

# Waste Request Instructions

Using EHSA



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# **Access & User Profiles**

# CHEMICAL WASTE

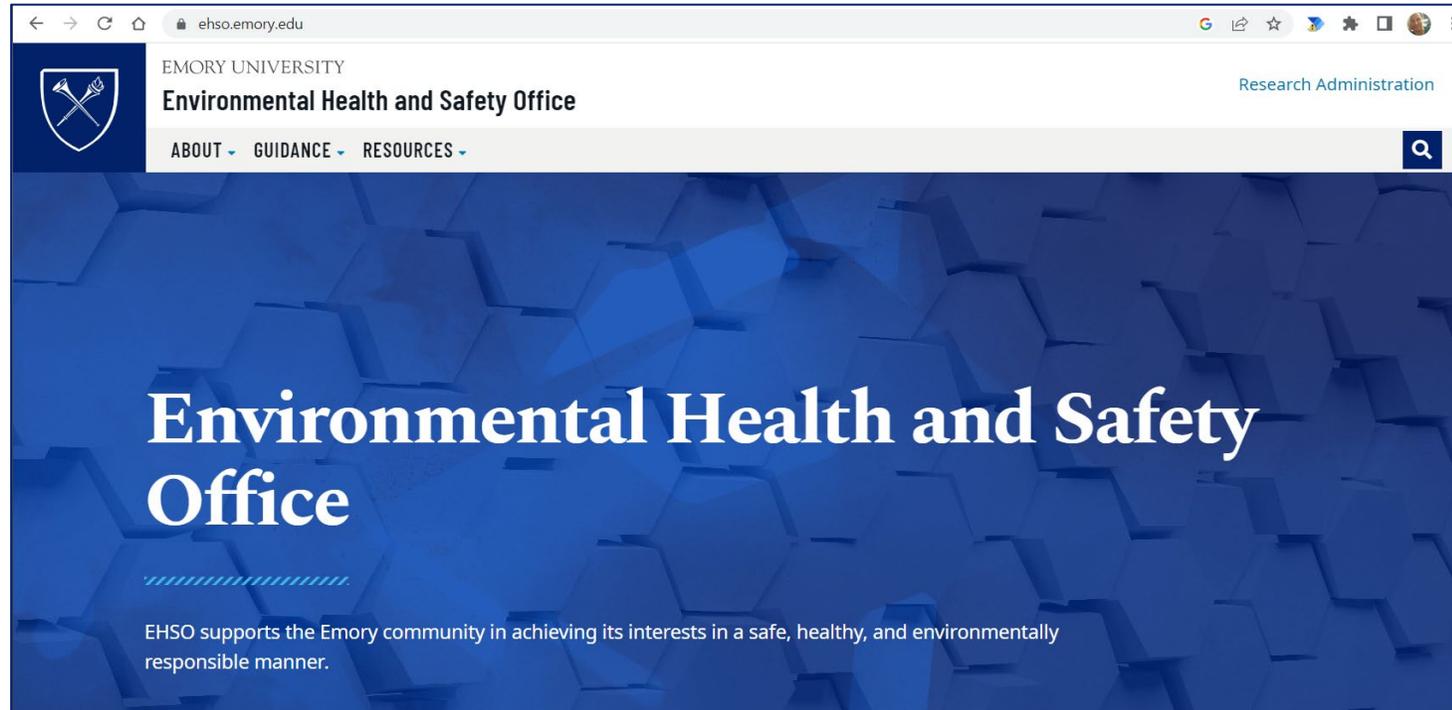
TO REQUEST A WASTE  
PICKUP:

Select Request Waste Collection  
Link on the screen

**This link will send you to the  
current system until 8/1/23.**

To access the new system and to  
test your access

- Click [here](#): or use this url  
<https://ehsawebprod.emory.edu/ehsa/>



## I'd like to...

- [Report An Incident, Illness, or Injury](#)
- [Report a Spill](#)
- [Find a Safety Data Sheet \(SDS\)](#)
- [Request Waste Collection](#)
- [Learn More About Research Laboratory Onboarding](#)
- [Learn More About EHSO Training](#)
- [Learn More About Waste Management](#)

[Request Waste Collection](#)



