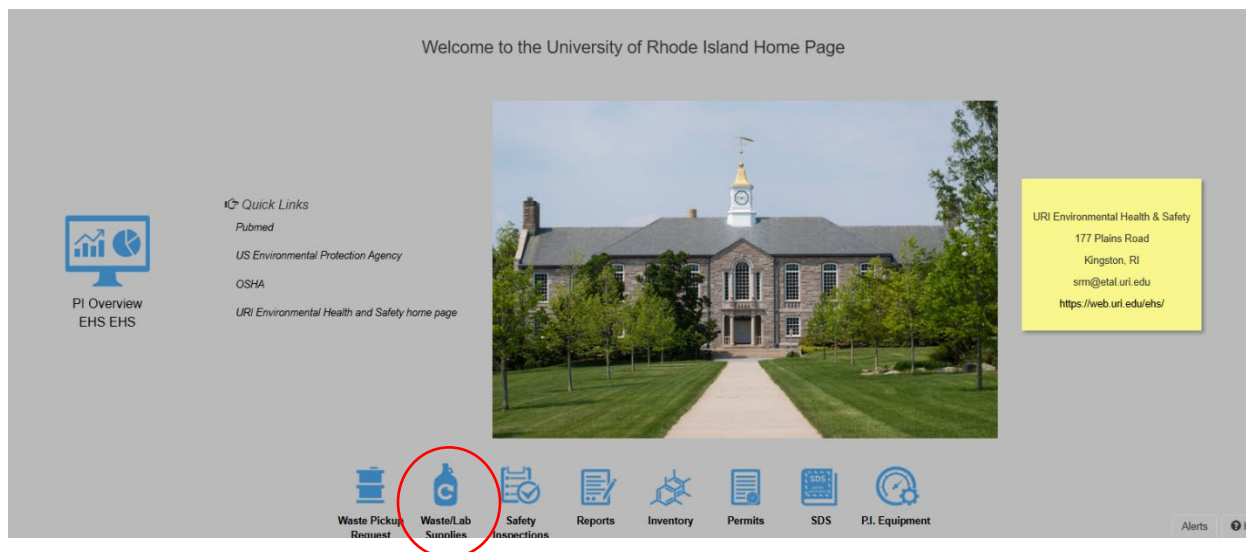


Requesting Supplies for Bio and Chemical Waste

There are two ways to order supplies from EH&S using Onsite.

A. If you just need waste supplies but do not need to submit a request:

- Once logged in, click the *Waste/Lab Supplies* icon at the bottom of the page



- Click add on the top left side to begin your request.

EHSA Waste / Waste Supply Requests

+ Add, Edit, Delete, View Completed, Supply Request Type: ****Show All Supply Request Types****, Options

Drag a column header and drop it here to group by that column

Supply Request Type	Supply Request #	Request Date	Part of Waste Pickup Request	PI	Location	Submitted By	Item(s) Requested

- Select the supply type that you need- Chemicals- used or Biological. Based on this selection, you will get the appropriate supplies needed for these types of waste. You also will need to fill out the PI, Building Name and Room/lab number to assure the supplies are delivered to the correct location.

EHSA

Waste / Waste Supply Requests / Add Waste Supply Requests

SaveCancelHelp

Request Date4/2/2025

Supply Request Type

*PI

Building Name

*Room/Lab

☐ Allow Any Location

Quantity	Description

Comments

*Special Request Require Comments

- Once you filled out the top portion, you then are allowed to select the supplies you need. Click the item that you want and choose the quantity.

Supply Request Type

Chemicals-Used

*PI

EHS, EHS

Building Name

FLG: Flagg Rd Haz Mat Shed

*Room/Lab


MAA

☐ Allow Any Location

Quantity	Description
1	5gal : Carboy
1	BC : Barcodes
0	Cap : HPLC Cap Kit
0	CHEMO : Black Chemo Bin
0	CL : Chemo Waste Labels
2	DL : Drum Liner
0	Drum : 30gal plastic drum (prior approval is needed)
0	FILTER : Replacement HPLC Filters
0	JR Can : 5gal JustRite Can (Only Certain Labs)
10	Labels : Hazardous Waste Labels
0	Liner : 50al Pail Liner

Comments

*Special Request Require Comments



- Click save when you are all set. This will automatically generate an email through Onsite and notify EH&S of your request.

