Chematix User Guide
CHEMATIX – What is it?

- Integrated inventory and waste management software
- Facilitates management of laboratory chemical inventory
- Saves time and money
- Facilitates EHS oversight and regulatory reporting
CHEMATIX – Before you start

- Organize your chemical inventory
- Discard surplus containers
- Create MS Excel version of inventory
CHEMATIX – Before you start

- OHS
  - Upload initial inventory
  - Create labs
  - Assign roles
Creating Preprinted Barcodes
Avery Preprinted Barcodes

Barcodes can be printed on standard label formats: 3x10 and 4x20 in either single or duplicate barcodes.
Avery Preprinted Barcodes

Chematix uses popup windows. Be sure to enable popups in your browser for https://www.etrax.uky.edu/Chematix/.
Avery Preprinted Barcodes

Select the resources tab at the top of the page.
Avery Preprinted Barcodes

Select the format of the barcode you have chosen to use.
Avery Preprinted Barcodes

A popup window will appear and provide a link to a PDF of the barcodes. Click the link to see the barcodes.
Avery Preprinted Barcodes

Print the barcodes. They will now be reserved in the system until assigned to a container.
Add Chemical Containers to Inventory
To add items, go to the inventory tab and click the Add Chemical link in the Add Items to Inventory section.
Add Chemical to Inventory

In this example, we are adding a 4L of acetone to our inventory.
Add Chemical to Inventory

If the chemical you are adding is not in the CAD, click the Add a Chemical button, otherwise, select your chemical.
Add Chemical to Inventory

To add a new chemical to the CAD, enter the chemical name and CAS, or click the Generate Z number button, then click the Save and Request Review button.
Add Chemical to Inventory

Now that you have added/selected your chemical, enter the container details.

If entering multiple identical containers, enter the total number of containers here.

Be sure to input the correct percent concentration.
Add Chemical to Inventory (preprinted)

If using preprinted barcodes, enter the barcodes in the container barcode fields.
If you are using a dedicated barcode printer, select the printer and click the Generate and Print Barcodes.
Add Chemical to Inventory (printed)

Press the Submit to complete the process.
Remove Inventory Items
Remove Inventory Items

- Example 1 – an empty Oxygen cylinder with barcode TSTC000SN7 that was consumed in experiments.

- Example 2 – a partially full container of oxidized phenol that is no longer useful with barcode TSTC000H8L.
Remove Inventory Items - Example 1

Use this function for deleting items and transferring
Scan or type the barcode into the barcode field and click the Send to Chematix button.
Select the barcodes at the top and click the Change Container Status button.
Remove Inventory Items - Example 1

Select Consumed by Experiment from the dropdown list.
Remove Inventory Items - Example 1

Typing the barcode into the search field at the top of the home page confirms that the container status has been changed to consumed.
Remove Inventory Items - Example 2

Select the barcodes at the top and click the Change Container Status button.
Select the barcodes at the top and click the Change Container Status button.
Remove Inventory Items - Example 2

Select EHS Waste Pickup request.
Remove Inventory Items - Example 2

Select the barcodes at the top and click the Change Container Status button.
Navigate to the Waste tab at the top and select Create Pickup Worksheet.
Select the location where the container was located.
Once the location is selected you will find the waste card for your container. Click the Reprint Waste Card.
Remove Inventory Items - Example 2

Click the Add Selection to Worksheet.
Remove Inventory Items - Example 2

Once the location is selected you will find the waste card for your container. Click the Reprint Waste Card.
Delete Inventory Items - Example 2
Manage Lab Personnel

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Manage Lab Personnel

Go to the Resources tab and select View my Locations.
Manage Lab Personnel

In this example, we'll add a person to lab 3D.
Manage Lab Personnel

Click the Manage Personnel button.
Click the Search for Personnel to Assign button.
Manage Lab Personnel
Manage Lab Personnel
To remove someone, simply uncheck their name and click the Submit button.
Manage Lab Personnel

Assign Personnel to Laboratory

The lab user has been added successfully.

Laboratory Name: Chemistry 3D

Department: BE030

Building: 00035

Last Caution Sign Date: 01/19/2013

Lab Status: Assigned

Lab Room: Yes

Chem Lab: Yes

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Manage Lab Personnel
Manage Storage Locations

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Manage Storage Locations

Below the Lab Personnel section, click the Display Storage List.
Manage Storage Locations

Click the Manage Storage Units button.
Manage Storage Locations

Type in the name of your storage location and click the Commit New Record.
Manage Storage Locations
To transfer containers into the new storage location, click the View Inventory Report on the Inventory page and select the containers. Then click the Transfer Between My Labs button.
Manage Storage Locations

Select the Lab location and the storage location, then click Transfer.
Manage Storage Locations
Manage Storage Locations

In the View Inventory Report, scroll to the bottom of the page and click the View Inventory Details.
Manage Storage Locations

This will display container by storage location and provide the option to Export to Excel.
Manage Storage Locations

In the excel spreadsheet you can see the transferred containers in the storage location.
Reconciliation

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Reconciliation

- Inventory every year or more frequently
- Create discrete logical storage locations
- Reconcile by storage location
- Scan storage location barcode
- Upload
- Reconcile containers – missing, discarded etc.
- Complete reconciliation
Questions and Support

- Contact Chematix Support at 257-4016
  or email trobert@uky.edu