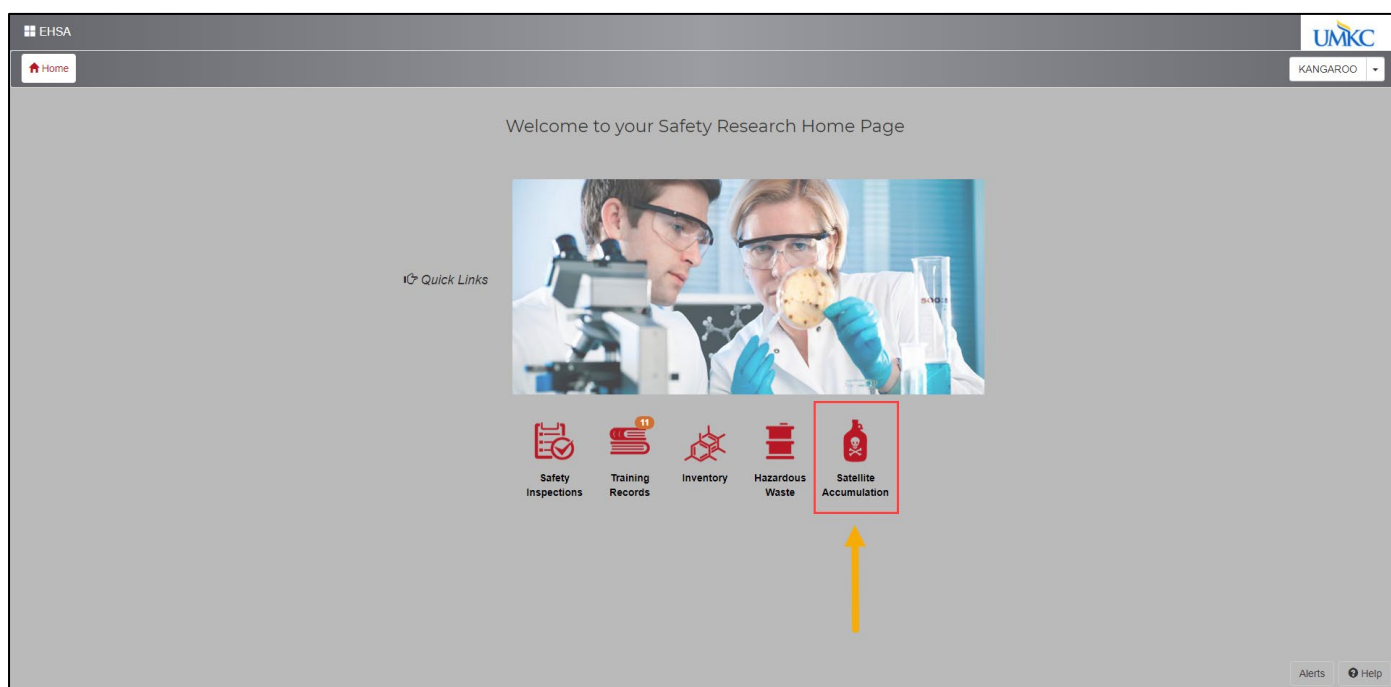


## Hazardous Waste Satellite Accumulation Containers

Satellite Accumulation Containers (SACs) are containers that hold accumulating RCRA-defined hazardous waste (40 CFR 261.30), hazardous chemicals past their shelf life *not* in original containers or damaged hazardous chemicals not in original containers. Hazardous waste in original manufacturer containers can be submitted for pickup via waste pickup requests (see *Hazardous Waste Pickup Request guide*). In this guide you will learn how to [add hazardous waste contents to a SAC](#) [how to print a satellite accumulation label](#), and [how to seal and submit a waste pickup request for SAC's](#). Satellite accumulation labels are **required** to accurately display contents the exact waste contents of each container.

### Entering hazardous waste contents into a satellite accumulation container (SAC)



**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 **Satellite Accumulation** icon.

**Step 2:** To create a new SAC, click **Add** in the top left corner. To add contents to an already existing container, see Step 3.

		Container / Drain # ↑	Container Category	Contents Description	Storage Type	Container Type
		0113507	CHEM	Example	I-CHEM	GB
		0113508	CHEM	Example	I-CHEM	CUBE
		0113675	CHEM	Example	I-CHEM	GB
		0113676	CHEM	Example	I-CHEM	CUBE

**Step 3:** Fill out all the required fields and click **Save**. The Waste Stream Identification field is where you can name the waste container for easy identification or a continuous waste stream (i.e. HPLC waste or “Container 1”). **You will add the container contents in the next step.**

**Container Info**

Waste Stream Identification

\*PI: Roo, Kanga

Waste Generator

Line #

Cost

\*Container Type: Glass Bottle

\*Waste Type: Liquid

\*Volume: 4.00000 Liter Unit

**Storage Location**

\*Building: General Services Building

\*Location: 015 Phone

**Container Dates**

Container Start: 4/26/2021

Date Full

Container Expiration: 4/26/2022

**Comments**

**Step 4:** To enter the waste contents in the database or add contents to an existing container, click on the yellow drop-down arrow. Click **Add Chemical Contents**.

