



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

- www.etrax.uky.edu

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

Welcome to Chematix

The System will be offline:

Daily: -
Weekly: -
Other: -

Version 3.40.8 (2008 Aug 14 14:30)

Search for Chemical Safety Information

- Enter a chemical name and/or CAS# and click "Search CAD".
- For faster results, use only one entry field.

Username:

Password:

Login Reset

Chemical Name:

CAS#:

☒ begins with ☐ contains ☐ exact

☒ begins with ☐ contains

Search CAD Clear

Get Adobe Reader

Some of the reports generated by Chematix require Adobe Acrobat Reader.

Please ensure that you add this site to your trusted websites and enable popups.

Welcome to CHEMATIX

User Name: emd123

You are logged in as: **EMD Generic** Your home department is: **3HE10, Environmental Management**

This system is composed of the modules shown below. To open a module, click on its name. These modules are also accessible using the buttons at the top of the screen. For more information about the system, click on HELP.

Inventory Management
This module allows users to add bar coded items to the inventory, print barcodes, generate full inventory reports, and monitor the status of items. Users can also view all details pertaining to a specific item by scanning or entering its barcode.

Waste Management
This module monitors inventory for regulatory compliance and generates reports providing notification of chemicals requiring disposal. Lab personnel can submit requests for chemical removal and monitor these requests.

Resource Management
This module is where administration of users, locations, and departments takes place. Here authorized users can manage selected user, location, and department information and privileges.

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](#)

CHEMATIX™ **E-TRAX** **UK** UNIVERSITY OF KENTUCKY

Home Inventory **Waste** Resources Help

User Name: emd123

Create Waste Card

*****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](#) Phone Number: 859-323-5005

Department Name: [Environmental Management](#) Laboratory / Location: Select

Accumulation Start Date: (MM/dd/yyyy) Container Type: Unspecified

Container Size/Unit: 0.0 / Select pH Level: Select if applicable

Physical State: Liquid

Percent of Container Full: 90 %

Chemical Name	CAS Number	Barcode	Percent (%)
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

Total Percent: 0.00

Buttons: Generate Waste Card, Remove Row, Add More Rows, Cancel & Return

Hotlist Waste Card Name: Save to Hotlist

CHEMATIX™ **E-TRAX** **UK** UNIVERSITY OF KENTUCKY

Home Inventory **Waste** Resources Help

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](#) Phone Number: 859-323-5005

Department Name: [Environmental Management](#) Laboratory: 0490/117/EQMC 117

Accumulation Start Date: 12/12/2012 Container Type: Polyethylene

Container Size/Unit: 5.0/gal pH Level: Content Percentage: 90

Physical State: LIQUID

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

Buttons: Print Waste Card, Start a New Waste Card for New Container, Start a Similar Waste Card for New Container, Finished

Hotlist Item Name: Save To Hotlist

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.

Barcode: 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

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](#)

STEP 3 -SUBMIT WORKSHEETS

Click on "Create Pickup Worksheet."

CHEMATIX™ **E-TRAX** **UK**
 UNIVERSITY OF KENTUCKY

Home Inventory **Waste** Resources Help Logout

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:

Select your location from this drop down list.

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

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	

Toggle

Add Selection(s) to Worksheet View Details Reprint Waste Card PDF

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:

Click here to submit Worksheet to EMD.

Waste Card **Container**

Remove From Worksheet Save Worksheet Save & Submit for Pickup

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](#)