



The Complete Waste Tracking System.

What is E-Trax? *E-Trax* enables the University to systematically track and document all aspects of its hazardous (and other special) waste generation, management and disposal activities. Therefore, not only does *E-Trax* serve as a critical component of the University's regulatory compliance strategy it also provides an uncomplicated yet proficient means for those who generate the waste to ensure its safe and timely pick-up by trained personnel from the Environmental Management Department.

How does it work? Once training at http://ehs.uky.edu/env/hazardous_training.php is completed, there are only three easy steps to using the *E-Trax* system and they include:



EASY LOG ON PROCEDURES

- <https://etrax.chematix.com>

Please use your link blue information. E-Trax is integrated with the University's campus wide login system.



CREATE WASTE CARDS

- This step allows the user to print out a customized and accurate Waste Card that will accompany the waste from pick up to final disposition.
- This step also includes another useful utility to create a "Hot List" for repetitively generated wastes.



SUBMIT WORKSHEETS

- This final step results in the electronic submission of a Worksheet to the Environmental Management Department (EMD). Upon receipt of the Worksheet, personnel from the EMD will arrive within five working days to pick up the waste.



If you need assistance in accessing or using *E-Trax*, please contact:

Brian Butler, Waste Management Systems Specialist
University of Kentucky
Environmental Management Department
bbutl1@uky.edu
Office: 859-323-5005

STEP 1 - EASY LOG ON PROCEDURES

Access E-Trax Using - www.etrax.uky.edu

STEP 2 - CREATE WASTE CARDS

Waste Management

Your hazardous waste training expires on 07/07/2010
[Register for HMTF Training](#)

Manage Laboratory Waste

[Create Waste Card](#)

[Edit Waste Card](#)

[Waste Card Hot List](#)

[Create Pickup Worksheet](#)

2 Worksheets Submitted for Pickup

Create Waste Card

Your Waste Card Hotlist

[Chemo](#)

[P listed chemo](#)

[ron's waste](#)

[selenium and mixed acids](#)

[Chemical Mixture by Percentage](#)

[Pure Chemicals in Individual Containers](#)

[Paint and Paint Related Materials](#)

[Oil and Antifreeze](#)

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Home Inventory **Waste** Resources Help
Logout

User Name: emd123

Create Waste Card

Fill out all appropriate areas.

Be sure to add Waste Cards to a Pickup Worksheet

To ensure timely pickup of your waste, make sure to add the waste cards to a pickup worksheet. Your waste has not been submitted until that step is completed. The attached link will take you to a user's guide to assist in the proper creation and submittal of the waste card process. http://ehs.uky.edu/docs/pdf/emm_etrax_user_training_manual_0001.pdf For any questions, please call Brian @ 323-5005.

Created By: **Generic, EMD**

Department Name: **Environmental Management**

Accumulation Start Date: (MM/dd/yyyy)

Container Size/Unit: 0.0 /

Physical State:

Percent of Container Full: 90 %

Phone Number: **859-323-5005**

Laboratory / Location:

Container Type:

pH Level:

Chemical Name	CAS Number	Barcode	Percent (%)	
<input type="radio"/>			0.00	<input type="button" value="Select Chemical"/>
<input type="radio"/>			0.00	<input type="button" value="Select Chemical"/>
<input type="radio"/>			0.00	<input type="button" value="Select Chemical"/>
<input type="radio"/>			0.00	<input type="button" value="Select Chemical"/>
<input type="radio"/>			0.00	<input type="button" value="Select Chemical"/>
<input type="radio"/>			0.00	<input type="button" value="Select Chemical"/>
Total Percent: 0.00			<input type="button" value="Calculate"/>	

Hotlist Waste Card Name:

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Home Inventory **Waste** Resources Help
Logout

User Name: emd123

Create Waste Card

Activity Status: Success

The Waste Card 'UKW0000HP' has been created successfully. Click the 'Print Waste Card' button below.

Created By: **Generic, EMD**

Department Name: **Environmental Management**

Accumulation Start Date: **12/12/2012**

Container Size/Unit: **5.0/gal**

Physical State: **LIQUID**

Phone Number: **859-323-5005**

Laboratory: **0490/117/EQMC 117**

Container Type: **Polyethylene**

pH Level:

Content Percentage: **90**

Chemical Name	CAS Number	Barcode	Percentage	
Acetone	67-64-1		50.00	
Methanol	67-56-1		50.00	
Total: 100.00				

Hotlist Item Name:

Print waste card and attach to waste container.

E-Trax Waste Card

Kentucky and EPA regulations prohibit improper disposal.

If found, please contact the Environmental Management Department at 859-323-6280.

TSTW000IFX

UN Code:	DOT Code: To be reviewed
EPA Code:	Current Location: 0490/117/EQMC 117/Undefined
Accumulation Start Date: 2013-01-28	Received Date:
Created By: Butler, Brian	Principal Investigator: Kjelland, Robert
Department: Environmental Management	Building Name: ENVIRONMENTAL QUAL MGMT (0490)
Room No.: 117	Phone: 859-257-3285
Chemical Name	CAS #
Methanol	67-56-1
Acetone	67-64-1
Signature:	Container Size: 5.0 gal

STEP 3 -SUBMIT WORKSHEETS

Waste Management

Your hazardous waste training expires on 07/07/2010
[Register for HMTF Training](#)

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[2 Worksheets Submitted for Pickup](#)

Click on "Create Pickup Worksheet."

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Hazardous Materials Pickup Worksheet

Created By: uktest, 1
Department: PHARMACY LABORATORY
Phone: 323-6280
Email Address: eric1@sivco.com
Location: 0055/7/Chem test
Pickup Contact: uktest 1
Pickup Contact Phone: 323-6280
Instructions:

Waste Card | **Container Size**

[Remove From Worksheet](#) | [Save Worksheet](#) | [Save & Submit for Pickup](#)

Location	Waste Card	Container Size	On Worksheet
<input type="checkbox"/> 0055/7/Chem test	UKW00000R	1.0 gal	

[Add Selection\(s\) to Worksheet](#) | [View Details](#) | [Reprint Waste Card PDF](#)

Select your location from this drop down list.

Place any special instructions here (i.e. "bring empty replacement containers"; "call prior to pickup", etc.)

Select Waste Card you want to add to the worksheet, and then click on "Add selection(s) to Worksheet."

Hazardous Materials Pickup Worksheet

Created By: uktest, 1
Department: PHARMACY LABORATORY
Phone: 323-6280
Email Address: eric1@sivco.com
Location: 0055/7/Chem test
Pickup Contact: uktest 1
Pickup Contact Phone: 323-6280
Instructions:

Waste Card | **Container Size**

[Remove From Worksheet](#) | [Save Worksheet](#) | [Save & Submit for Pickup](#)

Click here to submit Worksheet to EMD.

Waste Management

Verification of EMD's receipt of your Worksheet.

Activity Status: Success
Your Worksheet has been successfully submitted.

Your hazardous waste training expires on 04/18/2017

[Hazardous Waste Training](#)
[Register for HMTF Training](#)
[Search Campus Surplus Chemicals](#)
[Search For a Chemical in CAD](#)