10	Labels : Hazardous Waste Labels
0	Liner : 5gal Pail Liner



B. If you are submitting a waste request and need to request supplies:

- Click the blue *Order Replacement Containers & Labels* button in the yellow section of the *Waste User ID* section

EHSA Waste / Waste Pickup Request / Add Pickup Request Save & Submit Cancel Help

Request Number: TBD

Waste User ID Hide Profile Edit Profile

Contact Edit
EHS, EHS (SRM)
PI Name Edit
EHS, EHS (001)
Secondary Contact Edit

Contact Phone
(401)874-2592
Department
()
Secondary Contact Phone
Comments

Contact Email
srm@etal.uri.edu
Location Edit
EHS-Plains Road Kitchen
Secondary Contact Email

Request Date
4/2/2025

[Order Replacement Containers & Labels](#)

+ Add Additional Container Container # 1 < >

Contents
Container 1 : Chemicals-Used - 1 - 5.0 ga Carboy (Liquid)

Container 1 Waste Type Chemicals-Used Edit Hazard(s) Ignitable x
Entry Type By Percentage / Volume v Template Options

- Select the item and quantity of the supplies that are needed.

Waste / Waste Pickup Request / Add Pickup Request Save & Submit Cancel Help

Request Number: TBD

Waste User ID Hide Profile Edit Profile

Contact Edit
EHS, EHS (SRM)
PI Name Edit
EHS, EHS (001)
Secondary Contact Edit

Contact Phone
(401)874-2592
Department
()
Secondary Contact Phone
Comments

Contact Email
srm@etal.uri.edu
Location Edit
EHS-Plains Road Kitchen
Secondary Contact Email

Request Date
4/2/2025

[Order Replacement Containers & Labels](#)


+ Add Additional Container Container # 1 < >

Contents
Container 1 : Chemicals-Used - 1 - 5.0 ga Carboy (Liquid)

Supply Request

Quantity	Description
1	5gal : Carboy
0	BC : Barcodes
1	Cap : HPLC Cap Kit
0	CHEMO : Black Chemo Bin
0	CL : Chemo Waste Labels
0	DL : Drum Liner
0	Drum : 30gal plastic drum (prior approval is needed)
0	FILTER : Replacement HPLC Filters
0	JR Can : 5gal JustRite Can (Only Certain Labs)
9	Labels : Hazardous Waste Labels
0	Liner : 5gal Pail Liner

Comments
*Special Request Require Comments



+ Add Additional Container Container # 1 < >

Contents
Container 1 : Chemicals-Used - 1 - 5.0 ga Carboy (Liquid)

Container 1 Waste Type Chemicals-Used Edit Hazard(s) Ignitable x
Entry Type By Percentage / Volume v Template Options

- Click the green *Update* button when you are finished. This will automatically send the supply request with your waste request submission through Onsite to EH&S.

The screenshot shows a 'Supply Request' dialog box overlaid on a 'Waste Pickup Request' form. The dialog box contains a table with the following items:

Quantity	Description
1	5gal : Carboy
0	BC : Barcodes
1	Cap : HPLC Cap Kit
0	CHEMO : Black Chemo Bin
0	CL : Chemo Waste Labels
0	DL : Drum Liner
0	Drum : 30gal plastic drum (prior approval is needed)
0	FILTER : Replacement HPLC Filters
0	JR Can : 5gal JustRite Can (Only Certain Labs)
9	Labels : Hazardous Waste Labels
0	Liner : 5gal Pail Liner

Below the table is a 'Comments' section with a text area and a note: '*Special Request Require Comments'. An image of an EZwaste container is displayed in the comments area. At the bottom right of the dialog, there are two buttons: 'Update' (green) and 'Cancel' (red). The 'Update' button is circled in red.