

6. INSTRUCTION

6.1. EHS Waste Pick Up Request Types

There are multiple ways to request a regulated waste pick up from EHS, depending on waste type and generators.

	Big Generators	Individual Generators
Chemical Hazardous Wastes	EHSA*	EHSA*
Radiological Waste	EHSA*	EHSA*
Universal Waste	WO to “FO-Recycling” no longer than 11 months after starting date	EHSA* or Email to the Environmental Management Coordinator
Biomedical Waste	Routine pickups occur every Friday	EHSA* or Email to the Environmental Management Coordinator
Used Oil	EHSA* or WO	EHSA* or email to the Environmental Management Coordinator

6.2. EHSA Waste Pick-up Request

In addition to this instruction, EHS provides a tutorial on “how to use EHSA” in the training section of the EHS website.

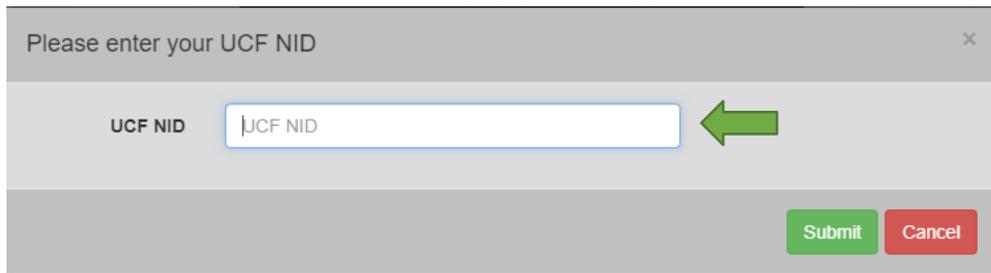
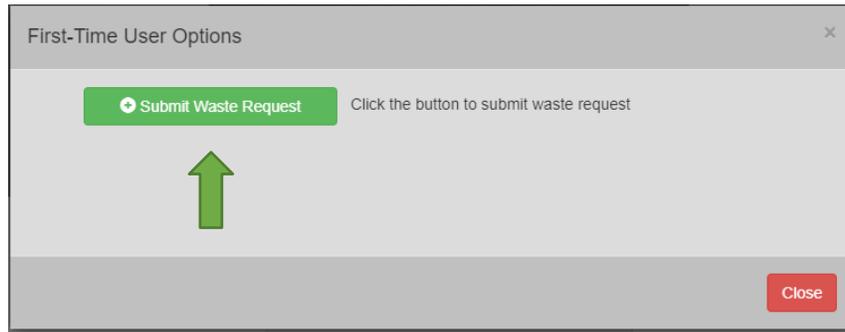
6.2.1. EHSA Log in

Waste generators can request a waste pick-up through the EHS website (<https://ehs.net.ucf.edu/EHSA>) by first logging in with your NID and NID Password.

The screenshot shows the EH&S Assistant login interface. At the top, it says "EH&S Assistant v2.0.8320.29432". Below this are two input fields: "Login ID" and "Password". A yellow warning icon and text "Login ID is required" are positioned below the Login ID field. At the bottom of the form are two buttons: a blue "Sign in" button and a white "First-Time User?" button with a plus icon. Annotations include:

- A box on the left labeled "*Existing Users*" with the text "Login using your NID credentials" and two green arrows pointing to the Login ID and Password fields.
- A box on the right labeled "*New Users*" with the text "Click 'First-Time Users' to set up your profile" and a green arrow pointing to the "First-Time User?" button.

New Users: Follow the prompts and enter your Login ID (NID)



Users must have a valid personal UCF NID to request a waste pick-up in EHSA. User name and password are required. Do not share NID and password with others.

6.2.2. Requester Information

The 1st time the user logs into EHSA, personal information must be fill in. Provide a working “Contact Phone” and valid UCF “Contact Email”.



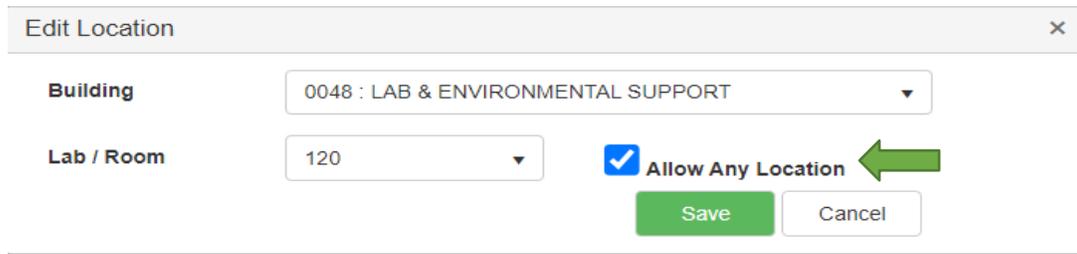
For some support departments, the PI name is the department name: i.e. “Maintenance”, “Landscape and Natural Resources”, or “UCFPD” for the Public Safety Department.

