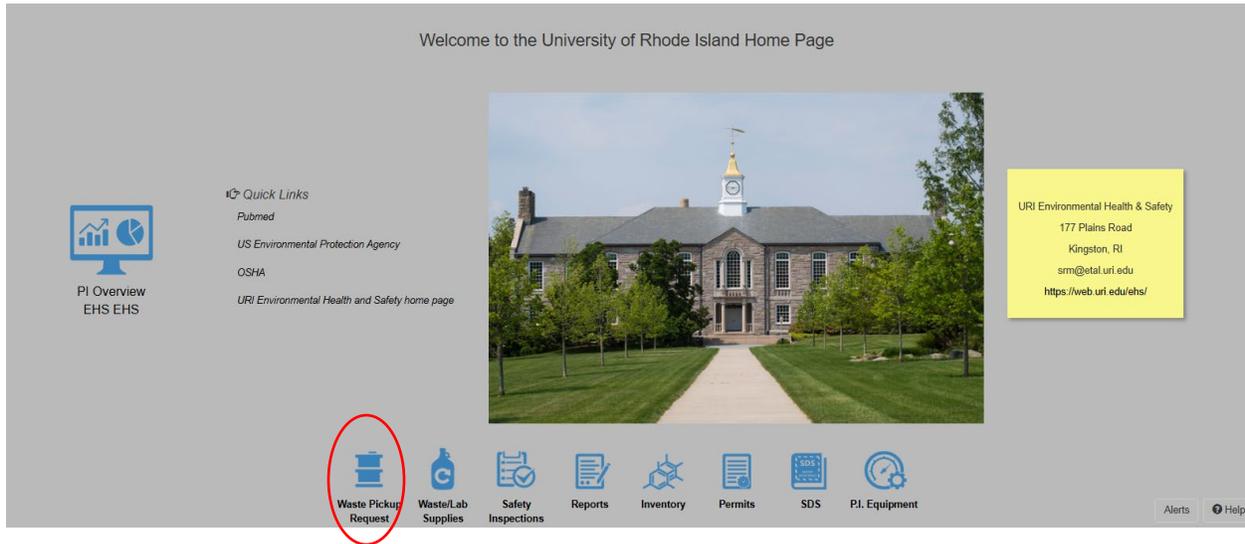


Submitting Waste Requests

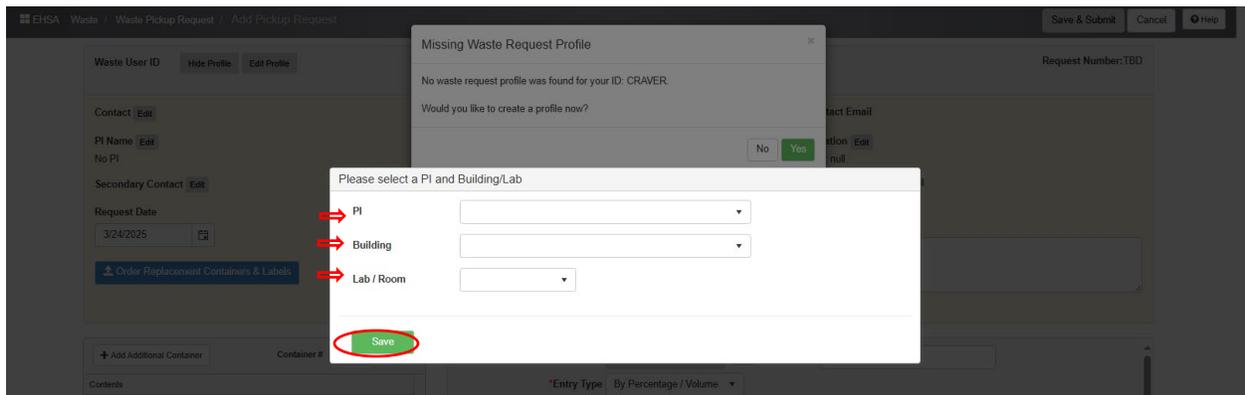
- Once logged in, click the *Waste Pick Up Request* icon on bottom left on the homepage.



