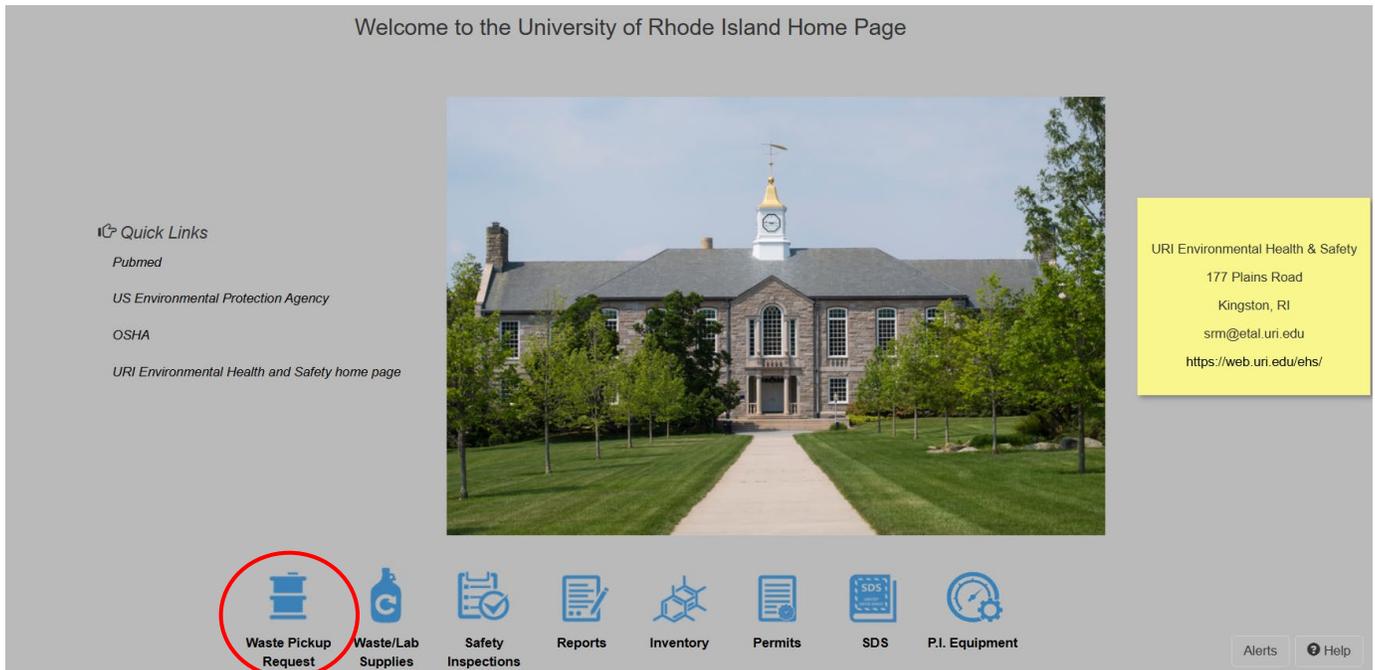
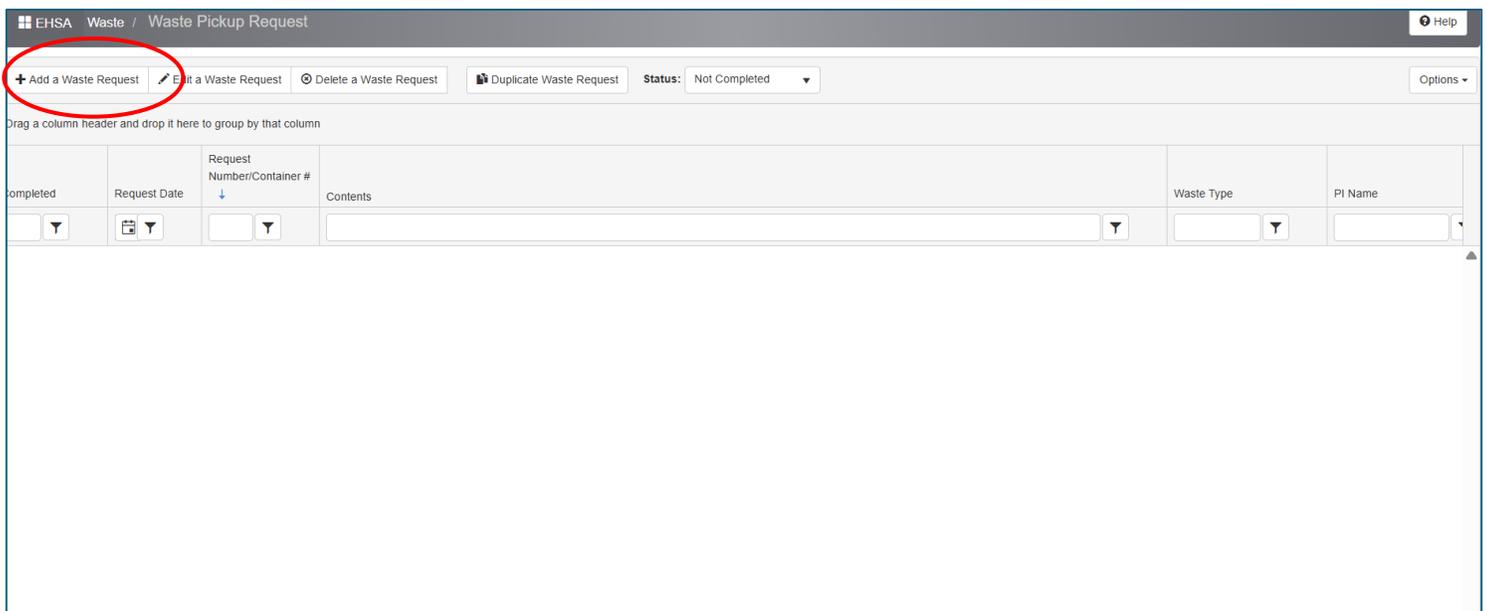


