CHEMATIX FREQUENTLY ASKED QUESTIONS

How do I view the Inventory Report?

Click the **Inventory tab** or the "**Inventory Management"** link.

Click "**Manage My Inventory"**.

Click the checkbox to select lab or labs, enter container description or CAS number (if left blank entire inventory will be displayed).

Click the "**Search Active Inventory**" button to display a list of all containers in all the selected labs. To view inventory for a specific storage unit, use the "**Storage Unit Inventory**" link on the main inventory page.

Choose "**Download in Excel Format**" or "**Email Inventory Full Details**" buttons to download or receive an inventory list via email.

Choose the "**Barcode**" link for a specific chemical to display its information Click the "**CAS #**" link to display general chemical information. .

How do I add an item to inventory?

Click the Inventory tab or the "Inventory Management" link.

Click "Add Chemical Container(s) to Your Inventory".

Enter a chemical name or CAS number and click "Search CAD" You can also search by part number or barcode number.

Click on the chemical name you want to add. (if you could not locate the chemical, email ehs@usf.edu to add it)

Enter container specific information (container size, etc.).

HITS barcodes may be recorded in the designated field.

Select lab where chemical is stored from drop-down list.

Click "Submit".

Enter container barcode.

Select storage unit from dropdown list (A storage unit is a storage area within the lab, like a flammable cabinet. To create storage units, see below) or leave as "Undefined".

Click "Submit".

How do I remove an item from inventory?

Click the Inventory tab or the "Inventory Management" link.

Click "Manage My Inventory".

Click the checkbox to select lab or labs and enter container description or CAS number (if left blank, the entire inventory will be displayed).

Click the "Search Active Inventory" button.

Select the container(s) to remove and click "Change Container Status".

Select new container status from dropdown and click "Change Container Status".

*Optional: If you have a barcode scanner, save time removing chemicals from inventory by using the "Quick Container Status Change" or the "Upload Container Barcodes for Processing" links.

How do I upload inventory from a spreadsheet?

Chematix can upload inventory information from a Comma Delineated File (.csv). In your Excel spreadsheet click "Save As" and choose .csv as the file type.

Click the Inventory tab or the Inventory Management link.

To check your data before uploading, click "Verify Chemical Container Inventory Upload". This will go through the process of the upload without actually uploading and will provide you with a report of errors that need correcting.

When data is ready, click "Upload Initial Chemical Container Inventory".

In the Select/Build Upload screen, add fields to upload. At a minimum, chemical name, CAS#, quantity, unit of measure are required. The fields must be in the same order as they are the spreadsheet. Click "Use this Format".

Select the lab location for the upload and click "Browse" to locate the file. Click "Upload".

Chematix will display the upload as it progresses. The user will receive an email summary of all of the upload data, including discrepancies that prevented the upload of any containers. The user may correct the discrepancies and re-upload using the same process.

How do I add or remove a user from a lab?

You must be a PI or Lab Supervisor to edit users.

Click the Resources tab or the "Resources Management" link.

Click "View My Locations".

Select lab or labs.

Click "Manage Personnel".

To add a new user, click "Search for Personnel to Assign". Select the desired user and click "Select User".

To remove a user, remove all roles from that user and click the "Submit" button.

How do I create storage units for my lab?

A storage unit is a storage area within a lab, like a flammable cabinet.

Click the Resources tab or the "Resources Management" link.

Click "View My Locations".

Select lab or labs.

Click the "Display Storage List" button and then "Manage Storage Units".

Enter a storage unit name, such as Flammable Cabinet, and click the "Commit New Record" button.

Repeat to create additional storage units.

How do I delete storage units from my lab?

Click the Resources tab or the "Resources Management" link.

Click "View My Locations".

Select lab or labs.

Click the "Display Storage List" button and then "Manage Storage Units".

Select the Storage Unit you want to delete and click "Delete/Inactivate".

Repeat as needed.

How do I transfer a container within my lab?

Use this function to move containers between rooms or between storage units.

Click the Inventory tab or the "Inventory Management" link.

Click "Manage My Inventory".

Click the checkbox to select lab or labs and enter container description or CAS number (if left blank, the entire inventory will be displayed).

Click the "Search Active Inventory" button.

Select the container(s) to transfer and click the "Transfer Containers within My Laboratory Locations" button.

Select new lab location and storage unit from the drop-down list.

Click the "Transfer" button.

*Optional: If you have a barcode scanner, save time removing chemicals from inventory by using the "Quick Container Status Change" or the "Upload Container Barcodes for Processing" links.

How do I request a transfer of an inventory item from someone else's lab?

You can ask another PI or lab supervisor for permission to move a container from their lab into your lab.

Click the Inventory tab or the "Inventory Management" link.

Click "Request a Container Transfer from Another User."

Enter the barcode of the container you are requesting and click the Lookup button.

Type in a message explaining the request. Click "Request Transfer."

Chematix will send a message to the other user and they will be given the option to accept or deny the request. Chematix will send a notification once the other user has responded. If the request was accepted, you will see a link on your Chematix home screen that will allow you to complete the transfer.

How do I adjust container quantity?

Use this function to modify the volume stored in a container

Click the Inventory tab or the "Inventory Management" link.

