	Effective Date: 09/30/2019	Instruction Number: EHS_SOP310_INST012
Environmental Health and Safety UNIVERSITY OF CENTRAL FLORIDA **TITLE:** EHSA WASTE PICK UP REQUEST	**Revision:** 2	**Page** 1 of 7
	Approved by: **Date**:	

1. APPLICABILITY

This instruction applies to all waste generators on UCF properties that need to dispose of regulated wastes.

2. INSTRUCTION STATEMENT

It is the University of Central Florida policy to comply with any requirements and regulations related to hazardous wastes. This instruction describes UCF rules for requesting a regulated waste pick-up.

3. DEFINITION

EHSA: Environmental Health and Safety Assistant
WO: Work Order
FO: Facility Operations
PI: Principle investigator
SDS: Safety Data Sheet

4. RESPONSIBILITY

EHS is responsible for the development of this instruction.

Waste generators are responsible for requesting a pick from EHS.
EHS is responsible to perform and follow the waste pick-up schedule.

5. ASSOCIATED DOCUMENTS

EHS_SOP310 REGULATED WASTE MANAGEMENT FOR GENERATORS
EHS_SOP310_FORM001 WASTE PICK UP SCHEDULE

6. INSTRUCTION

6.1.   EHS Waste Pick Up Request Types

There are multiple way 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 month 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 on the EHS website (http://www.ehs.ucf.edu/) in "EHSA log in" on the home page.
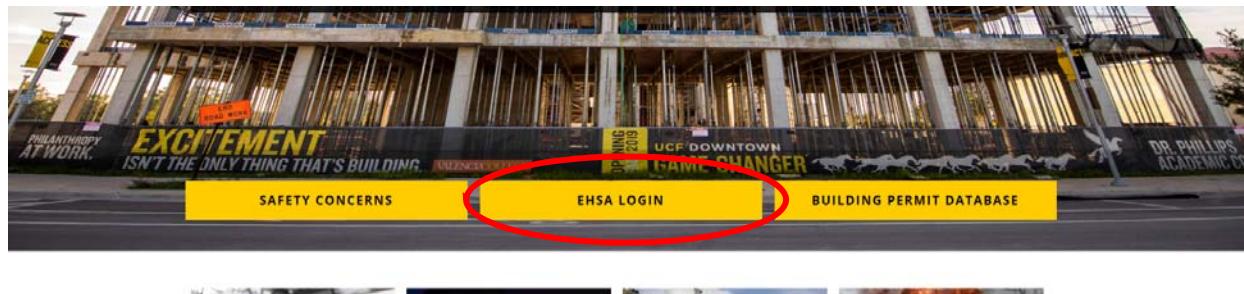
Users must have a valid personal UCF identification number to request a waste pick-up in EHSA. User name and password are not required.

For any regulated waste pick-up request click on: "To Make a Chemical or Radioactive Waste Pickup Request"

