

Submitting a Hazardous Waste Pickup Request

In this guide, we will [demonstrate how to submit, edit or remove a hazardous waste pickup request](#) to the EHS department. You will learn how to submit a waste pickup request for a single or multiple container(s). All waste needs to be centrally located in the laboratory away from hazardous chemical inventory. Any manufacturer labels or barcodes labels should be obliterated on containers reused for waste. Waste containers can be requested to the EHS department by calling x1642 or emailing randal.james@umkc.edu. *Make sure the hazardous waste container is compatible with container contents.*

Creating a new waste pickup request



The screenshot shows the EHS website interface. At the top left, there is a logo for 'EHS' and a 'Home' button. At the top right, there is a logo for 'UMKC' and a 'KANGAROO' dropdown menu. The main content area features a welcome message: 'Welcome to your Safety Research Home Page'. Below this is a 'Quick Links' section with a grid of icons. The icons are: 'Safety Inspections', 'Training Records', 'Inventory', 'Hazardous Waste', and 'Satellite Accumulation'. The 'Hazardous Waste' icon, which depicts a red barrel, is highlighted with a red rectangular box. A yellow arrow points upwards from below the grid towards the 'Hazardous Waste' icon. In the bottom right corner, there are 'Alerts' and 'Help' buttons.

Step 1: To find OnSite's database, go to UMKC's EHS [website](#). Click on the OnSite/EHSA Database icon and log in using your SSO. Click on the **Hazardous Waste** icon.

Step 2: From this page, you can add/delete a waste pickup request or edit previous requests. To create a new waste pickup request, select **Add a Waste Request**.

EHSA Waste / Waste Request Help

+ Add a Waste Request
Edit a Waste Request
Delete a Waste Request
Status: Not Completed
Options

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

Completed	Request Date	Request Number	Contents	Waste Type	PI Name	Building Name	Lab	Complete Date
No	02-10-2021	P210210002	1 Plastic Cube Co (Liquid) PYRIDINE/MORPHOLINE/DICHLOROMETHANE	Chemicals-Unused	Roo, Kanga	General Services Building	015	
No	02-10-2021	P210210001	1 Glass Bottle (Liquid) DICHLOROMETHANE/Ethyl ether/ETHYL ACETATE	Chemicals-Unused	Roo, Kanga	General Services Building	015	
No	02-09-2021	P210209001	1 Glass Bottle (Liquid) - [UN 1230, 3, II] METHANOL	Chemicals-Unused	Roo, Kanga	General Services Building	015	
No	02-10-2021	P201216001	1 Glass Bottle (Liquid) Xylene/METHANOL/Acetone	Chemicals-Used	Roo, Kanga	General Services Building	015	

Page 1 of 1 | 500 Items per page | 1 - 4 of 4 items

Step 3: A pickup request window will appear where you can enter the contents of the waste and container information. Make sure all the information in the PI Name and Location field in the Waste Profile section is correct. You can change the information by clicking **Edit** next to the field name.

Waste Profile Edit Profile Request Number: TBD

Contact Edit Roo, Kanga (KANGAROO)	Contact Phone (816) 235-5241	Contact Email rook@umkc.edu
PI Name Edit Roo, Kanga (ROOKA)	Department Public Health (PUBHEALTH)	Location Edit General Services Building : 015
Request Date 2/10/2021	Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

Step 4: Below the Waste Profile section, enter the container information. Make sure the entry type is defaulted to “By Percentage/Volume”. Enter physical form, container type and size, unit of measure and location of waste. To enter the container contents, click **Search** underneath the chemical description.

Container 1 Waste Type: Chemicals-Unused Hazard(s): Template Options

*Entry Type: By Percentage / Volume

*Physical Form: Liquid # of Conts.: 1 *Container Type: Glass Bottle *Container Size: 4 *Unit of Measure: Liter *Location of Waste: GSB 015

Comments
On south benchtop in laboratory.

***Container Contents**

	Chemical Description <small>starts with</small>	% Content	Quantity	pH	CAS #	Multiple Ingredients	Ingredients
	Search .or click to enter Chemical Description	Click to enter % of Content	Click to enter Quantity	Click to enter pH	Click to enter CAS #		

Add Additional Container

Step 5: There are three ways to search for a specific chemical: by chemical description, CAS number or by pulling the chemical directly from the PI inventory. To find the chemical by chemical description, click the check box next to “Search by Chemical Description” field. Type in the name of the chemical and hit **Search**. Hit **Select** next to the desired chemical.

Select Chemical ✕

Search By Chemical Description

Search By Chemical CAS # Show PI's Inventory

	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Chemical #
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Name: YES							
Chemical Description: Acetone							
<input type="button" value="Select"/>	67-64-1	Acetone			<input checked="" type="checkbox"/>	<input type="checkbox"/>	8491
Chemical Description: Acetone (Kleen-Strip)							
<input type="button" value="Select"/>		Acetone (Kleen-Strip)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	157946
Chemical Description: Acetone cyanohydrin, stabilized							
<input type="button" value="Select"/>	75-86-5	Acetone cyanohydrin, stabilized			<input checked="" type="checkbox"/>	<input type="checkbox"/>	3443
Chemical Description: ACETONE THIOSEMICARBAZIDE							
<input type="button" value="Select"/>	1752-30-3	ACETONE THIOSEMICARBAZIDE			<input checked="" type="checkbox"/>	<input type="checkbox"/>	3444
Chemical Description: acetone-1,3-13c2							
<input type="button" value="Select"/>	7217-25-6	acetone-1,3-13c2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	154966

To search by CAS #, click the check box next to "Search by Chemical CAS #" field. Type the CAS # and hit **Search**. Hit **Select** next to desired chemical.