BIO WASTE PICK UP REQUEST

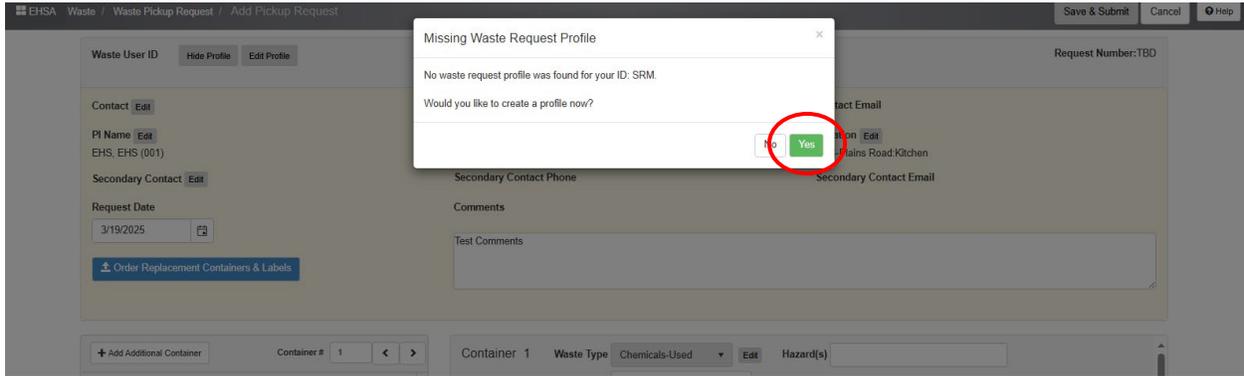
1. Click on **“Waste Pickup Request”** button on bottom of dashboard



