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

EHSA	■ EHSA Waste / Waste Pickup Request									8 Help		
+ Add a Wast	e Request 📝 Elit a	a Waste Request 🛞	Delete a Waste Request	Duplicate Waste Request	Status: Not Completed	•						Options -
Drag a column h	eader and drop it here	e to group by that colum	n									
completed	Request Date	Request Number/Container #	Contents						Waste Type		PI Name	
T		T						T		T		

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.

#EHSA Waste / Waste Pickup Request / Add Pickup Request		Save & Submit Cancel O Help
Waste User ID Hide Profile Edit Profile	Missing Waste Request Profile	× Request Number:TBD
	No waste request profile was found for your ID: SRM.	
Contact Edit	Would you like to create a profile now?	tact Email
PI Name Edit EHS, EHS (001)	To Yes	non Est Dains Road Kitchen
Secondary Contact Edit	Secondary Contact Phone	Secondary Contact Email
Request Date	Comments	
3/19/2025	Test Comments	
+ Add Additional Container Container # 1 <	Container 1 Waste Type Chemicals-Used v Edit Hazard	(s)

4. Pop up will generate where **PI, Building, and Lab/Room** can be selected,

vaste / Waste Pickup Request /	Add Pickup Request Edit	abels Save Defaults +	Save & Submit	Cancel
Waste User ID Hide Profile	Edit Profile		C Recurring Request Num	per:TBD
Contact Edit		Contact Phone	Contact Email	
Moore, David (dwmoore)		(401)255-9953	dwmoore@uri.edu	
PI Name Edit		Department	Location Edit	
No PI	Please select a PI an	d Building/Lab		
Secondary Contact Edit	PI		T	
Request Date				
3/25/2025	Building		•	
🛓 Order Replacement Contain	Lab / Room	•		
				1.
	Save			
+ Add Additional Container	Container # 1 < >	Container 1 Waste Type Chemicals-Us	ed v Edit Hazard(s)	Î
Contents		*Entry Type By Percentage	e / Volume 🔻	
	T		Template Onlin	ins
Container 1 : Chemicals-Used - 1				
		*Physical Form *# of Conts. *Container Typ	e *Container Size *Unit of Measure	

5. After selections are chosen, click Save

Waste User ID Hide Profile Edit Profile		Recurring Request Number:TBD
Contact Edit	Contact Phone	Contact Email
Moore, David (dwmoore)	(401)200-8903	awmoore@uri.eau
Moore, Dave (dwmoore)	Select Waste Type	Location Edit oad:Kitchen
Secondary Contact Edit Request Date	Modifying the Waste Type will apply to all containers and can resu previously entered data for this record	ontact Email
Order Replacement Containers & Labels	Waste Type Chemicals-Used Chemicals-Used	
	Save Biological Radioactive	
+ Add Additional Container Container # 1	Used Universal	Edit Hazard(s)
Contents	*Entry Type By Percentage /	Volume 🔻
12 (2444) - 22 (244) - 24 (24 (24) (24) (24)		Template Options
Container 1 : Chemicals-Used - 1		

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

Add Additional Container Container # 1 Contents	Container 1 Waste Type Biological • Edit	Template Options
Container 1 : Biological - 1	*Biological Waste Type Location of Waste	Quantity Unit of Measure
	Comments	· · · · · · · · · · · · · · · · · · ·
	Container Contents Bioagent Description	Bioagent Description
	Click to enter Bioagent Description	Click to enter Bioagent Description
Save & Submit Cancel	+ Add Additional Container	•

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

vntents		Template Options
ontainer 1 : Biological - 1	*Biological Waste Type Location of Waste	
	Physical Form # Of Containers Container Type	Quantity Unit of Measure v v
	Comments	
		a la
	Container Contents	
	Bioagent Description	Bioagent Description
	Click to enter Bioagent Description	Click to enter Bioagent Description
	\sim	

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

	Comments		
			B
	Container C	ontents	
		Bioagent Description	Bioagent Description
	ſĊ	Click to enter Bioagent Description	Click to enter Bioagent Description
			¥
· ·			
Save & Submit Cange	+ Add Additi	onal Container	