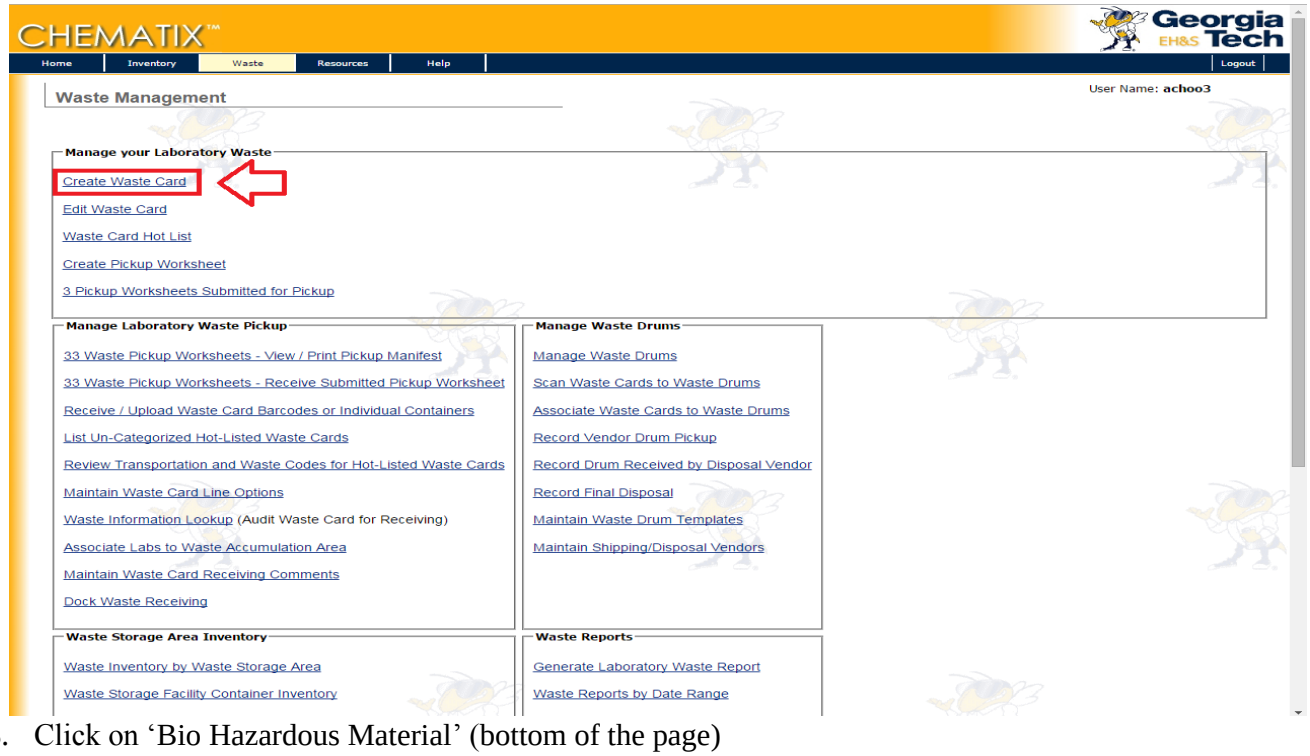
Chematix Bio Waste Module Instructions

Creating a Waste Card

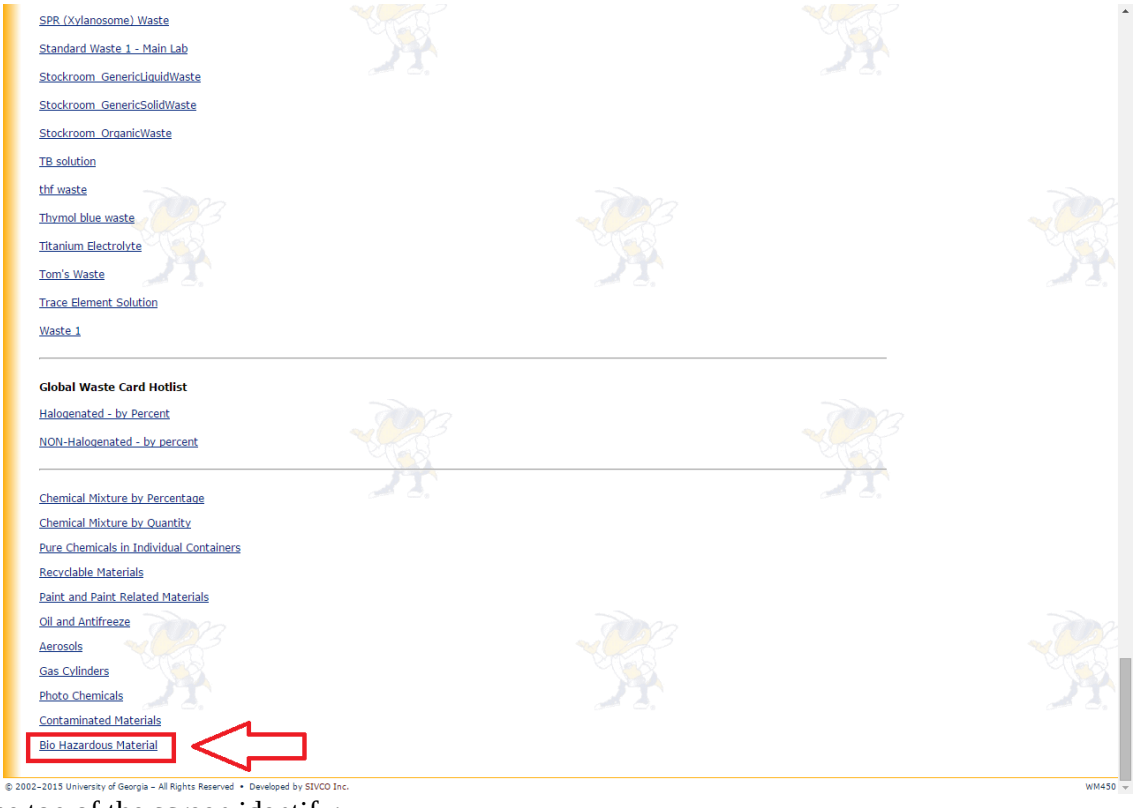
1. Select Waste (located on header bar)



