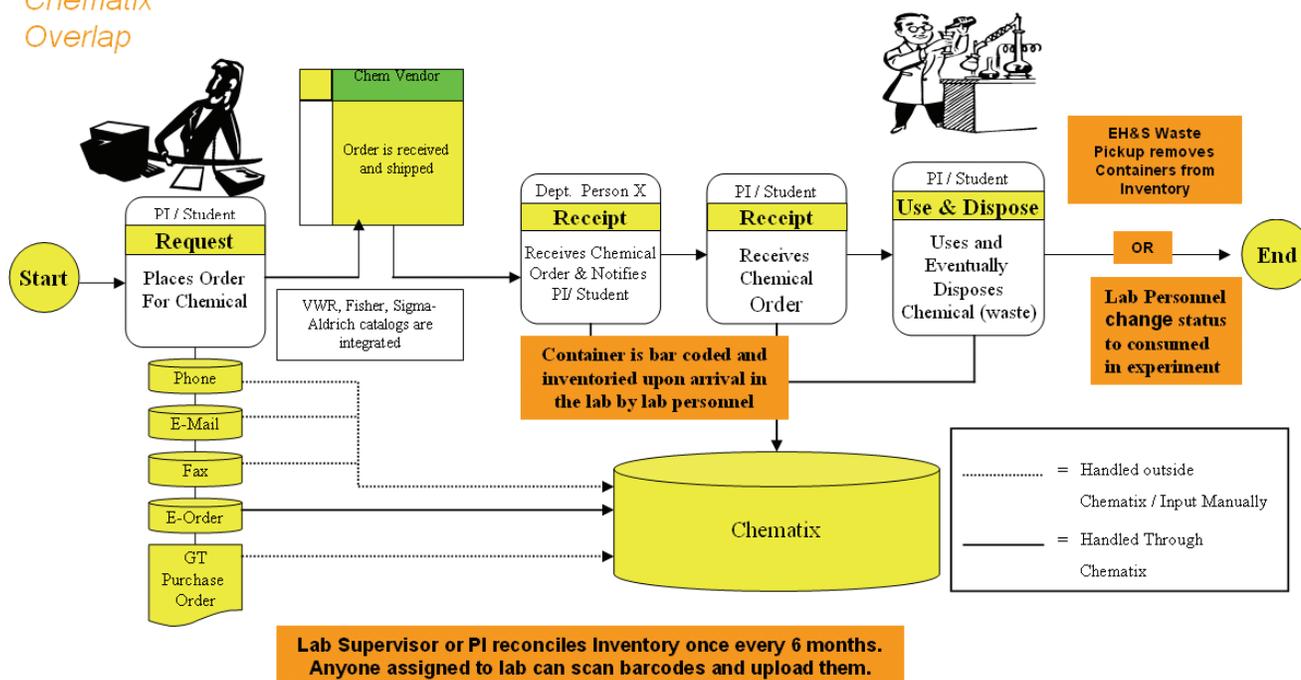


# “Cradle to Grave” chemical management

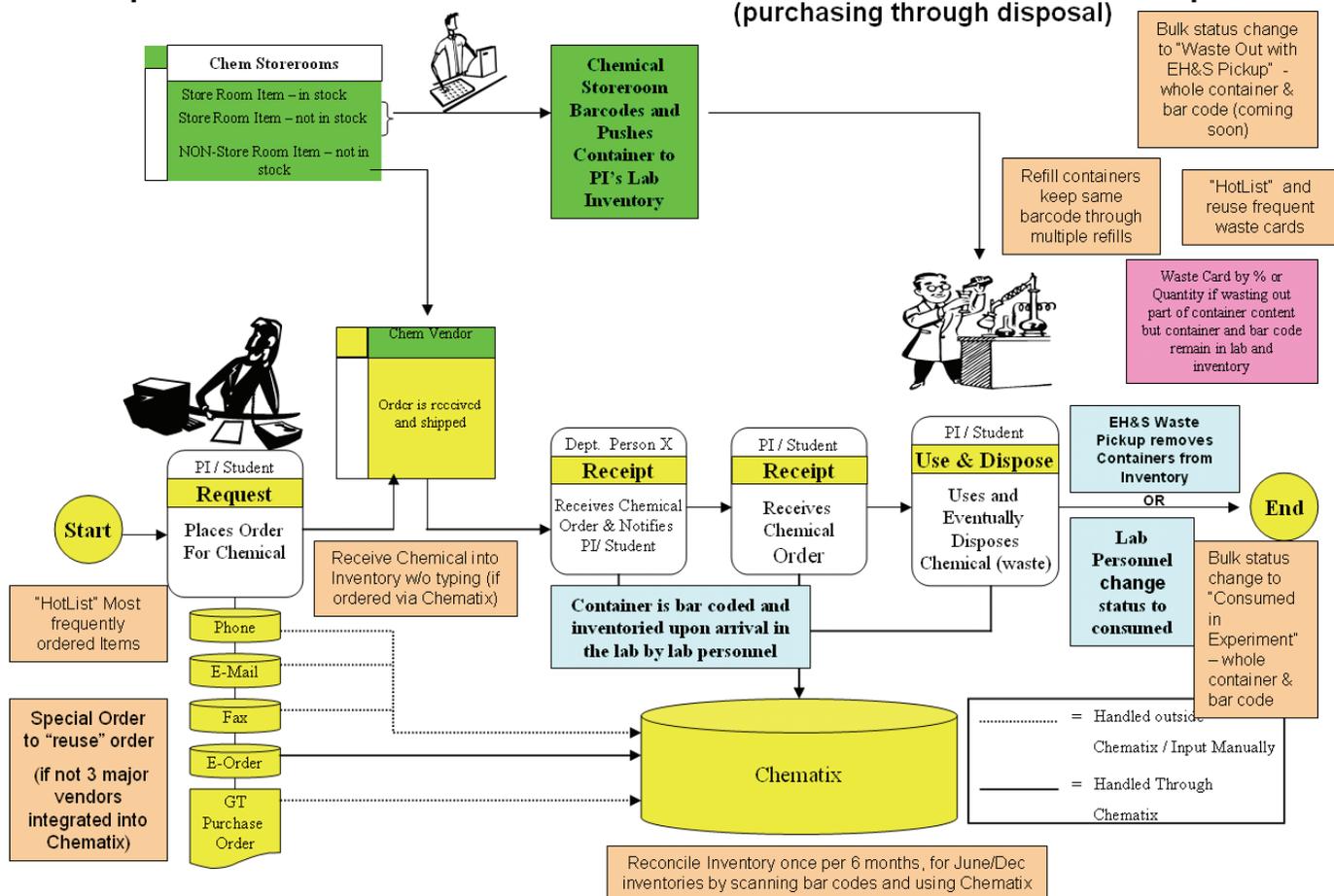
Orange shows where Right To Know and Chematix Overlap

(purchasing through disposal)



# "Cradle to Grave" chemical management

(purchasing through disposal)



# CHEMATIX QUICK REFERENCE GUIDE

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## 1. Webiste for most up-to-date documentation:

- i. <http://www.cmis.gatech.edu/training.html>

## 2. How to log into Chematix:

- a. The **PRODUCTION** system's URL is <https://www.chematix.gatech.edu/Chematix/>
- b. Ensure that you have been added to the lab in Chematix.
- c. **You may have been added to the lab with either your Employee ID or your Student Id. Ensure you are logging in with the ID used to identify you in Chematix as a lab user.**
- d. If you don't know if you have been added to a lab in Chematix, contact your Lab Supervisor, your Department's Right to Know Coordinator, or Duane Slack (see his contact information at the bottom of this page).
- e. You may need to use your Employee or Prism ID. If you do not have a Prism ID and GT email address, contact OIT at 404 385-7173. Your Employee or Prism ID is usually the first initial of your name and some numbers. Your student id usually begins with "gt".
- f. Our **TEST** system is at <https://www.chematrain.gatech.edu/Chematix/>. Please experiment in TEST before using PRODUCTION. You can do anything you want in TEST without hurting anything.. However, if you make a mistake in production, you might delete some data you didn't want to delete, etc. You understand, I am sure. There are YELLOW vertical lines in the background of the Test screens so you can easily and quickly identify whether you are on the Test or Production system. The data in the 2 systems are occasionally synchronized.
- g. **The 5 MOST FREQUENT PROBLEMS WITH using Chematix are:**
  - i. Forgetting the "s" in https
  - ii. Signing into Test instead of Production
  - iii. Not being added to a lab before you try to access it
  - iv. Using your student id when you have been added via your Employee ID
  - v. Not knowing your employee id password.

