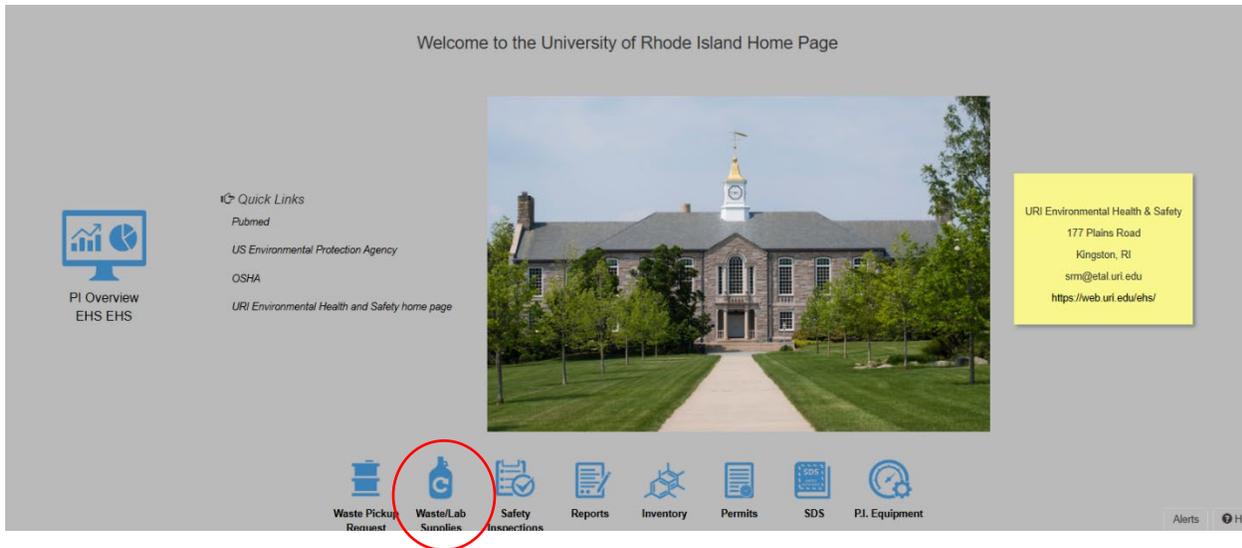


# Requesting Supplies for Bio and Chemical Waste

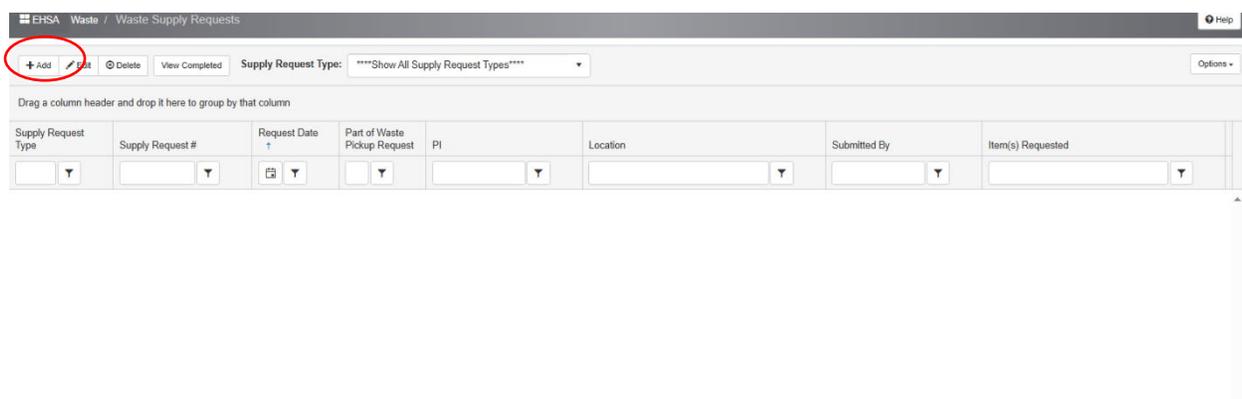
There are two ways to order supplies from EH&S using Onsite.

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.



- 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 Save Cancel Help

Request Date: 4/2/2025

**Supply Request Type** (circled in red)

\*PI:

Building Name:   Allow Any Location

\*Room/Lab:

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  Allow Any Location

\*Room/Lab: MAA

Quantity	Description	Comments
1	5gal : Carboy	*Special Request Require Comments
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 : 5gal Pail Liner	



- 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



**Save** Cancel

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

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

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

- 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.