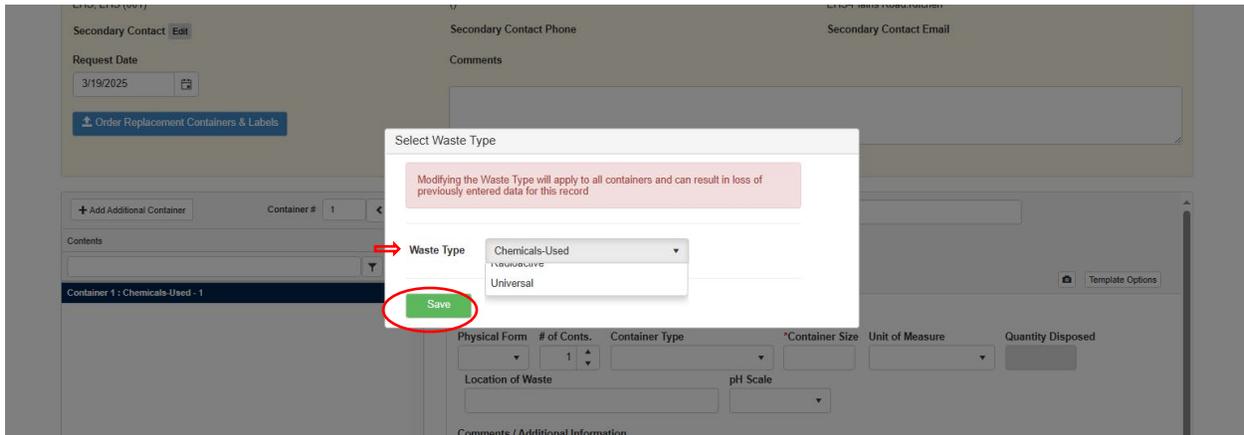
- Click on the *+Add a Waste Request* button in the top left side of the page.



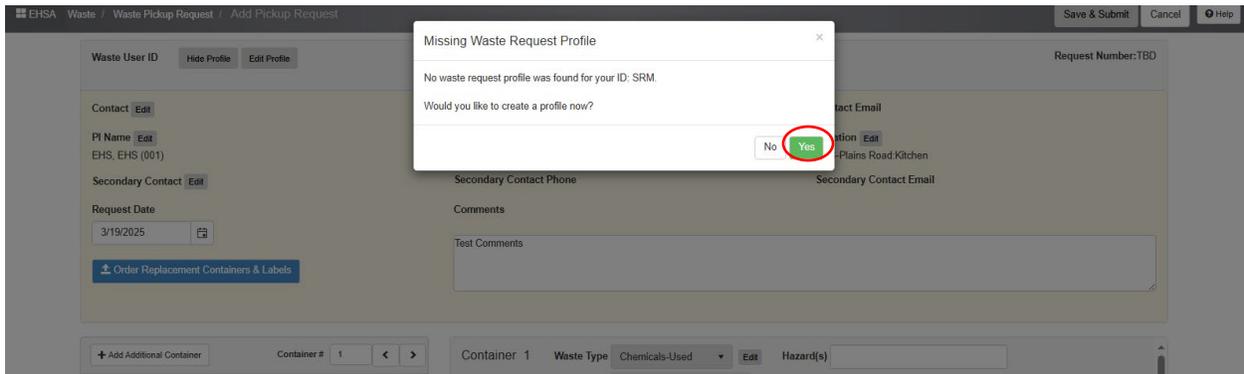
- Fill out the PI, Building and lab/room for your waste and click save.



- Select your waste type and click save.



- 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.



- When you have filled out the waste profile information click save at the bottom of the page. When a new profile is created, “Waste Request Notifications” will be sent from the system.

The screenshot shows the 'Add Waste Request Profile' form. The 'User Information' section has the following fields:

- *Waste User ID: SRM
- *First Name: EHS
- *Last Name: EHS
- *Phone #: (empty)
- *Email: srm@etal.uri.edu
- Confirm Email: srm@etal.uri.edu

 The 'Waste Request Information' section contains a table with the following data:

Default	PI or Responsible Manager	Department	Building	Lab / Room	Cost Center
	EHS, EHS				
	Paterson, Nancy	Environmental Health & Safety	FLG: Flagg Rd Haz Mat Shed	MAA	

 The 'Add' button in the table toolbar is circled in red. The 'Comments' section is empty.