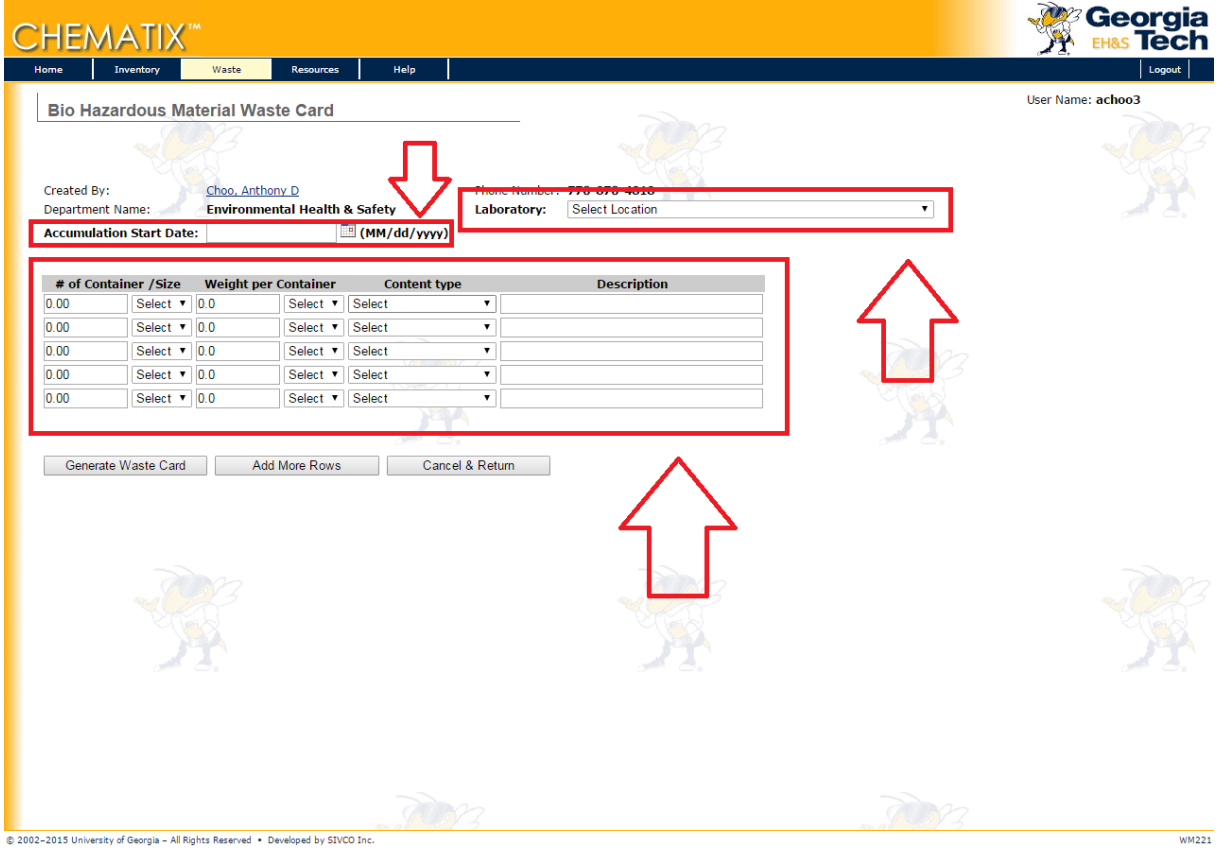
2. Select 'Create Waste Card'



