KENNESAW STATE
U N I V E R S I T Y
FACILITIES SERVICES
Environmental Health and Safety

**Chematix: Removing Chemicals
from the Inventory**

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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 delete chemicals to your inventory:

1. Scan the barcodes on the empty containers into an Excel sheet.
2. In Chematix, click the "*Inventory*" tab.
3. Click "*Update Container Barcodes for Processing" under the "Manage Lab Inventory*."
4. Copy the empty container barcodes from the Excel sheet.
5. Paste the empty container barcodes into the "*Barcodes*" box.
6. Click "*Send to Chematix*."
7. Click *Toggle Selection* to mark all the container barcodes with a checkmark.
8. Click on "Change Container Status."
9. Click the down arrow beside *Shelved* on the drop menu and click on *Consumed by Experiment*.
10. Click *Change Container Status*.
11. The container is now marked as consumed by experiment in your inventory.

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