## 3. Adding Chemical Containers to Chematix:

- a. Select Inventory Management
- b. Select 'Add Chemical Container(s) to Your Inventory'
- c. Scroll half-way down screen and enter the Chemical name or CAS #
- d. Enter a Chemical name or CAS # as Search criteria (radio buttons have defaults or can be selected: begins with, contains or exact)
- e. Click 'Search CAD' button
- f. Slide bar on right side of screen to see list of matched items
- g. Select matching item
- h. Enter container size
- i. Enter unit measurement (g, ml, kg etc.)
- j. Select Laboratory Location from drop down list
- k. Select Storage Unit from drop down list. Note: Storage Unit box will not populate if Laboratory Location is not specified.
- l. Enter 'Number of Identical Containers'
- m. Click 'Submit' button
- n. Scan or type the container barcode (GITCxxxxx) at bottom of screen
- o. Click 'Submit' button (Note: If you do not click 'Submit' none of the data you entered will be saved)
- p. Apply preprinted bar code label to each container

#### 4. Adding Chemicals to my Inventory if I didn't order through Chematix

- a. When chemical container(s) arrive at your lab,
- b. Follow above procedures for "Adding Chemical Containers to Chematix"

#### 5. If the CAS # is not in the CAD

- a. Select Inventory Management
- b. Select 'Add Chemical Container(s) to Your Inventory'
- c. Scroll half-way down screen and enter the Chemical name or CAS #
- d. Click 'Search CAD' button
- e. Scroll to down the screen to verify you had no 'hits' or matches
- f. Select the 'Add a Chemical' button
- g. Fill in Chemical name, CAS#, formula (if known), and MSDS url with manufacturer's url
- h. Click 'Submit & Request Review' button
- i. You will be redirected to 'Add Chemicals to Your Inventory' screen
- j. The CAS # or Chemical name will be visible
- k. Click on Chemical name link
- l. Enter Container size
- m. Enter unit of measurement (g, ml, kg, etc.)
- n. Select Laboratory Location from drop down list
- o. Select Storage Unit from drop down list. Note: Storage Unit box will not populate if Laboratory Location is not specified.
- p. Enter 'Number of Identical Containers'
- q. Click 'Submit' button
- r. Scan or type the container barcode (GITCxxxxx) at bottom of screen
- s. Click 'Submit' button

#### 6. Creating a Waste Card (try a hotlisted (Previously saved also) )

- a. Select Waste Management
- b. Select 'Create Waste Card'
- c. Click on 'Chemical Mixture by Percentage' (unless you prefer any other menu option)
- d. At the top of the screen identify:
  - i. Container size
  - ii. Physical state
  - iii. Laboratory name
  - iv. Container type
  - v. pH
- e. Enter the barcode, If no barcode, click 'Select Chemical' button
- f. Enter Chemical name or CAS #
- g. Click 'Search'
- h. Select matching Chemical name
- i. Enter percentage, quantity or size. The required information varies according to the method of waste collection and waste composition.
- j. Click 'Generate Waste card' or 'Add More Rows' button
- k. Note: Pop ups must be allowed for this site. See item 17 in this document.
- l. Note: Waste card accumulate until you "request a waste pickup" see item 7 in this document.
- m. Note: Waste card can be saved and named for reuse

- n. Note: halogenated and non-halogenated waste cards have been added to the system. they are currently listed only when you click on Waste then click on [My Waste Card Hot List](#) or [Laboratory Waste Card Hot List](#). They can be edited and saved for reuse or used as they are. At some point they will also be listed under "Create a Waste Card".