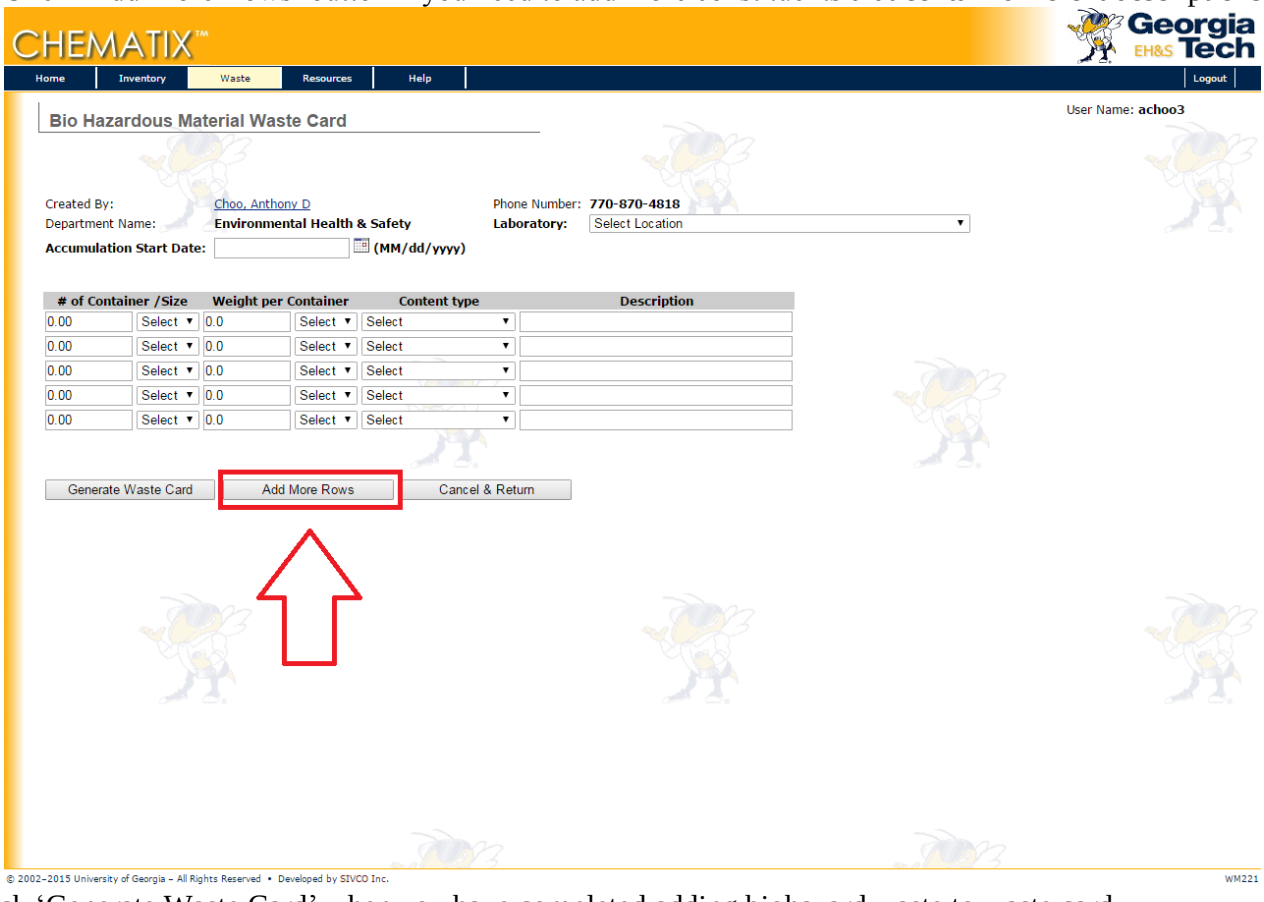
3. Click on 'Bio Hazardous Material' (bottom of the page)