The screenshot shows the 'EHS Waste / In Lab Containers' interface. At the top, there are navigation buttons: '+ Add', 'Edit', and 'View Archived'. Below these are filters for 'In Lab Container Reports', 'PI: Show All', 'View: Satellite', and 'Container Category: CHEM'. A table lists containers with columns: Container / Drain #, Container Category, Contents Description, Storage Type, Container Type, Waste Type, PI Name, Opened Date, Est. Disposal Date, and Date Full. The first row is highlighted in red and contains: 0113507, CHEM, Example, I-CHEM, GB, Liq, Roo, Kanga, 08-04-2020, 08-04-2021. A yellow arrow points to a yellow drop-down arrow in the first column of this row. A red box highlights the '+ Add Chemical Contents' button in the same row. Below the table, there are buttons for 'Seal', 'Request Pickup', and 'Delete'.

**Step 5:** Select the **Entry Type** you wish to enter the waste – by percentage, by volume or by percentage/volume.

The screenshot shows the 'Add Chemical Contents' form for container # 0113507. The form includes fields for 'PI' (Roo, Kanga (ROOKA)) and 'Location' (Environmentals Health & Safety : 014). Below these are fields for 'Item 1', 'Waste Type' (Chemicals-Used), 'Entry Date' (12/9/2020), 'Physical Form', 'Container Size' (4), 'Unit of Measure' (Liter), and 'Hazard(s)'. A red box highlights the 'Entry Type' dropdown menu, which is open and showing options: 'By Percentage', 'By Volume', 'By Percentage / Volume', and 'Standard'. Below the form is a 'Comments' section and a 'Container Contents' table with columns: Chemical Description, % Content, Quantity, pH, CAS #, Multiple Ingredients, and Ingredients. The table has a 'Remove' button and a 'Search' button.

**Step 6:** Find the name of the chemical you wish to add to the satellite container by clicking **Search**.

Container #: 0113507

PI: Roo, Kanga (ROOKA)      Location: Environmental Health & Safety : 014

Item 1    Waste Type: Chemicals-Used    Entry Type: By Volume    Hazard(s):

Entry Date: 12/9/2020

Physical Form:    Container Size: 4    Unit of Measure: Liter    Quantity Disposed:

Comments:

Container Contents

	Chemical Description	starts with	Quantity	% Content	pH	CAS #	Multiple Ingredients	Ingredients
Remove	<input type="text" value="Search"/>							

Type in the chemical name and hit **Search**. Select the correct chemical waste.

Select Chemical

Chemical Name:     Search    Browse PI Inventory    Close

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

	Chemical Description	CAS#	Chemical #	Catalog #	Vendor
Select	METHANOL methanol (dot) - 0.00% (67-56-1)	67-56-1	1302		
Select	methanol, ((6-bis(1-hydroxy-2-propenyl)amino)-s-triazine-2,4-diyl)dinitril	74037-62-0	131158		
Select	METHANOLIC-HCL (0.5N) KIT		8397		
Select	METHYL ALCOHOL methanol (dot) - 0.00% (67-56-1)	67-56-1	1302		

**Step 7:** Once you select the correct chemical, enter the % content or volume of the container filled with the chemical waste based on the waste entry type selected. Fill out the contents and click **Save**. **Note:** You will not be able to seal and request a pickup for a SAC until the contents are filled.

Container #: 0113507

PI: Roo, Kanga (ROOKA)      Location: Environmental Health & Safety : 014

Item 1    Waste Type: Chemicals-Used    Entry Type: By Percentage    Hazard(s):

Entry Date: 12/9/2020

Physical Form:    Container Size: 4    Unit of Measure: Liter    Quantity Disposed: 3.6

Comments:

Container Contents

	Chemical Description	starts with	% Content	Quantity	pH	CAS #	Multiple Ingredients	Ingredients
Remove	Search	METHANOL	90	3.6		67-56-1	N	methanol (dot) - 0.00% (67-56-1)
	Search							

You will be able to see and edit the chemical contents at any point of the satellite accumulation container by clicking the yellow dropdown arrow at the beginning of the row that displays the container. [Do not press seal or request a pickup until the SAC is ready for disposal.](#)

## Printing a satellite accumulation container (SAC) label

**Step 8:** Highlight the row of the satellite accumulation container you wish to print the label for. In the top ribbon, select **In Lab Container Reports** and choose the size you wish to print.