## 7. Request a Waste Pickup

- a. Select Waste Management
- b. Select 'Create Pickup Worksheet'
- c. Enter Waste Card Number or click 'List Waste Cards'
- d. Click line item
- e. Click 'Add Selections to Worksheet' button
- f. Click 'Save and Submit for Pickup' button

## 8. Changing Container Status (Consumed by Experiment, Waste, Surplus etc)

- a. Select Inventory Management
- b. Click 'View My Inventory Report' link
- c. Click the check box(es) next to the lab(s) you want to see. (or toggle to check all boxes at once).
- d. Either enter a chemical name or CAS # or to see all inventory in the labs, leave the fields blank.
- e. Click on "search selected lab inventory"
- f. To change the status of the chemical container, click the check box to the left of the chemical name . (You can sort by clicking column headers.) Note the check mark that comes up. Hit the "End" key or scroll to the bottom of the page.
- g. Select 'Change Container Status' button
- h. Select "consumed by experiment" or "waste card EHS Pickup request" from the drop down box
- i. Click 'Change Container Status' button
- j. Message will appear that 'Container Status has Been Changed' (you need to repeat steps 1-5 to see that the status of the containers did change)

## 9. Ordering Chemicals and Supplies through Chematix (You must have a P-Card)

- a. Select 'Procurement'
- b. Select 'Catalog Search'
- c. Search by 'Description or CAS # or Product Number'
- d. Click 'Search' button
- e. Select item you want or to refine your selection by manufacturer
- f. If satisfied with displayed data, click on 'Add' next to the Shopping Basket icon
- g. Review items (Note: Item size and Unit will display on left side of screen and Packaging on right side)
- h. (Note: If changing quantity or shipping method, changes will not take effect if 'Refresh Total' button is not clicked.)
- i. Click 'Proceed to Checkout'
- j. Select Shipping Options: (the numbers listed are building Number/Room Number/Laboratory Name)
- k. Click 'Continue with Payment'
- l. The "Internal Reference No" is GaTech's P O number
- m. Click 'Continue Order to Review'
- n. Click "Place Order"
- o. Message will appear that order has been sent to the vendor.
- p. An Order receipt confirmation email will be sent to you from the vendor.

- q. (Note: Confirmation email may not be received immediately after placing order. If you have not received the order receipt confirmation within 40 hours, contact Duane via the contact info as listed.)

### **10. Do I have to use Chematix for Ordering?**

- a. Chematix does not have to be used to order chemicals but chemicals must be entered into the system upon their arrival at your lab for inventory and tracking purposes.
- b. See 'Add Chemicals to Inventory' or 'Add Special Order'
- c. Upon receipt of the chemical entering the lab, the chemical must be entered into Chematix and bar-coded.

### **11. How do I add a chemical to my inventory if I DID order it via Chematix?**

- a. When Chemicals ordered via Chematix arrive at your lab:
- b. Select 'Procurement'
- c. Click on 'Receive My Purchase Orders'
- d. Do an empty search by leaving all the fields blank and clicking on the "search" button
- e. A list of all your open purchase orders will be presented. Click on the hyperlinked Chematix assigned PO number for the order you want to receive into inventory
- f. Select on 'User Allocate Barcode'
- g. Type in or scan in a barcode number from the preprinted bar code labels.
- h. Click on the "receive order" button.

### **12. How do I Reconcile my Inventory (June/Dec inventory updates) ?**

**(Note: any lab user can scan and upload bar codes into Chematix. Only a PI or Lab Supervisor can reconcile (manage discrepancies) a lab.)**

1. Select Resources
2. Select "View My Locations"
3. Select your hyperlinked Lab Name.
4. Scan bar code labels in lab
5. Select "Upload Scanned Barcodes" button
6. Upload barcode numbers into textbox (Note: make sure cursor is inside textbox)
7. by clicking "Upload Flic Barcodes" button if you are using a FLIC scanner. OR
8. by scanning the "transmit all" bar code if you are using a MetroLogic scanner OR
9. (Numbers may also be entered manually inside textbox)
10. Click "Send to Chematix" button.
11. Click on resources, then view my locations, then the hyperlinked lab name of the lab you want to reconcile.
12. Click on "Manage Discrepancy" button
13. Look at the "Inventory Discrepancy and Reconciliation" screen
14. Containers are listed in following categories:
  - a. Missing Containers
  - b. Misplaced Containers
  - c. Containers which are not registered to you
  - d. Inactive Containers
15. After correcting any discrepancies, "Reconciliation Complete" button is active. Click it and the "Reconciliation Completed" message is displayed.