6.2.2. Requester Information:

The 1st time the user will log into EHSA, personal information must be fill in. It is recommended to provide a valid UCF email address.
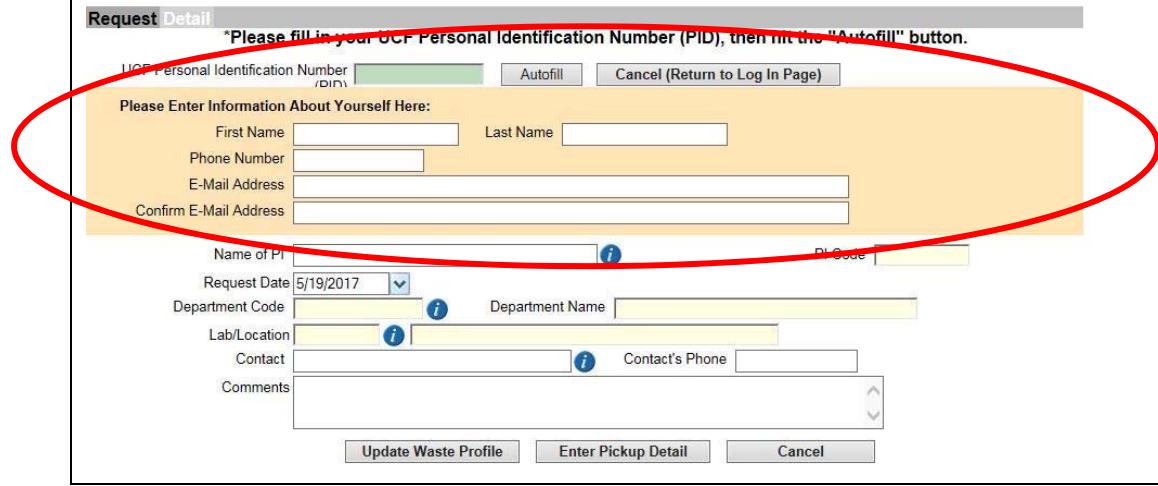
The following time the user will logs into EHSA, personal information will be generated automatically with the PID # only.
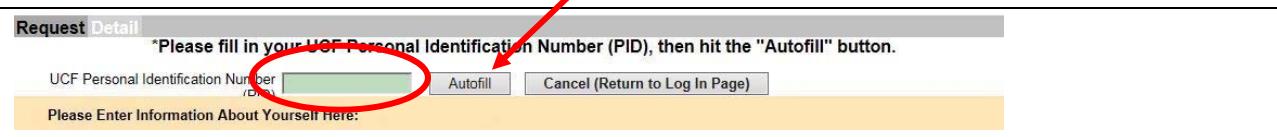
6.2.3. Waste location Information:

The waste storage location must be filled out in the second part of the screen.

The symbol 🛈 can be used to find and select PI name and/or other locations. Users can get access to a complete list of locations by selecting "Pick from all labs."
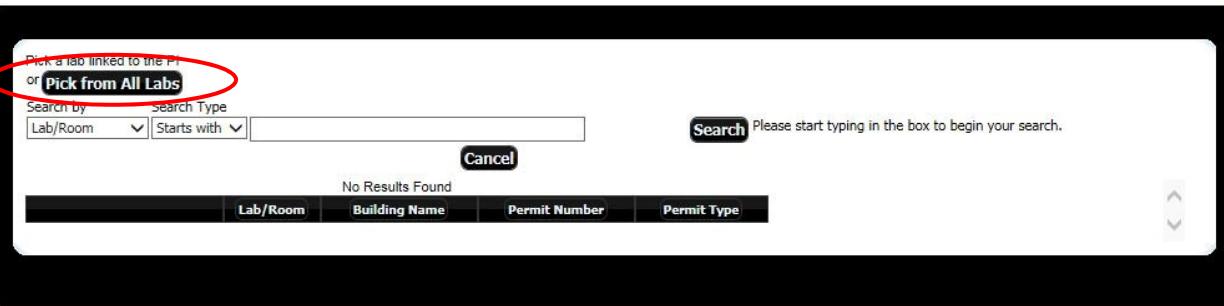
For some support departments, the PI name is the department name: i.e. "Maintenance", "Landscape and Natural Resources", or "UCFPD for the Public Safety Department.

When the waste profile is completed, "Enter Pickup Detail" shall be clicked to provide waste information.

6.2.4. Waste Information:

The waste is tracked by a unique "Request #" which is auto populated by the system.

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 EHSA 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.
  It will be charged to the generator's department.
- *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.

☞ Physical form
☞ Volume of containers
☞ Number of containers for the same waste description

User can 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"

Then the User should click on:
- "Add another container" if there are other wastes that need to be picked-up in the same location
- "Submit" if the request for the same location is complete.

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 request are kept under EHSA databased for a minimum of 3 years and then archived.

8. DISTRIBUTION

This document is shared through:

☐ EHS only   ☐ Facility and Safety   ☑ UCF community
☐ Secured Document   ☐ Contractor   ☑ EHS Web site
☐ 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
9/30/2019	2	Anne Demigne	Annual revision