Environmental Health and Safety Office  
Research Administration



# CHEMICAL WASTE

If you have access to the EHSA database, you will land on the Home Page

The screenshot shows the EHSO Database Home Page. At the top left is the EHSA logo, and at the top right is the Emory University logo. A navigation bar includes a 'Home' button and a user profile for 'Benton, Tiffany'. The main content area features a 'Welcome to the EHSO Database' message and a 'Quick Links' section with categories: Asbestos, Chemical/Regulated Waste, Inspections, Radiation Safety, TRAINING, and Z Files. A 'PI Overview' card for Tiffany Benton is also visible. A central image shows an Emory University lamp post. A 'WELCOME TO EHS-assist' box provides contact information and 'NEW HOW TO's' for Campus Service and Research. At the bottom, a row of icons represents various functions: Hazardous Waste (Accumulation), Waste Supply Requests, Training Records (3), Safety Inspections (14, 1, 3), Inventory, Worker Registration, Permits, Satellite Accumulation, SOP Documents, and Equipment.

# CHEMICAL WASTE

If you don't have access to EHS database, you will arrive at this page.

Follow the onscreen prompts and email [chemwaste@emory.edu](mailto:chemwaste@emory.edu)

EHSO staff will setup your access and connect you to the correct PI's.



Environmental Health and Safety Office  
Research Administration

## Welcome to the EHSO Database

v2.0.8531.23287

Your credentials are valid, however your worker ID (P3380282) is not yet configured in EHS.(Ref#005)

### Welcome to the EHS Assist (EHS) database

Your logon credentials are valid, however we have not configured your worker ID (P#####) for access to EHS. Please contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu) or [mkaldri@emory.edu](mailto:mkaldri@emory.edu) or call/text to 404-859-4613 - we will get you set up to manage your radioactive and chemical research permits, or request a waste pickup.

#### Training:

If you have been assigned a web based course in EHS - [click here](#)

- If you are listed in the system a new window will open and the web course page will load for you – be patient there is a lag.
- IF you are not listed a GREEN button will display at the bottom of this screen – click that green button to register and complete your course.

If you have been asked to register for a classroom session in EHS click - [click here](#)

- If you are listed in the system a new window will open and the registration screen will load for you – be patient there is a lag.
- IF you are not listed a GREEN button will display at the bottom of this screen – click that green button to register and sign up for a classroom course.

Active Emory Employees: To access EHSO's Online training courses or Register for an in-person classroom session, visit [ehso.emory.edu](http://ehso.emory.edu) and click the Training and Outreach button for links and further assistance.

Questions or problems email [mkaldri@emory.edu](mailto:mkaldri@emory.edu)

**Environmental Health & Safety Office - EHSO**  
1599 Clifton Road NE, Floor 5  
Atlanta, Georgia 30322

# GETTING STARTED

We will walk you through setting up:

1. Your Waste Profile
2. Selecting the correct Waste Template
3. Creating Containers for liquids & solids in EHSO provided containers
4. Creating containers for expired/unwanted chemicals.
  - Selecting the correct Chemical compounds
5. Generating labels
6. Requesting a pickup

The screenshot shows the EHSO Database web application interface. At the top, there is a navigation bar with the EHSO logo on the left and the Emory University logo on the right. Below the navigation bar, there is a "Home" button and a user profile dropdown menu showing "Benton, Tiffany". The main content area features a "Welcome to the EHSO Database" message. On the left, there is a "Quick Links" section with a "PI Overview" icon and the name "Tiffany Benton". The "Quick Links" list includes: Asbestos, Chemical/Regulated Waste, Inspections, Radiation Safety, TRAINING, and Z Files. In the center, there is a large image of a red flower and a black lamp post with the Emory University logo. On the right, there is a "WELCOME TO EHS-assist" section with contact information and "NEW HOW TO'S" for Campus Service and Research. At the bottom, there is a row of icons for various functions: Hazardous Waste (Accumulation), Waste Supply Requests, Training Records, Safety Inspections, Inventory, Worker Registration, Permits, Satellite Accumulation, SOP Documents, and Equipment.

[Click here to return to Table of Contents](#)

# GETTING STARTED

## Waste Profiles

- Select the **Hazardous Waste (Accumulation)** icon

The screenshot shows the EHSO Database interface. At the top left is the 'EHSO' logo, and at the top right is the 'EMORY UNIVERSITY' logo. Below the logos is a 'Home' button and a user profile for 'Benton, Tiffany'. The main content area features a 'Welcome to the EHSO Database' message and a 'Quick Links' section with categories like Asbestos, Chemical/Regulated Waste, Inspections, Radiation Safety, TRAINING, and Z Files. A 'PI Overview' section for Tiffany Benton is also visible. A large image of an Emory University lamp is in the center. On the right, a 'WELCOME TO EHS-assist' box provides contact information and 'NEW HOW TO's' for Campus Service and Research. At the bottom, a row of icons represents various EHS functions: Hazardous Waste (Accumulation), Waste Supply Requests, Training Records (3), Safety Inspections (14, 1, 3), Inventory, Worker Registration, Permits, Satellite Accumulation, SOP Documents, and Equipment. The 'Hazardous Waste (Accumulation)' icon is highlighted with a yellow box.

