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

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**.

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.

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.

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.

			CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Chemical #
Primary Name: YES									
Chemical Description: Acetone									
	Select		67-64-1	Acetone			☑	☐	8491
Chemical Description: Acetone (Kleen-Strip)									
	Select			Acetone (Kleen-Strip)			☑	☐	157946
Chemical Description: Acetone cyanohydrin, stabilized									
	Select		75-86-5	Acetone cyanohydrin, stabilized			☑	☐	3443
Chemical Description: ACETONE THIOSEMICARBAZIDE									
	Select		1752-30-3	ACETONE THIOSEMICARBAZIDE			☑	☐	3444
Chemical Description: acetone-1,3-13c2									
	Select		7217-25-6	acetone-1,3-13c2			☑	☐	154966

Select Chemical

Search By Chemical Description: acetone   Search

Search By Chemical CAS #   Search   Show PI's Inventory

↓ Primary Name ×   ↑ Chemical Description ×

✖ Close

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.

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.

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, <u>you must go into the PI's chemical inventory & remove that chemical as used or waste</u> (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.

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 |

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.

Completed	Request Date	Request Number ↓	Contents	Waste Type	PI Name	Building Name	Lab
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)** *ETHYL ACETATE/DICHLOROMETHANE*	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