User information will be updated and auto-filled for future log ins.

6.2.3. Waste location Information:

Users can get access to a complete list of locations:

- Click the “**Location**” Edit button, select “**Allow Any Location**”, choose Lab/Room, then Save.



The screenshot shows a dialog box titled "Edit Location" with a close button (X) in the top right corner. It contains two dropdown menus: "Building" with the value "0048 : LAB & ENVIRONMENTAL SUPPORT" and "Lab / Room" with the value "120". To the right of the "Lab / Room" dropdown is a checked checkbox labeled "Allow Any Location", with a green arrow pointing to it. Below these elements are two buttons: "Save" (highlighted in green) and "Cancel".

6.2.4. Waste Container Information:

When entering information for each waste container:

- All fields in the “Green” boxes are required to be fill out completely
- Select a pH range for any liquids with corrosive characteristics
- Container Contents can be entered using the “search” button OR by simply typing
- % of Content must be entered for each constituent
- If there are multiple containers of the same size and contents, indicate how many in the # of Containers box

Yellow Hazardous waste labels MUST match the “Container Contents” for each container

Container 1 Waste Type Hazard(s)

*Physical Form *# of Conts. *Container Type *Container Size *Unit of Measure

*Location of Waste pH

Comments
Bottle with blue tape on cap

Container Contents

	Chemical Description	starts with	% of Content
<input type="button" value="Remove"/>	<input type="text" value="Acetone"/>		50.00
<input type="button" value="Remove"/>	<input type="text" value="Ethyl Alcohol"/>		50.00
	<input type="text" value="...or click to enter Chemical Description"/>		

- Click “Add Container” at the bottom left if there are multiple containers that need to be picked-up in the same location.
- Click “Save” at the bottom left when the request is complete.
- Click “Save & Submit” to confirm submission of the waste request.
An Email confirmation will be sent to the user.

Would you like to Submit this request for pickup or Save this request?

It is required to select and complete the following information:

☞ Waste type:

- *Chemicals-used*: this selection requires a description of each chemical component and its percentage. They can be typed or selected in the EHS database.
- *Chemicals-unused*: SDS shall be linked
- *Unknown*: User are required to provide as much information as they know. This selection will require more investigation by EHS before performing the pick-up. Possible charges to the generator’s department may occur

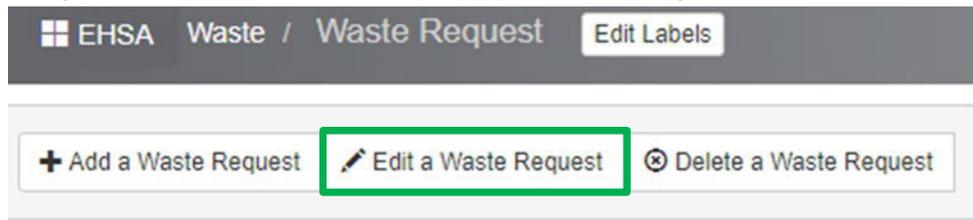
- *Biological*: this waste type must have a biological waste type defined
- *Universal*: this selection shall be completed with the type of waste like “batteries”, “fluorescent lamps”, “ballast”, and its volume or numbers of items.
- *Radiological*: isotopes name and its related activity, or the mixture of isotopes must be listed.

User should complete the field “location of the waste” to assist EHS representative finding the waste in the room and add any other “comments” that can be useful.

EHS will identify the waste classification; generators are not required to complete this part.

When the waste pick up detail is completed, user shall click on “Finished with this container”

Once a waste request has been entered, it can still be edited. To edit a request, select Waste Request from the ribbon at the top of the page. This will display the list of your existing requests. Select a request a specific request and click the "Edit a Waste Request" button or double click in the waste request itself.



This will open the request and allow for changes to be made. Once the changes are made, click Save.

The User will receive a “waste pick –up request” notification email to confirm that the request was properly received by EHS.

If no further investigations or actions are required, the waste will be picked-up within a month based on the “Hazardous waste Pick-up Schedule Calendar” posted on the EHS website.

7. RECORD KEEPING

Waste pick-up requests are stored in the EHSA databased for a minimum of 3 years and then archived.

8. DISTRIBUTION

This document is shared through:

- | | | |
|---|--|---|
| <input type="checkbox"/> EHS only | <input type="checkbox"/> Facility and Safety | <input checked="" type="checkbox"/> UCF community |
| <input type="checkbox"/> Secured Document | <input type="checkbox"/> Contractor | <input checked="" type="checkbox"/> EHS Web site |
| <input type="checkbox"/> Other: _____ | | |

9. REVIEW

	Name	Signature	Date
Coordinator			

10. DOCUMENT HISTORY

Date	Revision number	Author	Modifications
10/25/2017	0	Anne Demigne	Creation
03/14/2018	1	Anne Demigne	New format based on EHS_SOP001
9/25/2023	2	Renee Michel	Annual revision