Select Chemical

Search By Chemical Description Search

Search By Chemical CAS # Show PI's Inventory

↓ Primary Name × ↑ Chemical Description ×

	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Chemical #
▼	▼	▼	▼	▼	▼	▼	▼
Primary Name: YES							
Chemical Description: Acetone							
<input type="button" value="Select"/>	67-64-1	Acetone			<input checked="" type="checkbox"/>	<input type="checkbox"/>	8491

To pull the chemical directly from the PI's inventory, click the check box next to "Show PI's Inventory". The PI inventory will load. You can either type in the chemical description box to pull up the chemical or scroll until the chemical is found. Hit **Select** next to the desired chemical.

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

	CAS #	Inventory #	Chemical Description	Vendor Name	Catalog #	Multiple Ingredients?	Chemical #
Select	104-76-7	0058355	2-ethyl-1-hexanol			<input type="checkbox"/>	149964
Select	67-64-1	0058354	Acetone			<input type="checkbox"/>	8491
Select	79-06-1	0058356	ACRYLAMIDE			<input type="checkbox"/>	1530
Select	67-66-3	0058357	Chloroform			<input type="checkbox"/>	164
Select	760-21-4	0058358	ETHYL 1-BUTENE, 2-			<input type="checkbox"/>	2599
Select	56-81-5	0058359	GLYCEROL			<input type="checkbox"/>	5234
Select	67-56-1	0058360	METHANOL			<input type="checkbox"/>	1302
Select	69-72-7	0058361	SALICYLIC ACID			<input type="checkbox"/>	3279
Select	57-13-6	0058363	UREA			<input type="checkbox"/>	868

Important Note: Pulling the chemical waste directly from the PI's inventory automatically removes that chemical waste from the PI's current inventory list. If you choose one of the other two methods, you must go into the PI's chemical inventory & remove that chemical as used or waste (refer to Adding and Removing Chemical Inventory guide).

Step 6: If adding multiple containers to a single waste pickup request, select **Add Additional Container** and repeat Step 2-4.

Container 0113507 Waste Type Chemicals-Used Hazard(s) Template Options

*Entry Type By Percentage / Volume

Physical Form Liquid # of Conts. 1 Container Type Glass Bottle Container Size 4 Unit of Measure Liter Location of Waste GSB 015

Comments


Container Contents


	Chemical Description <small>starts with</small>	% Content	Quantity	pH	CAS #	Multiple Ingredients	Ingredients
	METHANOL	90	3.6	0	67-56-1	No	methanol (dot) - 0.00% (67-56-1)
	Acetone	6	0.24	0	67-64-1	No	
	Xylene	4	0.16	0	106-42-3	No	
	...or click to enter Chemical Description	Click to enter % of Content	Click to enter Quantity	Click to enter pH	Click to enter CAS #		

Add Additional Container

Step 7: When all containers per pickup request are entered, select **Save & Submit**. A pickup request will then be sent to EHS.

Waste Profile [Edit Profile](#) [Sync Profile](#) Request Number: P201216001


Contact Contact Phone Contact Email
PI Name [Edit](#) Department Location [Edit](#)
Roo, Kanga (ROOKA) General Services Building : 015
Request Date Comments
2/10/2021 

Container 0113507 Waste Type Chemicals-Used Hazard(s)  [Template Options](#)
*Entry Type By Percentage / Volume

Physical Form Liquid # of Conts. 1 Container Type Glass Bottle Container Size 4 Unit of Measure Liter Location of Waste GSB 015

Comments
On south benchtop in laboratory.

Container Contents

	Chemical Description <small>starts with</small>	% Content	Quantity	pH	CAS #	Multiple Ingredients	Ingredients
Remove	Search METHANOL	90	3.6	0	67-56-1	No	methanol (dot) - 0.00% (67-56-1)
Remove	Search Acetone	6	0.24	0	67-64-1	No	
Remove	Search Xylene	4	0.16	0	106-42-3	No	
	Search ...or click to enter Chemical Description	Click to enter % of Content	Click to enter Quantity	Click to enter pH	Click to enter CAS #		

[Add Additional Container](#)

[Save & Submit](#) [Cancel](#)

Edit or Remove a Waste Pickup Request

Step 8: You will see waste pickup requests and their information in the window below. When they are completed, the waste pickup requests will be removed from this list. To edit or delete a waste pickup request, highlight the row of the desired request and click **Edit a Waste Request** or **Delete a Waste Request**. Requests are completed by the following Wednesday.

EHS Waste / Waste Request							
+ Add a Waste Request		✎ Edit a Waste Request		⊗ Delete a Waste Request		Status: Not Completed	
Drag a column header and drop it here to group by that column							
Completed	Request Date	Request Number	Contents	Waste Type	PI Name	Building Name	Lab
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