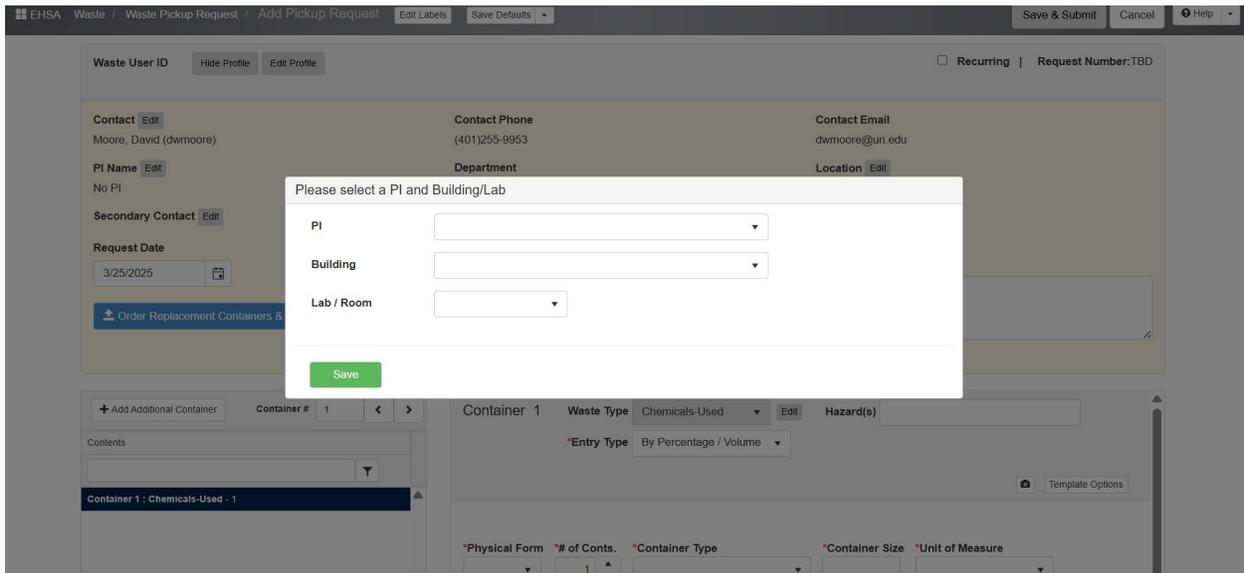
2. Click on **“Add a waste request”** button in top left corner of next screen



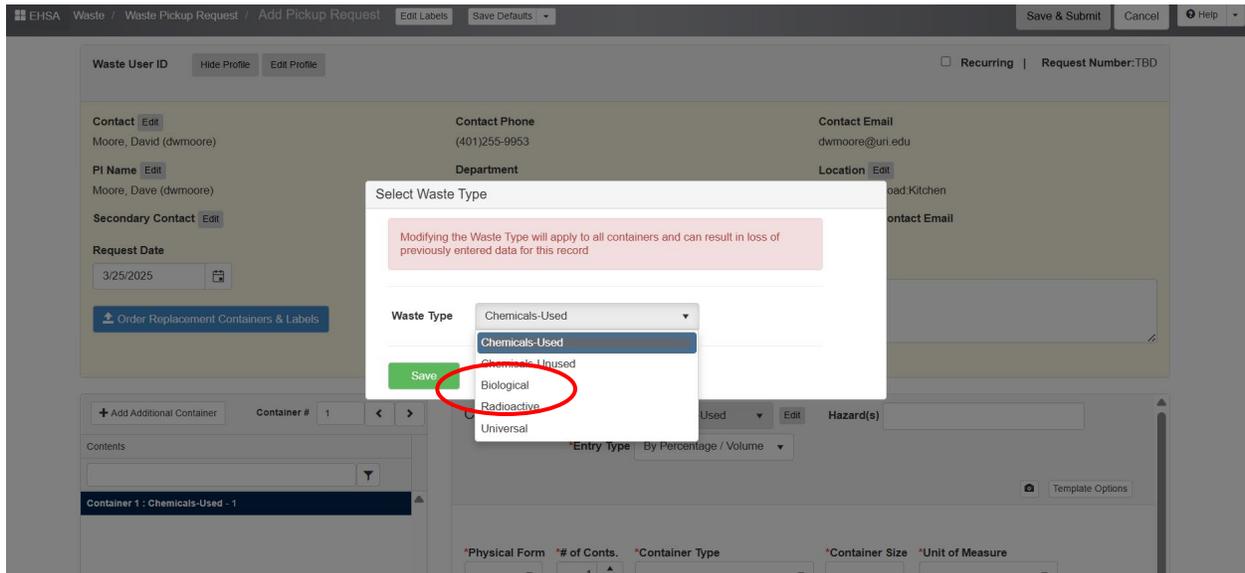
3. You may be prompted to create a waste request profile if one has not been created yet (usually your first time trying to submit a request). Clicking yes allows you to fill out your user information, add additional individuals to the waste request profile and comments you may have. Clicking NO will automatically send you back to the pervious page and not allow you to submit a request.