- Now, make your waste determination by selecting the hazard(s) of the material you are submitting a request for.

The screenshot shows the waste determination form. The 'Hazard(s)' field is circled in red. Other fields include:

- Container # 1
- Waste Type: Chemicals-Used
- *Entry Type: By Percentage / Volume
- Physical Form: (empty)
- # of Conts.: 1
- Container Type: (empty)
- *Container Size: (empty)
- Unit of Measure: (empty)
- Quantity Disposed: (empty)
- Location of Waste: (empty)
- pH Scale: (empty)
- Comments / Additional Information: (empty)

- Begin filling in the required fields for your waste stream:
 - o Physical Form (Liquid, Solid, Gas)
 - o # of Conts. (Total number of containers for that waste stream)
 - o Container type (Plastic, Metal can, Bag, etc.)

- Container Size (size is the container)
- Unit of Measure (Gallons, Milliliters, Grams, etc.)
- Put the pH of your waste stream when applicable.

The screenshot shows a web form for waste management. A red oval highlights the top row of fields: 'Physical Form', '# of Conts.' (with a dropdown showing '1'), 'Container Type', 'Container Size', 'Unit of Measure', and 'Quantity Disposed'. A second red oval highlights the 'pH Scale' dropdown menu located below the 'Location of Waste' field.

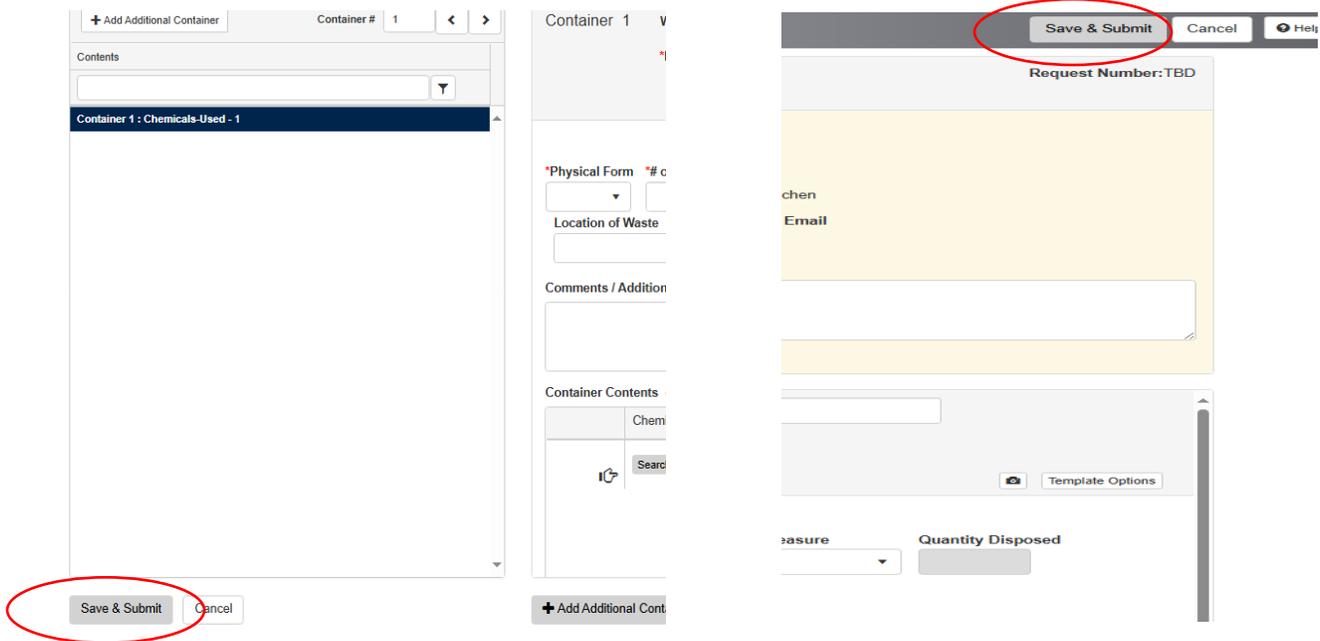
- Next, type in the contents of that waste stream. You do not need to fill out the CAS#, Chemical # or Inventory Link when submitting a waste request this way.