**13. Inventory is reconciled if labels of containers scanned matches physical inventory.** After uploading last scanned barcode number and reconciling inventory you can **Clear the Scanner contents** by:

- a. Click on “Clear Scanner” button if you are using a FLIC scanner“. All the barcodes stored in the Flic Barcode Scanner have been cleared” message displays.
- b. Click “OK” button  
OR
- c. Scan the “clear bar codes” bar code if you are using a MetroLogic scanner..

**14. What is Surplus and how do I request Surplus items?**

- a. Surplus items are no longer required or used by the purchaser/owner so they are available for other users to request.
- b. To view Surplus, Select Inventory Management.
- c. Select ‘View Campus Surplus or view Surplus when ordering through Procurement’
- d. Click on barcode # to send email to the PI who has the Surplus chemical.
- e. When you search for a chemical to buy via the Procurement menus in Chematix, you will see any chemicals matching your search criteria listed in the campus surplus as part of the search results, along with matching VWR, Fisher Scientific and Sigma-Aldrich results.

**15. How do I generate barcode labels?**

- a. Request preprinted barcodes from Environmental Health & Safety (404) 894-6128 or (404) 385-SAFE.
- b. You shouldn’t be generating barcode labels. We will print them on chemical resistant labels with chemical resistant ink and bring them to you when you request them. If you print labels in your labs using laser printers and office supply store labels you will not be getting chemical resistant ink or labels.
- c. Please contact us for preprinted labels as often as you need them.

**16. How do I search for chemical safety information? Material Safety Data Sheet? (MSDS)**

- a. Select Inventory Management
- b. Click on ‘Search for Chemical in CAD’ link
- c. Enter full or partial name of chemical or CAS # to see what chemicals are currently
- d. in CAD. (Note: Just because a chemical is in the CAD does not mean that the
- e. chemical is on Georgia Tech campus)
- f. Selecting a hyperlinked CAS # will redirect user to a Chemical Abstract and MSDS Details page
- g. This page displays chemical information stored in CAD and links to MSD in Chematix which matches the CAS #
- h. MSD links are typically at the bottom of the CAD entry.

**17. Why am I unable to see some screens/reports/cards? Allow Pop-Ups for Chematix.gatech.edu.**

- a. Chematix uses pop-up windows to display information. Pop-up blocking software such as those used in Microsoft’s Internet Explorer, Firebox’s Mozilla, Goggle and Yahoo toolbars may also prevent these screens from displaying.
- b. Turn off these pop-up blocks or add Chematix Url: <https://www.chematix.gatech.edu/Chematix> to ‘Sites Allowed’ list
- c. Call Duane using the contact info at the bottom of this page if you are still having trouble.

## **18. What if I am not associated with a lab in the Chematix software?**

- a. If you are not currently associated with a lab and need to be, then contact a Lab Supervisor or the Department Administrator for the department.
- b. If you do not know who your Department Administrator is, contact Duane Slack at (404) 385-SAFE

## **19. Why does the Back button work on some occasions and kicks me out of Chematix other times?**

- a. This is a security feature built into the Chematix application. The Back button is disabled for most screens in Chematix.
- b. Don't use the 'Back' button in Chematix.

## **20. What if my lab does not show up in the list?**

- a. Contact your Lab Supervisor or Department Administrator.
- b. If you do not know who the Department Administrator, contact Duane Slack at (404) 385-SAFE.

## **21. How do I add a Storage Unit to a Lab? You must be a Lab Supervisor or PI to add or Edit the Storage Units in a Lab.**

- a. Select 'Resource Management'
- b. Select 'View My Locations'
- c. Select the Lab name of the lab to which you are associated
- d. Click on 'Manage Storage Units' button
- e. Enter Storage location
- f. Click on 'Commit Storage Unit' button
- g. Click on 'Finished'

## **22. What if the only screen I can access is 'Search for Chemical Safety Information'?**

- a. If you are associated with a Lab and cannot access any other screen, you logged in with your student prism ID.
- b. Log in with employee ID and password.