		Container / Drain # ↑	Container Category	Contents Description	Storage Type	Container Type
▶ Seal	⊕ Request Pickup	0113507	CHEM	Example	I-CHEM	GB
▶ Seal	⊕ Request Pickup	0113508	CHEM	Example	I-CHEM	CUBE
▶ Seal	⊕ Request Pickup	0113675	CHEM	Example	I-CHEM	GB
▶ Seal	⊕ Request Pickup	0113676	CHEM	Example	I-CHEM	CUBE

**Step 9:** A report will pop up in a new window containing the label. It should look similar to the image below. Make sure there are no pop up blockers. If it isn't pulling up right away, try using a different internet browser. Select the print option shown in the top right corner and affix the label to the container. If you need to add more constituents after the label is printed, you can write it in by hand on the lines below. **However, you MUST print off a new label with the hand-written contents typed or if the current label becomes illegible before you seal and request a waste pickup for the SAC.**

**CHEMICAL WASTE LABEL** 0113507

START DATE: 8/4/2020  
LAB LOCATION: Environmental Health & Safety 014  
Principal Investigator (PI): Roo, Kanga  
PREPARED BY (PRINT NAME):  
CONTAINER TYPE: Glass Bottle  
CONTAINER SIZE: 4 LT

Is container in good condition? Y/N Does container have a screw cap? Y/N

ITEM NAME	CONTAINER VOLUME	ITEM NAME	CONTAINER VOLUME
Entry # : P201216001	1		
Acetone	0.24 LT		
METHANOL	3.6 LT		
Xylene	0.16 LT		

## Sealing and submitting a waste pickup request for a SAC

**Step 10:** You must seal the satellite accumulation container before requesting a waste pickup. Highlight the row of the desired SAC container. Select **Seal** and a window will pop up prompting you to seal again.

The screenshot shows the EHS Waste / In Lab Containers interface. At the top, there are navigation buttons: '+ Add', 'Edit', and 'View Archived'. Below these are filters for 'In Lab Container Reports' and 'PI: Show All'. The 'View' dropdown is set to 'Satellite'. A message says 'Drag a column header and drop it here to group by that column'. The main table has columns: Container / Drain #, Container Category, Contents Description, and Storage Type. The first row is highlighted in red and has a yellow arrow pointing to its 'Seal' button. Other rows have 'Seal' and 'Request Pickup' buttons.

		Container / Drain # ↑	Container Category	Contents Description	Storage Type
		0113507	CHEM	Example	I-CHEM
		0113508	CHEM	Example	I-CHEM
		0113675	CHEM	Example	I-CHEM
		0113676	CHEM	Example	I-CHEM

The screenshot shows a 'Confirm' dialog box overlaid on a table. The dialog has a title 'Confirm' and a section 'Date Sealed' with a date input field containing '2/8/2021' and a calendar icon. Below this, the text asks 'Are you sure you want to mark Container #: 0113507 as 'Sealed'?'. At the bottom, there are two buttons: 'Seal' and 'Cancel'. A red box highlights the 'Seal' button, and a yellow arrow points to it.

CHEM	Example	I-CHEM	GB	Liq	Roo, Kanga
CHEM	Example	I-CHEM	CUBE	Liq	Roo, Kanga
CHEM					oo, Kanga
CHEM					oo, Kanga

**Step 11:** The container will then appear as being sealed and you have the option to unseal at any moment. Select **Request Pickup**. Select **Yes** from the new window that pops up. EHS will then be notified a waste pickup request was submitted for a SAC.

EHSA Waste / In Lab Containers

+ Add Edit View Archived In Lab Container Reports PI: Show All View: Satellite

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

		Container / Drain # ↑	Container Category	Contents Description	Storage Type	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
▶	Unseal	<input checked="" type="button" value="Request Pickup"/>	0113507	CHEM	Example	I-CHEM
▶	Seal	<input checked="" type="button" value="Request Pickup"/>	0113508	CHEM	Example	I-CHEM
▶	Seal	<input checked="" type="button" value="Request Pickup"/>	0113675	CHEM	Example	I-CHEM
▶	Seal	<input checked="" type="button" value="Request Pickup"/>	0113676	CHEM	Example	I-CHEM

Waste Request Pickup

**Container Information**

Container #: 0113507  
Location: Environmental Health & Safety : 014

Request a pickup using the following waste request profile?

**Waste Profile**

<b>Contact</b> Roo, Kanga (KANGAROO)	<b>Contact Phone</b> (816) 235-5241	<b>Contact Email</b> rook@umkc.edu
<b>PI</b> Roo, Kanga(ROOKA)	<b>Department</b> (EHS)	
<b>Request Date</b> 2/8/2021 <input type="button" value="Calendar"/>	<b>Comments</b> <input type="text"/>	