# WASTE PROFILE

## Waste Profiles

- Select the **Add a Waste Request** button.

EHSA Waste / Waste Request

**+ Add a Waste Request** Edit a Waste Request Delete a Waste Request Supply Request Waste Request Reports ▾ Status: Not Completed ▾

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

		Accumulate	Days Accumulated	Pickup Request Date	Request Number ↓	Contents
		<input type="checkbox"/> ▾	<input type="checkbox"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	
<b>Hazardous Wast...</b>	Request Received	No		05-22-2023	P230522006	1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [UN 1325, 4.1, Waste@: Hazardous Debris] 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] Waste@: Non-Halogenated Solvent 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] Waste@: Non-Halogenated Solvent 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] Waste@: Non-Halogenated Solvent 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] Waste@: Non-Halogenated Solvent

# WASTE PROFILE

If a waste profile has been set up for you – you will see your default settings:

- Your Name
  - Contact phone
  - Email
  - PI
  - Department
  - Location – building & room
- 
- If you do not have a waste profile - you will be prompted to set up one up – we will review that in the next section

Waste Profile [Edit Profile](#)

<b>Contact</b> <a href="#">Edit</a> Benton, Tiffany (P3837318)	<b>Contact Phone</b> (404) 727-9955	<b>Contact Email</b> tiffany.benton@emory.edu
<b>PI Name</b> <a href="#">Edit</a> Thomaston, Scott (P1573633)	<b>Department</b> Environ Health & Safety Office (914500)	<b>Location</b> <a href="#">Edit</a> EMERSON HALL : E133

[↑ Order Replacement Containers & Labels](#)

# EDIT WASTE PROFILE

- To edit any section of your waste profile, select the **Edit Profile** button
- This information tells EHSO who the PI is and where the waste is being stored.



The screenshot shows a web interface for editing a waste profile. At the top, there is a header bar with 'Waste Profile' and an 'Edit Profile' button. Below this, the profile information is organized into a grid. The first row contains 'Contact' (Benton, Tiffany), 'Contact Phone' ((404) 727-9955), and 'Contact Email' (tiffany.benton@emory.edu). The second row contains 'PI Name' (Thomaston, Scott), 'Department' (Environ Health & Safety Office), and 'Location' (EMERSON HALL : E133). At the bottom of the form is a blue button labeled 'Order Replacement Containers & Labels'. An orange arrow points from the text in the first bullet point to the 'Edit Profile' button.

Waste Profile <a href="#">Edit Profile</a>		
<b>Contact</b> <a href="#">Edit</a> Benton, Tiffany (P3837318)	<b>Contact Phone</b> (404) 727-9955	<b>Contact Email</b> tiffany.benton@emory.edu
<b>PI Name</b> <a href="#">Edit</a> Thomaston, Scott (P1573633)	<b>Department</b> Environ Health & Safety Office (914500)	<b>Location</b> <a href="#">Edit</a> EMERSON HALL : E133

[Order Replacement Containers & Labels](#)

# EDIT WASTE PROFILE

## User Information

- Edit contact information as needed.
- Use a phone number that we will be able to reach you with if there is a question about your request.
- Use Emory emails only.

### User Information

**\*Waste Profile**

**\*First Name**  **\*Last Name**

**\*Phone #**

**\*Email**

**Confirm Email**

### Waste Request Information

Options ▾

De...	PI ↑	Department	Building	Lab / Room	Cost Center
	Golston, George	Environ Health & Safety Office	EMERSON HALL	E133	
	Thomaston, Scott	Environ Health & Safety Office	1941: WHITEHEAD BIOMEDICAL RESEARCH BUILDING	G44	



# EDIT WASTE PROFILE

## Waste Request Information

- This section of the profile will let you set the default information you want:
  - Select the PI, Building and location that you want to be the default for waste pickup requests.
  - You can edit this information at any time as needed.
  - You can add other PI's you are affiliated with or remove other ones
- We will edit the PI = Scott Thomaston to be our default PI and change the location to be the lab where we store waste for collection.