## **23. Who can I call for help?**

- a. Duane Slack is the Chemical Management Information Specialist EH&S Department. (404) 385-SAFE

## **24. What other training/help documentation is available?**

- a. Each screen has a Help button that is page specific, (except for Home Page)
- b. User documents and FAQ's – Home Page/help/basics/faq's/feedback are at <http://www.cmis.gatech.edu/training.html>
- c. Online Training is available from <https://www.training.gatech.edu> . Register then select new free training then select Chematix – Chemical Management and Tracking.
- d. Classroom training can be arranged by contacting [chematix@gateche.edu](mailto:chematix@gateche.edu) or calling 404-385-SAFE

## **25. Will my lab receive a barcode reader?**

- a. Larger Labs with will receive a scanner to read barcode labels.
- b. Smaller Labs will share scanners.

- c. Scanner distribution will be coordinated with Department Administrators and Lab P.I.s

## **26. If the container name is different from the name in the CAD (but the CAS# is in the CAD) (Synonyms)**

- a. Select Inventory Management
- b. Select 'Add Chemical Container(s) to Your Inventory'
- c. Scroll half-way down screen and enter the Chemical name or CAS #
- d. Choose Search criteria radio button (begins with, contains or exact)
- e. Click 'Search CAD' button
- f. Check CAS # to insure it is the same chemical. Click on "Add a Chemical"
- g. In the space for 'Chemical Full Name' enter Chemical name and CAS #
- h. Click 'Generate Z Number' (Z Number serves as CAS # to allow entering of Chemical Name into the CAD)
- i. Enter the real cas 3 in the same box as the chemical name – we will fix it (users aren't allowed to add synonyms to the database – this is our work-around.
- j. Add manufacturer's url to MSDS URL box, if it is a manufactured chemical.
- k. Enter Chemical formula (if known)
- l. Click 'Submit' button on bottom of screen

## **27. Why do I get a home page but nothing else after I log in?**

- a. Cookies must be allowed for this site.

## **28. Empty search**

- a. Chematix will usually give you all possible content when you search with an empty search box. Want to see all your inventory, search with an empty search box.

## **29. Scroll wheel on the mouse**

- a. Scroll wheels do work with Chematix, but you need to be more careful using them with Chematix than other applications, since Chematix will bounce you out to the login screen if it sees a "double click" which happens more often with a scroll wheel on a mouse.

## **30. Why am I unable to see some screens/reports? Allow Pop-ups**

- a. Chematix uses pop-up windows to display information. Pop-up blocking software such as those used in Goggle and Yahoo toolbars may also prevent these screens from displaying. Browsers such as Mozilla, IE and Netscape also have pop-up blockers and if you have this feature activated, you will need to make Chematix an "allowed site" for pop-ups.
- b. Turn off these pop-up blocks or add Chematix Url: <https://www.chematix.gatech.edu/Chematix> to 'Sites Allowed' list
- c. Call Duane using the contact info at the bottom of this page if you are still having trouble.

## **31. Why do I keep getting logged out?**

- a. Double clicks or multiple requests will log out a user
- b. If a user request is being processed and the user makes another request, (pressing same button or another link before the initial request has been processed and returned), user will be logged out of Chematix
- c. Watch Web Status Activity Bar, (blue progress bar, or hour glass) to ensure each request is executed before making another request.

### **32. Order using Product Number**

- a. Under “Procurement”, search for the product you want to order using the “Product Number” for the easiest list of matches. Because Chematix searches for any mention of the search criteria words, in the title and in the description, the number of matches can be huge. Often it is worth while to go to the vendors website, find the product number (or look at earlier orders) and search on the “Product Number” instead of key words or CAS number.

### **33. Hotlists, use them to save and reuse waste cards**

- a. Waste cards can be saved via the “hotlist” option and reused. This is more productive than recreating the same waste card content over and over again.

### **34. Special Orders save order info for ordering outside Chematix and are reusable**

- a. You can create a “special order” in Chematix, even for items that you order from vendors other than VWR, Fisher Scientific, and Sigma-Aldrich. This gives you a record of what you order, allows you to “[Receive My Purchase Orders from Vendors](#)” into your Chematix inventory without retyping the the chemical name, CAS number, and or container size information.

