How to create a Hazardous Waste Pick-up request

1. Click on EHSA Log-In, this will take you to a new web page.

2. Click on the 3rd link, To Make a Chemical or Radioactive Waste Pickup Request, Click Here

3. If this is your first time you will have to manually populate all of the data, but it will be saved for future request (you don't need to enter any information about this particular pickup yet, this just creates a profile).

4. Enter the numeral portion of you PID only. If this is not your first time **e**nter the numeral portion of your PID and hit "Auto fill".

5. Select "Enter Pickup Detail"

6. Select the "Waste Type" and "Physical Form" of the waste.

7. In the "Volume of Container" field enter the size of the container – rather than the amount of waste within the container. It doesn't matter if the container is only ½ full, we need to know the size of the container.

8. Select "unit of measure"

9. In "# of containers" enter "1" unless you have multiple containers with the exact same waste, **and** all of the containers are roughly the same size, in that case enter the number of containers you have, otherwise you will need to fill out additional container entries to describe each one.

10. Select "Container Type"

11. You can enter notes to aid in finding the waste within a room ex: "waste is in 2nd fume hood from door". Typically this can be left blank, unless the waste is not in an obvious spot.

12. If this is a spill cleanup and there is debris/absorbent materials contaminated with the waste in addition to the waste itself, check "spill cleanup"

13. If there is any other useful information about the waste you can enter it in the comment section.

14. Manually type in the **proper chemical name** of your waste or use the "I" button to find chemicals in your inventory. Be sure that to type in a proper chemical name, **not** chemical formulas, very generic descriptions, or slang.

15. The "% of content" is intended to be used when you have a container with a mixture of chemicals, you would assign a percentage (your best guess) to each chemical. For example a 50/50 mix of water and acetone would require an entry of "water" with a 50% amount, click attach, then enter "acetone" with 50% amount and then again click attach. We are only concerned with the constituents of the waste mixture not the fullness of the container - do not describe a ¼ full container as having 75% air.

16. Waste Classification – To determine the waste classification, use the link to the left for a flow chart that will help with the determination. If you are submitting something for the Rechem Program – please select the "rechem" classification. If you are not familiar with what Rechem is: Our Rechem program takes in unused chemicals that would otherwise be waste, as long as the original label is in good condition and the chemical is not expired. The program redistributes the chemical to a lab/department on campus that has a use for it.

17. Click "Finished with this Container" to submit this container.

18. Click **Either**: "Submit Request" to submit the request **OR** "Add Another Container" if you have additional items to enter, then start at step 5 and repeat until you have entered all of the waste you have.