The screenshot shows the 'Container Contents' section of the form. A red circle highlights the table, and a red X is drawn over the 'CAS #', 'Chemical #', and 'Inventory Link' columns. The table contains the following data:

	Chemical Description	starts with	% of Content	CAS #	Chemical #	Inventory Link
Remove	Search Acetone		50	Click to enter CAS #		Click to enter Inventory Link #
Remove	Search Methanol		30	Click to enter CAS #		Click to enter Inventory Link #
Remove	Search Ethanol		20	Click to enter CAS #		Click to enter Inventory Link #
Add	Search or click to enter Chemical Description		Click to enter % of Content	Click to enter CAS #		Click to enter Inventory Link #

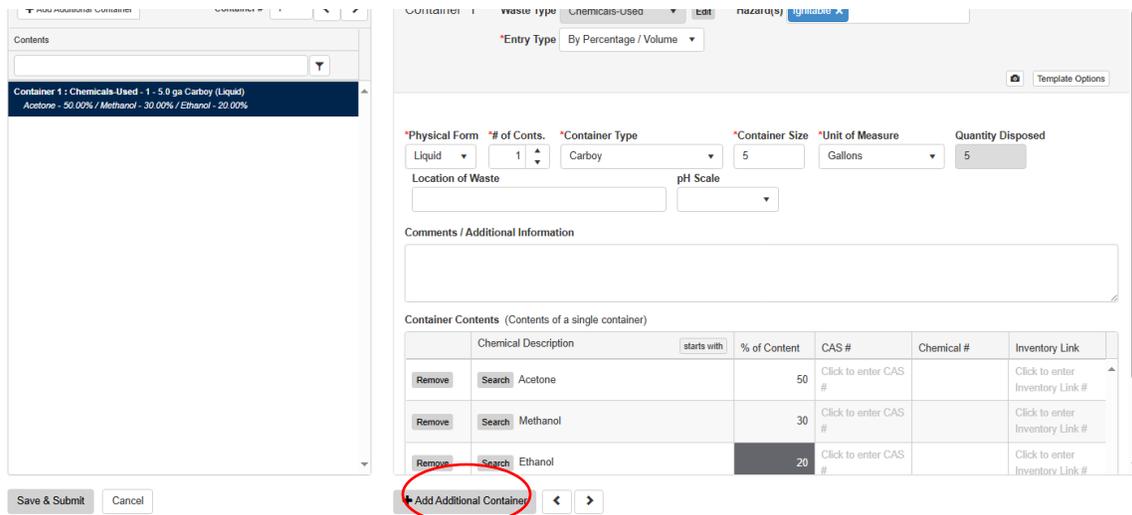
- Once you have everything filled out pertaining to the waste stream, you have a few options.
 - A. Save and submit the waste request.
 - B. Add another waste stream that needs to be picked up.

A. Click the *Save & Submit* button located on the bottom left or top right of the page.



B. Add another waste stream that needs to be picked up.

- If additional waste streams need to be submitted, click *the +Add Additional Container* and start the submission process over.



NOTE: It will automatically fill in the *Waste Type* based on your first selection as well as the container descriptions. Please note that these may need to be changed for the addition submission(s).

The screenshot shows the 'Container 2' configuration page. At the top, 'Waste Type' is set to 'Chemicals-Used' and 'Entry Type' is 'By Percentage / Volume'. Below this, a row of fields includes 'Physical Form' (Liquid), '# of Conts.' (1), 'Container Type' (Carboy), 'Container Size' (5), and 'Unit of Measure' (Gallons). The 'Quantity Disposed' field is empty. There are also fields for 'Location of Waste' and 'pH Scale'. A 'Comments / Additional Information' text area is present. At the bottom, a 'Container Contents' table is shown with columns for 'Chemical Description', '% of Content', 'CAS #', 'Chemical #', and 'Inventory Link'. The table is currently empty.

- Add your additional containers the same way you added your first one.
- The system allows you to put in three waste streams at a time and then it will save. Hit ok and then it gives you another message about exceeding the maximum new containers and it will automatically save after every three new containers are added. Hit ok to continue to add more.