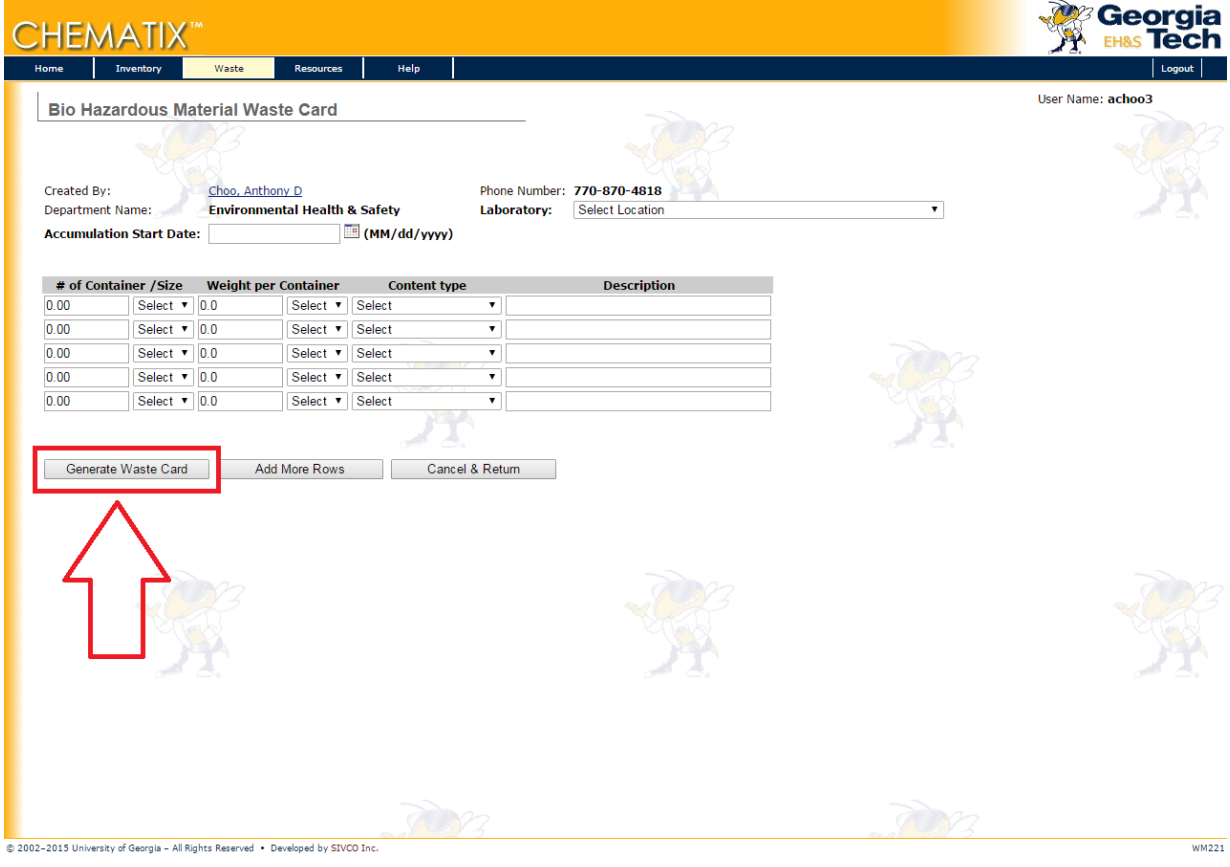
4. At the top of the screen identify:
    - Laboratory name
    - Accumulation start date (date contents became a waste)
    - # of Container, size/type and weight per container (max 20 lbs)
    - Enter detailed description of contents



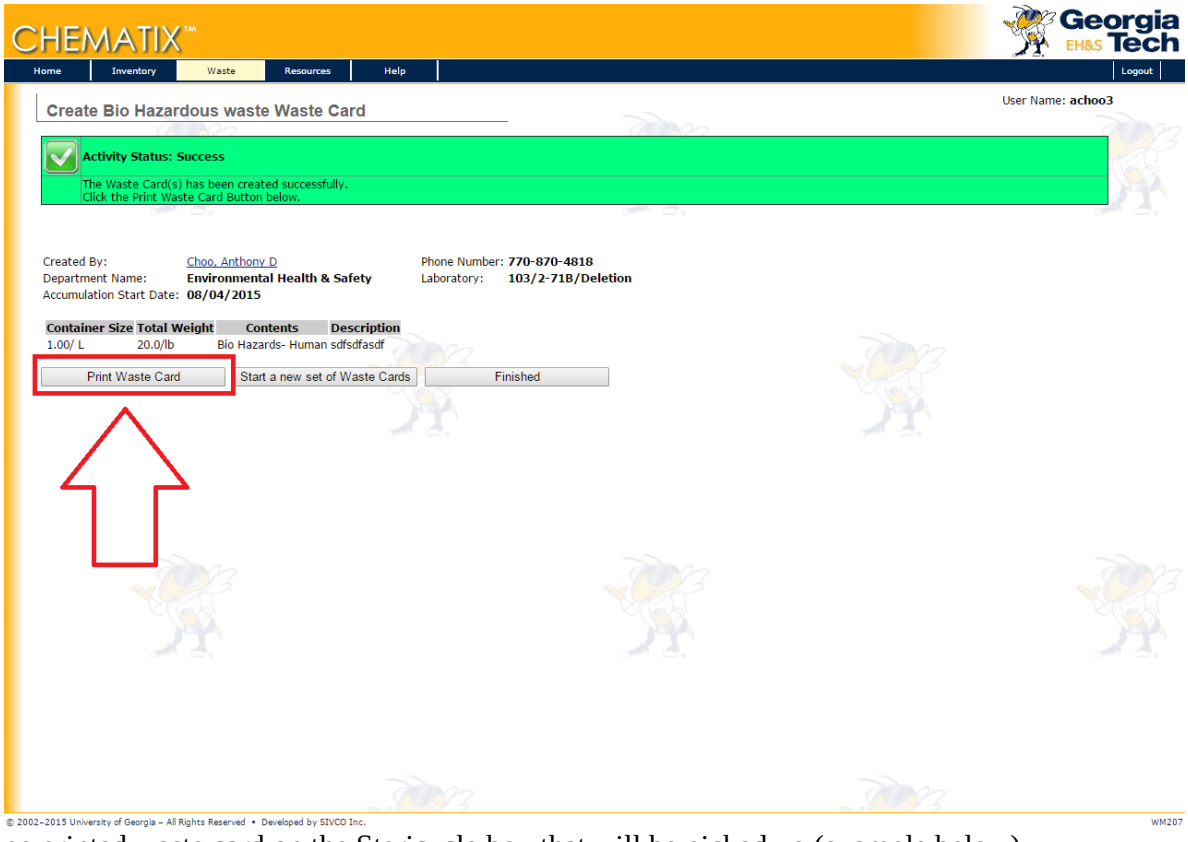
5. Click ‘Add More Rows’ button if you need to add more constituents that contain different descriptions



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



7. Click ‘Print Waste Card’



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

HAZARDOUS WASTE

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.