### User Information

\*Waste Profile

\*First Name  \*Last Name

\*Phone #

\*Email

Confirm Email

### Waste Request Information

Default	PI ↑	Department	Building	Location	Cost Center
	Golston, George	Environ Health & Safety Office	EMERSON HALL	E133	
	Thomaston, Scott	Environ Health & Safety Office	1941: WHITEHEAD BIOMEDICAL RESEARCH BUILDING	G44	

# EDIT WASTE PROFILE

## Waste Request Information

### Editing PI or selecting Default PI

- Select the line for PI = Scott Thomaston
- Click the **Edit** button

#### User Information

\*Waste Profile

\*First Name  \*Last Name

\*Phone #

\*Email

Confirm Email

#### Waste Request Information

Default	PI ↑	Department	Building	Location	Cost Center
	Golston, George	Environ Health & Safety Office	EMERSON HALL	E133	
	Thomaston, Scott	Environ Health & Safety Office	1941: WHITEHEAD BIOMEDICAL RESEARCH BUILDING	G44	

# EDIT WASTE PROFILE

## Waste Request Information

- Editing PI or selecting Default PI
- Made this the default PI by changing Default to Yes
- Changed the Building to Woodruff
- Changed the lab to L301
- When done select the green **Attach** button.

The 'Modify' dialog box shows the following settings:

- PI: Thomaston, Scott
- Default: No
- Cost Center: (empty)
- Department: Environ Health & Safety Office
- Building: 1941: WHITEHEAD BIOMEDICAL RESEARCH BUILDING
- Lab / Room: G44

Buttons: Attach (green), Cancel (white)

The 'Modify' dialog box shows the following settings with changes highlighted in yellow:

- PI: Thomaston, Scott
- Default: Yes
- Cost Center: (empty)
- Department: Environ Health & Safety Office
- Building: 1930: Woodruff Memorial Research Building
- Lab / Room: (dropdown menu open)

Buttons: Attach (green), Cancel (white)

Lab / Room dropdown menu options: L301, L304, L305, L306, L307

# EDIT WASTE PROFILE

## Waste Request Information

### Editing PI or selecting Default PI

- The PI= Scott Thomaston is the default PI and the default building and room are set to Woodruff Memorial Research Bldg L301
- Click **Save** at the bottom of the screen

Waste Request Information

+ Add   Edit   Delete

Default	PI ↑	Department	Building	Lab / Room
	Golston, George	Environ Health & Safety Office	WHITEHEAD BIOMEDICAL RESEARCH BUILDING	G44A
Yes	Thomaston, Scott	Environ Health & Safety Office	1930: Woodruff Memorial Research Building	L301

Save   Cancel

# EDIT WASTE PROFILE

## Waste Request

### Editing PI or selecting Default PI

- Our changes have set the default values:
  - The PI to Scott Thomaston
  - The waste is in WMB L301
  - The PI = Thomaston
- This tells EHSO whose waste we are collecting and where it is being stored for collection.

EHSA Waste / Waste Request / Add Pickup Request Save Cancel Help

**Waste Profile** Edit Profile Request Number: TBD

<b>Contact</b> <span>Edit</span> Benton, Tiffany (P3837318)	<b>Contact Phone</b> (404) 727-9955	<b>Contact Email</b> tiffany.benton@emory.edu
<b>PI Name</b> <span>Edit</span> Thomaston, Scott (P1573633)	<b>Department</b> Environ Health & Safety Office (914500)	<b>Location</b> <span>Edit</span> Woodruff Memorial Research Building : L301

[Order Replacement Containers & Labels](#)

Container 1 **Waste Type**

**Accumulate**

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# EDIT WASTE PROFILE

## Waste Profile

- You can change to a different PI or change the building and room for a specific waste request
- Select the grey Edit buttons next to PI Name or Location and follow the onscreen prompts.
- **NOTE:** if a building or lab you need is not listed - contact [chemwaste@emory.edu](mailto:chemwaste@emory.edu) so we can add that location to your permit.