4. Pop up will generate where **PI, Building, and Lab/Room** can be selected,
5. After selections are chosen, click **Save**

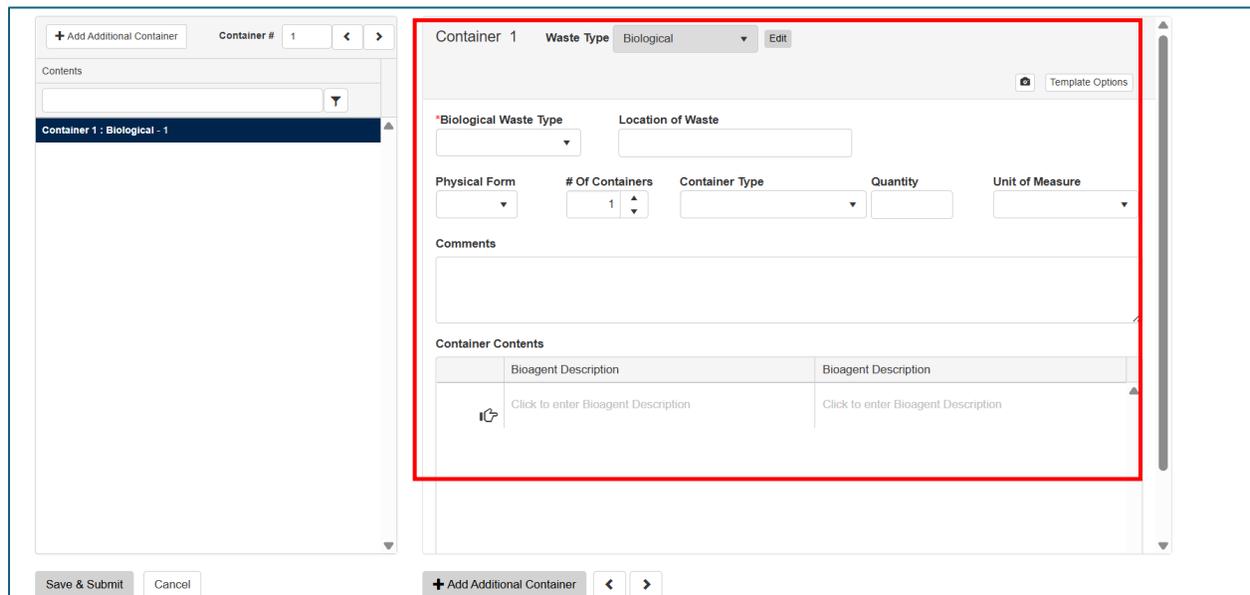


6. Select the “**Biological**” waste type from drop down, then click Save



7. Use drop downs to select **Biological Waste Type, Location of Waste (in Lab), # of containers, Container Type, Container Contents** and any additional **Comments**

Note – Please make sure to include a detailed description of the contents of each container in the Container Contents section so waste can be appropriately disposed of



8. If an additional container type is needed, click on one of the “Add Additional Container” buttons.
9. Repeat steps 6-7 as needed.
10. ***Note – Please make sure to include a detailed description of the contents of each container so waste can be

The screenshot shows a web interface for managing waste containers. At the top left, a button labeled "+ Add Additional Container" is circled in red. Below it is a "Contents" section with a search bar and a list item "Container 1 : Biological - 1". The main area is titled "Container 1" and includes a "Waste Type" dropdown set to "Biological" and an "Edit" button. Below this are fields for "Biological Waste Type" and "Location of Waste". A table-like section contains fields for "Physical Form", "# Of Containers" (set to 1), "Container Type", "Quantity", and "Unit of Measure". There is a "Comments" text area. At the bottom, a "Container Contents" table has two columns for "Bioagent Description", each with a "Click to enter Bioagent Description" prompt and a magnifying glass icon. At the bottom of the interface, a "Save & Submit" button and a "Cancel" button are visible, with the "+ Add Additional Container" button also circled in red.

11. Scroll down and click **Save & Submit** to submit the request

This is a close-up screenshot of the bottom portion of the interface. It shows the "Comments" text area and the "Container Contents" table with two "Bioagent Description" columns. At the bottom left, the "Save & Submit" button is circled in red. To its right is the "Cancel" button. At the bottom center, there is a "+ Add Additional Container" button and navigation arrows.