The top screenshot shows an 'Auto-Save' dialog box with the message: 'You have exceeded the maximum amount (3) of new containers before saving. Please continue with your Waste Pickup Request. The page will automatically save and reload every 3 new containers added.' The 'OK' button is circled in red.

The bottom screenshot shows a 'Save Successful' dialog box with the 'OK' button circled in red. The background shows the container configuration page with 'Container 3' selected, showing 'Physical Form' as 'Liquid', '# of Conts.' as '1', 'Container Type' as 'Glass', 'Container Size' as '500', and 'Unit of Measure' as 'Milliliters'.

- Once all your waste streams/ containers have been entered, you will need to hit the **Save & Submit** button.

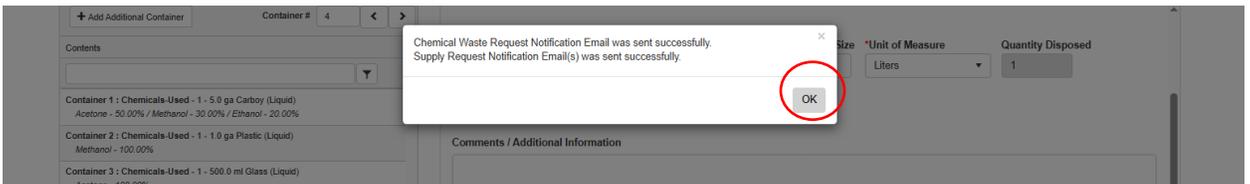
The screenshot shows a web form for entering waste stream information. On the left, there is a list of containers:

- Container 1: Chemicals-Used - 1 - 5.0 ga Carboy (Liquid) Acetone - 50.00% / Methanol - 30.00% / Ethanol - 20.00%
- Container 2: Chemicals-Used - 1 - 1.0 ga Plastic (Liquid) Methanol - 100.00%
- Container 3: Chemicals-Used - 1 - 500.0 ml Glass (Liquid) Acetone - 100.00%
- Container 4: Chemicals-Used - 1 - 1.0 L Glass (Liquid) Hexanes - 100.00%**

 The 'Save & Submit' button at the bottom left is circled in red. On the right, there are fields for Physical Form (Liquid), # of Conts. (1), Container Type (Glass), Container Size (1), Unit of Measure (Liters), and Quantity Disposed (1). There is also a table for Container Contents:

	Chemical Description	starts with	% of Content	CAS #	Chemical #	Inventory Link
Remove	Search Hexanes		100	Click to enter CAS #		Click to enter Inventory Link #
Remove	Search or click to enter Chemical Description		Click to enter % of Content	Click to enter CAS #		Click to enter Inventory Link #

- Finally, you will receive a notification that everything has sent successfully. Click the **OK** button.



- Your waste request has been submitted and can be found listed in the waste dashboard now. You can also edit your request from this page if necessary.

The screenshot shows the 'EHS Waste / Waste Pickup Request' dashboard. At the top, there are buttons: '+ Add a Waste Request', **'Edit a Waste Request'** (circled in red), 'Delete a Waste Request', and 'Duplicate Waste Request'. The status is 'Not Completed'. Below is a table of waste requests:

Request Date	PI Name	Building Name	Room/Lab	Contents	Waste Type	Complete
03-20-2025	EHS, EHS	The Fascioli Center for Advance Engineering	MAA (165A)	Container 1: 1 - 1.0 L Plastic (Liquid)	Chemicals-Unused	No

- You can also duplicate a previous waste request form this page. Click on the line of the request you want to duplicate (it should be highlighted blue), then hit *Duplicate Waste Request* button. This is useful if you submit the same waste stream quit often as it saves you time from re-entering all the fields in.

EHSA Waste / Waste Pickup Request

+ Add a Waste Request / Edit a Waste Request / Delete a Waste Request / Duplicate Waste Request Status: Not Completed Opti

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

Request Date	PI Name	Building Name	Room/Lab	Contents	Waste Type	Compl
03-20-2025	EHS, EHS	The Faskelli Center for Advance Engineering	MAA (165A)	Container 1 : 1 - 1.0 L Plastic (Liquid)	<input checked="" type="checkbox"/> Chemicals-Unused	No