GITW001AE7

Accumulation Start Date: 2015-08-04	**Received Date:**		
Created By	**Principal Investigator**		
Wright, Morgan B	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:** 20.0 lb

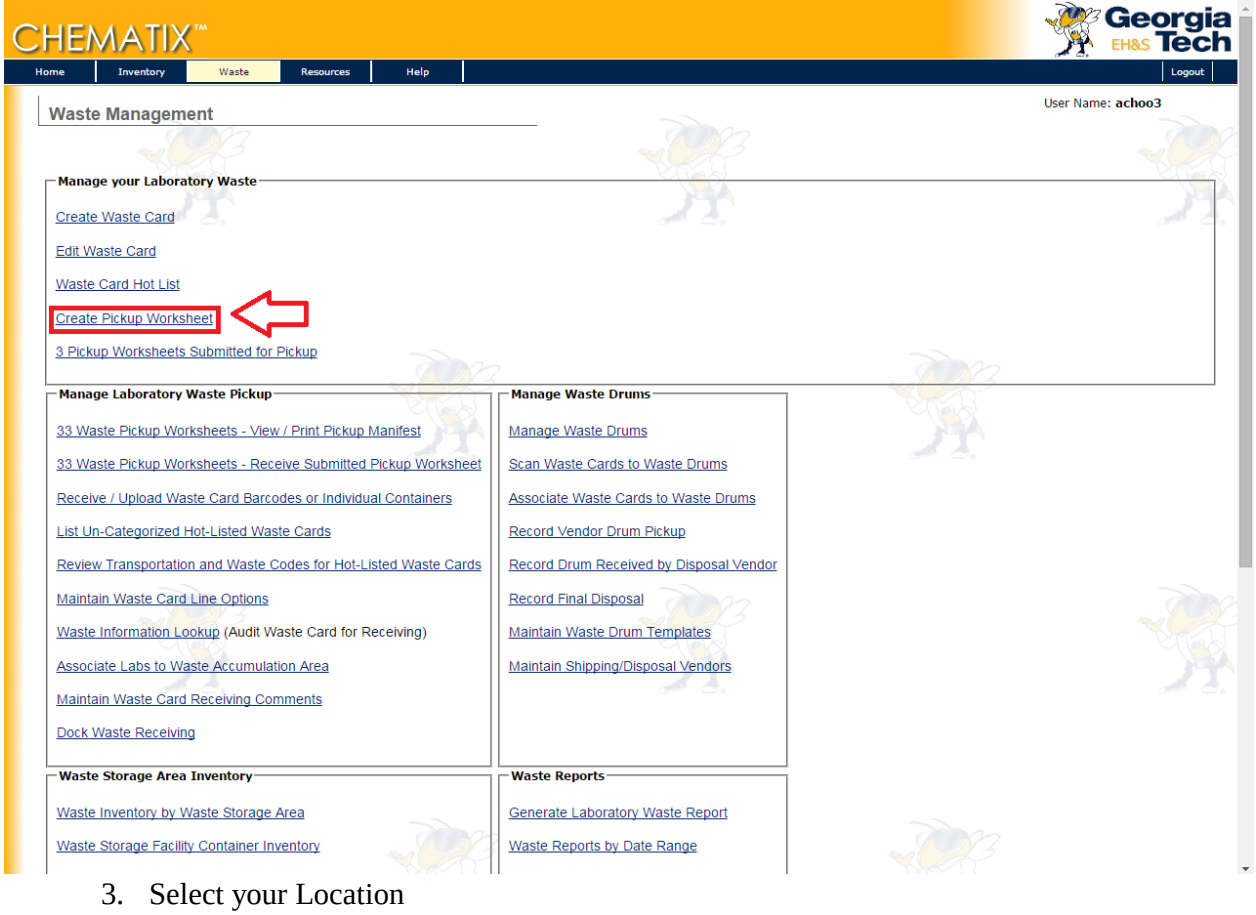
EPA and University regulations prohibit improper disposal.
If found, contact the GT hazardous materials program
at (404) 894-6224 or GT Police at (404) 894-2500.

