KENNESAW STATE UNIVERSITY
FACILITIES SERVICES
Environmental Health and Safety

Chematix: Adding Chemicals to the Inventory

Instructions: Begin by entering the Chematix program from http://campus.kennesaw.edu/ or https://chematix.kennesaw.edu/Chematix/ and logging in with your Net ID and password.

Take the following steps to add chemicals to your inventory:

1. Choose the *Inventory* tab.
2. Choose "*Add Chemical Container(s) to Your Inventory." Under the "Add Items to Inventory" section.*
3. Under *Lookup chemical container information by searching CAD*, and type the name of the chemical, the chemical product, or the CAS#.
   a. You can search as few as three letters, and sometimes less is better.
   b. Based on the results you would like returned, choose *begins with, contains, or exact.*
   c. Search results will show you how many matches were returned. If it is too many, refine your search.
4. Choose the name of the product from the list.
5. Enter the container size/unit; unit is in the dropdown list.
6. Enter the number of identical containers.
7. Enter the expiry date, if known. If there is not one on the container, enter three years from today's date.
8. Enter the content size/unit; usually the same as the container size/unit.
9. Manufacturer, catalog number, and custom data is optional data – enter if desired.
10. Choose *lab location* from the dropdown menu.
11. Click "*Submit.*"
12. If you are using reprinted labels, skip to Printing Barcode Labels step 3.

Printing Barcode Labels

1. You can print on an Avery 05160 sheet or an Intermec Barcode Printer.
   a. Avery
      i. Choose the start row and start column for the sheet you have.
      ii. Click *Generate and Print Barcodes* under *Start Col:*
   b. Intermec Barcode Printer
      i. Choose the location from the dropdown list; this is the preferred method due to the durability of the barcode label.
      ii. Click "*Generate and Print Barcodes* under *IP Printers" or "Print Barcodes on IP Printer.*"
2. Container barcodes will populate in the appropriate column. Skip to step 4.
3. With the cursor in the appropriate blank, scan, or type in the barcode; scanning is preferred to reduce data entry errors.
4. You **must** click the "*Submit"* button at this point.
5. You **must** see the note "*Apply all barcodes to their containers.*" click on "OK."
   a. The chemical is now listed in your inventory.

EHS Contact
470-578-3321
ehs@kennesaw.edu