### **35. Bulk delete of solvents**

- a. Click on Inventory menu
- b. Click on the “ upload barcodes for processing” link
- c. With your scanner in batch mode, scan the bar codes to be deleted
- d. Upload barcode numbers into textbox (Note: make sure cursor is inside textbox)
- e. by clicking “Upload Flic Barcodes” button if you are using a FLIC scanner. OR
- f. by scanning the “transmit all” bar code if you are using a MetroLogic scanner OR
- g. (Numbers may also be entered manually inside textbox)
- h. Click “Send to Chematix” button.
- i. Change the status to “consumed in process” or “Waste EH&S Pickup Requested”
- j. After uploading last scanned barcode number and reconciling inventory:
- k. click on “Clear Scanner” button if you are using a FLIC scanner“. All the barcodes stored in the Flic Barcode Scanner have been cleared” message displays.
- l. Click “OK” button
- m. OR
- n. Scan the “clear bar codes” bar code if you are using a MetroLogic scanner..

### **36. Change status of more than one container at a time**

- a. View Inventory Report
- b. Click the box to the left of each line item that you want to change the status on
- c. Click “change status” button
- d. Select the new status from the drop down list

### 37. Edit/Search to find chemicals in Inventory Report, other browser windows

- a. View Inventory Report
- b. Use the Browser's Edit/Find capability to search for the chemical name (or part of the chemical name"

### 38. Sort data when Column Header is underlined

- a. When the Column Header is underlined, you can click on it to sort the data on the screen by that field

### 39. Toggle for productivity

- a. If you want to click "on" or "off" the check box next to a line item for several items on the screen, it is often fastest to use the "toggle" button. For example, click "toggle"; all of the boxes are reset to the opposite value of what it was.

### 40. Chemicals should be **bar-coded and entered into your inventory in Chematix when they enter your lab**

41. When you order new chemicals via Chematix's integrated catalogs from VWR, Fisher Scientific, and Sigma-Aldrich; it is easier to add the chemicals to your inventory because Chematix lets you "[Receive My Purchase Orders from Vendors](#)" on the Procurement Menu, so you do not have to retype the chemical name, CAS number, and or container size information

42. Are you expected to update Chematix every time you use a chemical?

- a. No, **only when you get a new container or get rid of a chemical container**

43. If you are **adding chemicals to a waste container that HazMat** will be picking up, but you are **not getting rid of the bar coded container** (it is not empty yet) what kind of waste card do you create in Chematix? [Chemical Mixture by Percentage](#) or [Chemical Mixture by Quantity](#)

44. If you have used up the chemical in a container and are ready to get rid of the container, you can **remove the bar code and chemical from your lab's inventory** by:

- a. Viewing your inventory report, clicking on the container line and changing the status to "consumed in experiment"
- b. Viewing your inventory report, clicking on the container line and changing the status to "Wastecard EHS Pickup Requested" and submitting a waste pickup request.
- c. [Upload Container Barcodes for Processing](#) (bulk delete via barcode upload) and submitting a waste pickup request.
- d. Creating a [Pure Chemicals in Individual Containers](#) waste card and submitting a waste pickup request.
- e. All of the above

45. When does a **chemical come off the lab's inventory list**?

- a. When the HazMat does a Waste Pickup
- b. When the chemical status is changed to "consumed by experiment"
- c. When a chemical is transferred to another lab and that lab accepts it into inventory

d. All of the above

46. Which items do **not have to be tracked in Chematix**?

- a. Lab supplies
- b. Mixtures made up from chemicals already in the lab inventory (especially working solutions for work in process)
- c. Petri dishes of agar awaiting use
- d. All of the above. See the EH&S website for more details:  
<http://www.safety.gatech.edu/programs/programs.php>

47. What type of items need to be **tracked in Chematix**?

- a. Gas cylinders that are not AirGas bar-coded
- b. Solvents
- c. Chemical samples
- d. Stock bottles of chemicals
- e. Chemicals
- f. Cleaning supplies
- g. Chemicals in maintenance shops
- h. All of the above. See the EH&S website for more details:  
<http://www.safety.gatech.edu/programs/programs.php>

48. Does creating a waste card cause the chemical to be removed from the lab's inventory?

- a. No, a waste pickup does.