*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

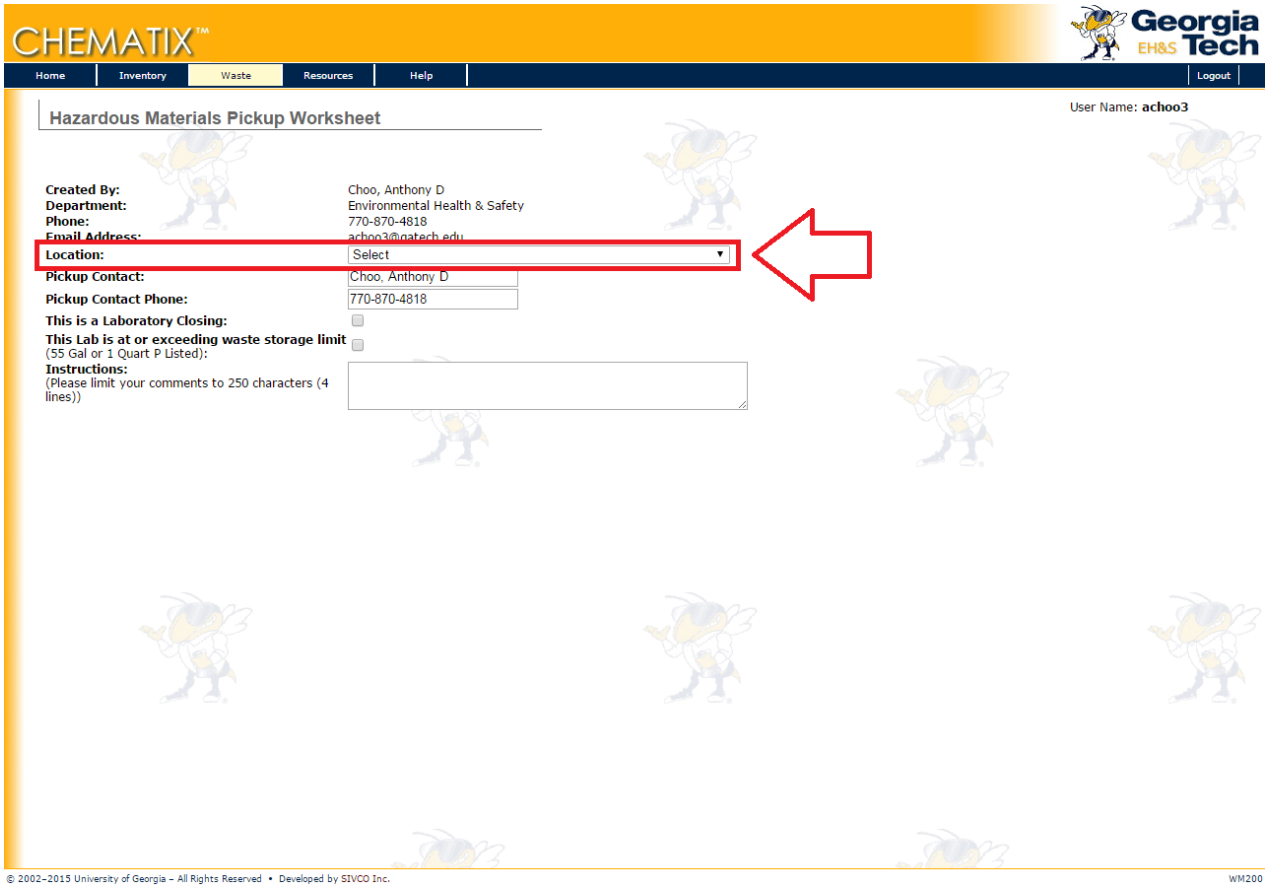
Request a Waste Pickup

1. Select Waste

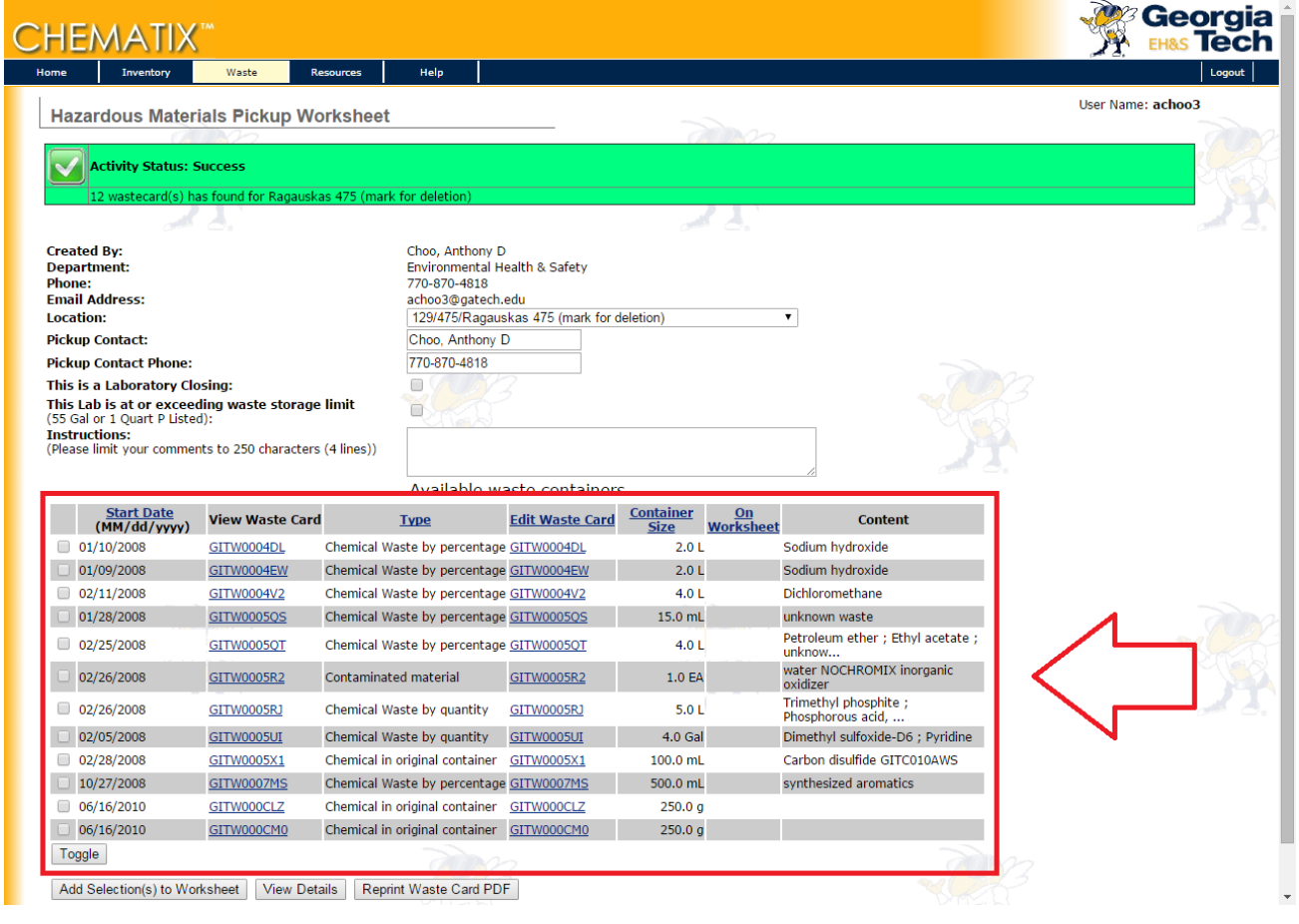