Click "Manage My Inventory".

Click the checkbox to select lab or labs and enter container description or CAS number (if left blank, the entire inventory will be displayed).

Click the "Search Active Inventory" button.

Select the container(s) to transfer and click the "Adjust Container" button.

Verify the container barcode and click the "Record Container Usage" button.

Enter how much was removed from the container and select a reason from the dropdown. Click the "Record Usage" button", then click the "Finished" button.

How do I transfer/change container status with a scanner?

To change container status only:

Click the Inventory tab or the "Inventory Management" link.

Click "Quick Container Status Change".

Place the cursor in the text box and scan in the container barcode. Click the "Lookup" button.

Select the desired status from the drop-down list.

Click the "Change Container Status" button to assign the selected status.

To make other changes to containers:

Click the Inventory tab or the "Inventory Management" link.

Click "Upload Container Barcodes for Processing".

Place the cursor in the text box and scan in the container barcode (or download from scanner if in batch mode). Click the "Send to Chematix" button.

Select the appropriate barcodes (or "Toggle Selection" to select all).

The options available here are the same as from an inventory report. You can change container status, transfer within your labs, update the custom data etc. After the containers are selected click on the appropriate button (i.e. "Transfer Between My Labs').

How do I reconcile my inventory with a scanner?

Click the Resources tab or the "Resources Management" link.

Click "View My Locations".

Select lab or labs.

Click the "Upload Scanned Chemical Barcodes" button.

Click inside the box and have the scanner download the barcodes (or type them in by hand).

Click the "Send to Chematix" button and you will see an error report summary screen. HITS barcodes will prompt an "Invalid barcode" message, but the chemicals will still be counted.

When all barcodes are entered, click the "Manage Discrepancy" button.

Deal with all of the discrepancies and click the "Reconciliation Complete" button.

How do I create a waste card?

Before requesting waste pickup, you must first create a waste card.

Method 1 (for chemical waste mixtures with CAS numbers or pure chemicals with CAS numbers)

Click the Waste tab or the "Waste Management" link.

To create a new waste container, click "Create Waste Card."

Click "Chemical Mixture by Percentage" if you are disposing of a mixed waste generated by a process or "Pure Chemicals in Individual Containers" if the waste is a pure chemical.

Choose a lab location from the dropdown list.

Fill in the fields to describe the chemical. Using the "Select Chemical" button – search for the chemical in the database (by name or CAS#) and select your waste chemical. Repeat as needed. (If you could not locate the chemical, email EHS-LabSafety@usf.edu to add it).

Complete the information listed below by selecting from the related pull-down menu:

Container Size/Unit

Physical State

Container Type

For mixtures only, enter the percentage composition. Click "Calculate."

Check one or more of the waste characteristic options (Ignitable, Toxic, Corrosive, Reactive)

Click "Generate Waste Card."

Method 2 (for chemicals from inventory only):

Click the Inventory tab or the Inventory Management link.

Click "Manage My Inventory".

Click the checkbox to select lab or labs and enter container description or CAS number (if left blank, the entire inventory will be displayed).

Click the "Search Active Inventory" button.

Select the container(s) to remove and click "Change Container Status".

Select "Wastecard Pickup Requested" from dropdown and click "Change Container Status".

Method 3 (for waste chemical mixtures without CAS numbers):

Click the Waste tab or the "Waste Management" link.

To create a new waste container, click "Create Waste Card."

Click "Miscellaneous Waste Chemicals" if the waste does not have a CAS number.

Enter a detailed description of the miscellaneous waste material and a description of the contaminant in the boxes and click "Generate Waste Card".

How do I edit a waste card?

You can edit previously created Waste Cards until submitted for pickup

Click the Waste tab or the Waste Management link and select "Edit Waste Card"

Clicking on a Search button (empty search) will list ALL your editable (not submitted for pickup) waste cards

Select a Waste Container (click on the radio button) and click on "Edit Waste Card"

You can update or delete the waste card using the provided buttons.

How do I submit a waste pickup request?

Once you have generated a waste card, click the Waste tab and click "Create Waste Pickup Worksheet."

When you select your location from the dropdown, a list of available waste containers will appear. Choose the container(s) you want to add to the pickup.

Click "Add Selection(s) to Worksheet." The selection(s) will then appear in the pickup sheet list.

Click "Submit for Waste Pickup" to complete the request.

Write the waste card number (starts with USFW) on the yellow waste tag(s) and attach to waste container when waste is first added.

How do I create a hotlist?

A hotlist is a waste card composed of waste chemical(s) produced frequently by the lab.

Click the Waste tab or the Waste Management link.

To create a new waste container, click "Create Waste Card."

Click "Chemical Mixture by Percentage" if you are disposing of a mixed waste generated by a process or "Pure Chemicals in Individual Containers" if you are disposing of pure chemicals.

Choose a lab location from the dropdown list. Fill in the fields to describe the chemical and enter the percentage composition (for mixtures). For mixture, click "Calculate" to make sure it adds up to one hundred percent.

Type in a name for the Hotlist Waste Card and click "Save to Hotlist".

Hotlists will appear automatically on screen when the "Create Waste Card" option is selected.