49. What is a **PEC**?

- a. Potentially Explosive Chemical

50. What is an **Expiry notice**?

- a. An email notification that a PI or Lab Supervisor receives that a PEC (potentially explosive chemical) is close to its expiration date and needs to be examined for its stability, rebar coded and its status updated in the Chematix inventory

51. An **Expiry date** is required for a PEC. What date can be set for a PEC (potentially explosive chemical)?

- a. Any date up to a year into the future

52. I have **refill containers** for solvents in my lab. It is bar coded and inventoried in Chematix. I do not have to update its Chematix inventory information or change the bar code unless:

- a. The old label falls off
- b. A different type of solvent is put into the container
- c. We start storing it in another lab
- d. All of the above

53. When I buy a chemical from one of the **Chemistry Stores**, the store will bar code and add the chemical to my laboratory in Chematix. Do I have to delete it from my inventory when it is used up and the container disposed of? Yes.

54. **Any lab user can scan barcodes and upload them in Chematix**, as long as he is listed as personnel for that lab.

55. **Only a PI or Lab Supervisor can reconcile a lab's inventory.**

56. Since I keep my inventory in Chematix up-to-date at all times, **do I need to do a physical inventory anymore (the June/December inventories due to EH&S)?**

- a. I still need to reconcile the inventory within 6 months of June 1 and Dec 1 because of the Right To Know law; but since Chematix allows the use of a bar code scanner, it will take less time than the old way of doing the inventories

57. **Bar Code Label placement:**

- a. Place bar code labels vertically on the container, do not wrap them around the curve or corners of a container. Scanners can only read in a flat plane.
- b. Place the bar code labels on a blank location on the chemical container. Try to not cover up important container label information with the bar code label.

58. **To add personnel to a lab**

- a. Click on Resources to go to the Resources menu
- b. Click on the "view my locations" link on the menu
- c. Find the name of the lab where you want to add people in the left most column. Click on that lab name.
- d. Click on the "manage personnel" button on the new screen that shows up.
- e. Click on the "search for personnel to add" button
- f. Enter the last name of the person you want to add a
- g. Click the "search" button
- h. Click the radio button "on" next to the person's name (on the left)
- i. Click the "select user" button

59. **All users in a lab can see all of the orders, waste cards and waste pickup requests for the lab.**

60. **To search for a chemical in your department** (if you ran out and need some in a hurry)

- a. Click on Inventory
- b. Click on [Search for Chemicals in My Departments](#)
- c. Enter a chemical name or CAS #
- d. Click the "search" button

61. The chemical name on my Chematix inventory doesn't match the name on my container label or my old excel inventory list

- a. Synonyms will be added for chemicals but we need your help. Please email us at [Chematix@gatech.edu](mailto:Chematix@gatech.edu) when you see these discrepancies. We have to make the changes for you but we are happy to do so. We have learned the hard way that the correct synonym or chemical name was not always setup on some of the chemicals and we are working to fix this as soon as possible. With your help, we will fix it sooner rather than later. Please include links to MSDS sheets or copies of scanned MSDS sheets for exotic chemicals or the MSDS URL in your email. This helps us all.

62. The CAS number on my Chematix inventory doesn't match the CAS # on my container label or my old excel inventory list.
- a. Real CAS #'s for Z numbers that represent chemical names which are synonyms for chemicals already in the CAD database will be added for chemicals but we need your help. Please email us at [Chematix@gatech.edu](mailto:Chematix@gatech.edu) when you see these discrepancies. We have to make the changes for you but we are happy to do so. We have learned the hard way that the correct synonym or chemical name or CAS # was not always setup on some of the chemicals. We are working to fix this as soon as possible. With your help, we will fix it sooner rather than later. Please include links to MSDS sheets or copies of scanned MSDS sheets for exotic chemicals or the MSDS URL in your email. This helps us all.
63. The chemical name was misspelled.
- a. Yes, we all did our best but we still have a lot of misspelled chemical names. Please email us with the barcode number and or chemical name (correctly and incorrectly spelled). We'll fix them in the database as soon as we can after receiving your email. Your help is greatly appreciated.

Any other input and feedback you can provide would be appreciated. We want to make this system as good as possible for you. We appreciate the work and research you do. Please tell us how we can help.