2. Select ‘Create Pickup Worksheet



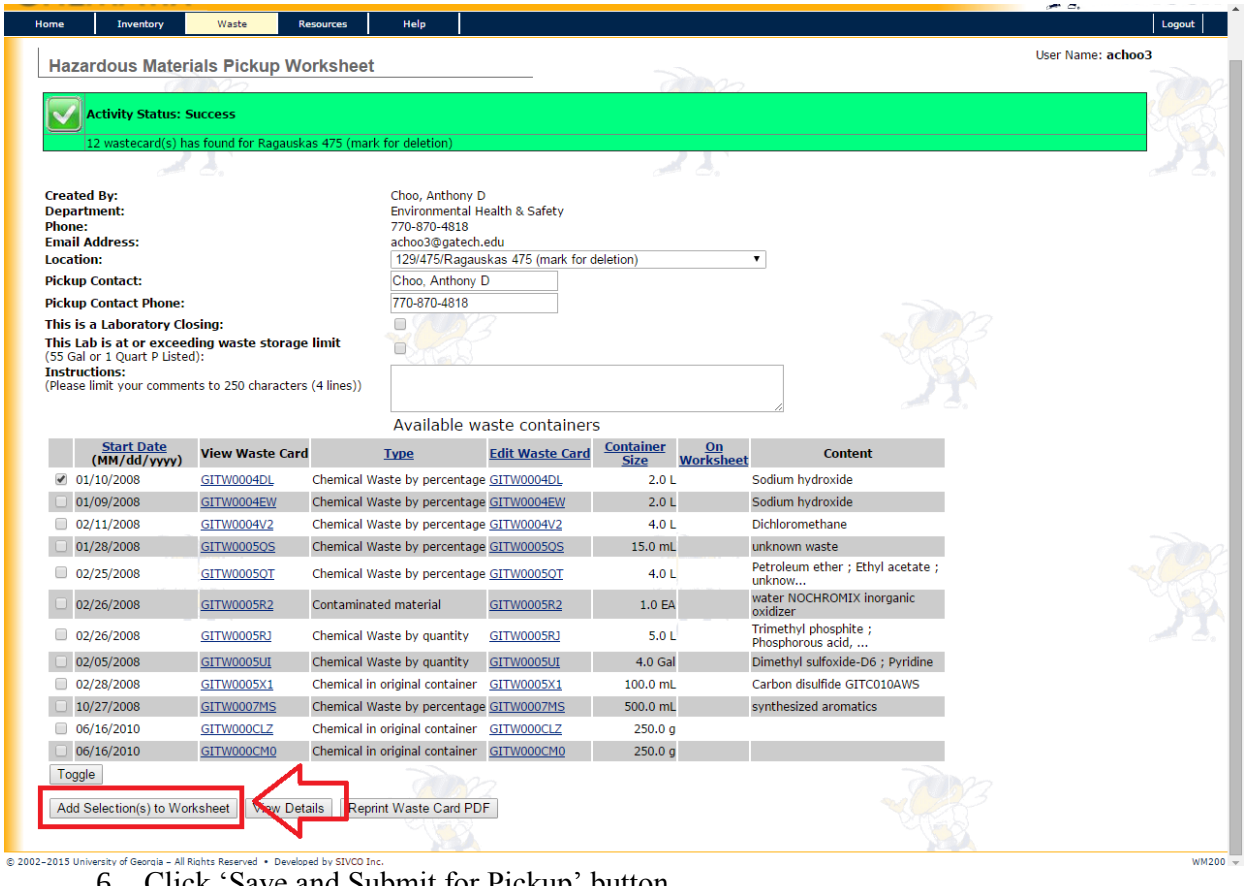
3. Select your Location



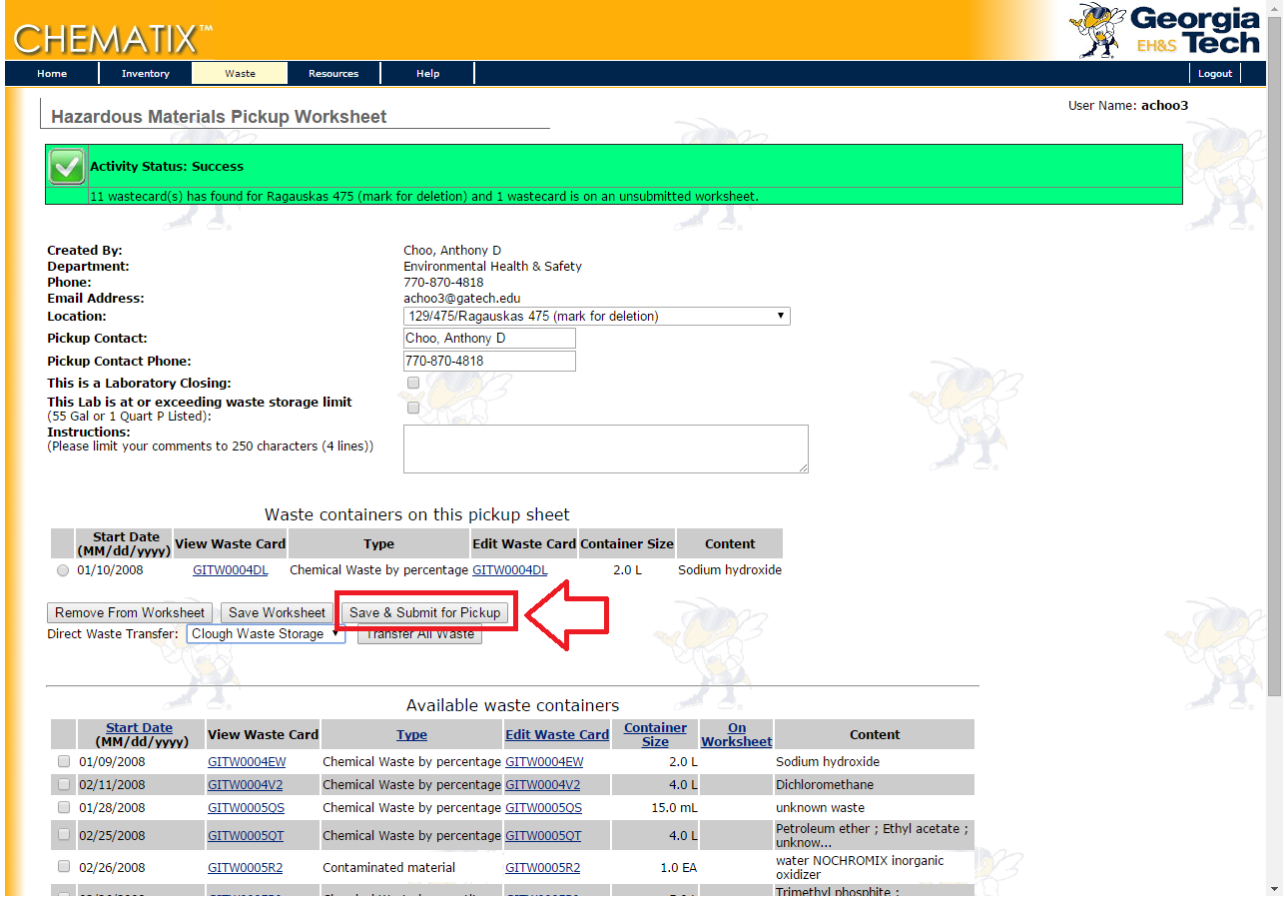
4. Select your Waste Card



5. Click ‘Add Selections to Worksheet’ button



6. Click ‘Save and Submit for Pickup’ button



Having Difficulty? Please email chematix@mail.gatech.edu if you have any questions or concerns.