EHSA Waste / Waste Request / Add Pickup Request Save Cancel Help

Waste Profile Edit Profile Request Number: TBD

Contact Edit Contact Phone Contact Email  
Benton, Tiffany (P3837318) (404) 727-9955 tiffany.benton@emory.edu

PI Name Edit Department Location Edit  
Thomaston, Scott (P1573633) Environ Health & Safety Office (914500) Woodruff Memorial Research Building : L301

[Order Replacement Containers & Labels](#)

Container 1 Waste Type

Accumulate

*Physical Form	*# of Confs.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# NO WASTE PROFILE

- If you do not have a waste profile - you will be prompted to set up one up the first time to you click the **Add a Waste Request** button
- Click the green **Yes** button

The image shows two screenshots of the EHS Waste Request system. The top screenshot shows the main interface with the '+ Add a Waste Request' button highlighted in a yellow box. The bottom screenshot shows a modal dialog titled 'Missing Waste Request Profile' with the text: 'No waste request profile was found for your ID: P1573633. Would you like to create a profile now?'. The 'Yes' button in the dialog is highlighted in a yellow box.

EHS Waste / Waste Request

+ Add a Waste Request Edit a Waste Request Delete a Waste Request Supply Request Waste Request Reports Status: Not Completed

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

Accumulate	Days Accumulated	Request Date	Request Number ↓	Contents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EHS Waste / Waste Request / Add Pickup Request

Save Cancel Help

Missing Waste Request Profile

No waste request profile was found for your ID: P1573633.

Would you like to create a profile now?

No Yes

Request Number: TBD

Order Replacement Containers & Labels

# NO WASTE PROFILE

- The system will present the data the system has on file.
- Use a phone number that we will be able to reach you with if there is a question about your request.
- Use Emory emails only.
- Use the information from the previous slides to select a default PI with a building and location most often used for waste pickup requests.
- Click **Save** when done.

### User Information

\*Waste Profile

\*First Name  \*Last Name

\*Phone #

\*Email

Confirm Email

### Waste Request Information

+ Add Edit Delete

Default	PI ↑	Department	Building	Lab / Room	Co
	Golston, George	Environ Health & Safety Office			
	Rasmituth, Jeffrey	Environ Health & Safety Office			
	Thomaston, Scott	Environ Health & Safety Office			

Save Cancel

# NO WASTE PROFILE

- After clicking the Save button, you are returned to the Pickup Request screen
- Your default information should display correctly on the top section of the screen.

EHSA Waste / Waste Request / Add Pickup Request Save Cancel Help

Waste Profile Edit Profile Request Number: TBD

<b>Contact</b> <span>Edit</span> Benton, Tiffany (P3837318)	<b>Contact Phone</b> (404) 727-9955	<b>Contact Email</b> tiffany.benton@emory.edu
<b>PI Name</b> <span>Edit</span> Thomaston, Scott (P1573633)	<b>Department</b> Environ Health & Safety Office (914500)	<b>Location</b> <span>Edit</span> Woodruff Memorial Research Building : L301

[Order Replacement Containers & Labels](#)

Container 1 **Waste Type**

**Accumulate**

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text"/>	1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

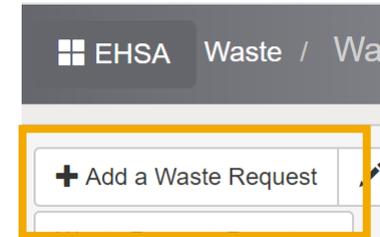
# WASTE PROFILE

Summary Recap for how to access the Waste Profile menu.

1. From the main Screen Select the **Hazardous Waste Accumulation** icon.



2. From the main Screen Select **Add a Waste Request** button



3. Select **Edit Profile** button– Edit as needed.

Waste Profile		Request Number: TBD	
Contact <small>Edit</small>	Contact Phone	Contact Email	
Benton, Tiffany (P3837318)	(404) 727-9955	tiffany.benton@emory.edu	
PI Name <small>Edit</small>	Department	Location <small>Edit</small>	
Thomaston, Scott (P1573633)	Environ Health & Safety Office (914500)	Woodruff Memorial Research Building : L301	

# Video Review

- Watch the Video Review: [Create and Edit Waste Profiles](#)



# Waste Templates

[Click here to return to  
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# CHEMICAL WASTE

## Quick Review:



1. All waste containers must be labelled with a Hazardous waste label PRIOR to adding waste.
  2. Follow the guidelines below and you can print waste labels from EHSA complete with all the required information:
    - Chemical description
    - GHS pictograms
    - Characteristics
  3. **Create the waste containers and generate the labels as your first step, before you begin to generate waste.**
- Contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu) if you need any assistance or have questions.

# CHEMICAL WASTE

We will now cover how to:

1. Select the correct **Waste Template**.
2. Creating Containers for liquids & solids in EHSO provided containers.

We will refer to these types of wastes as **BULK WASTES** for this guide.

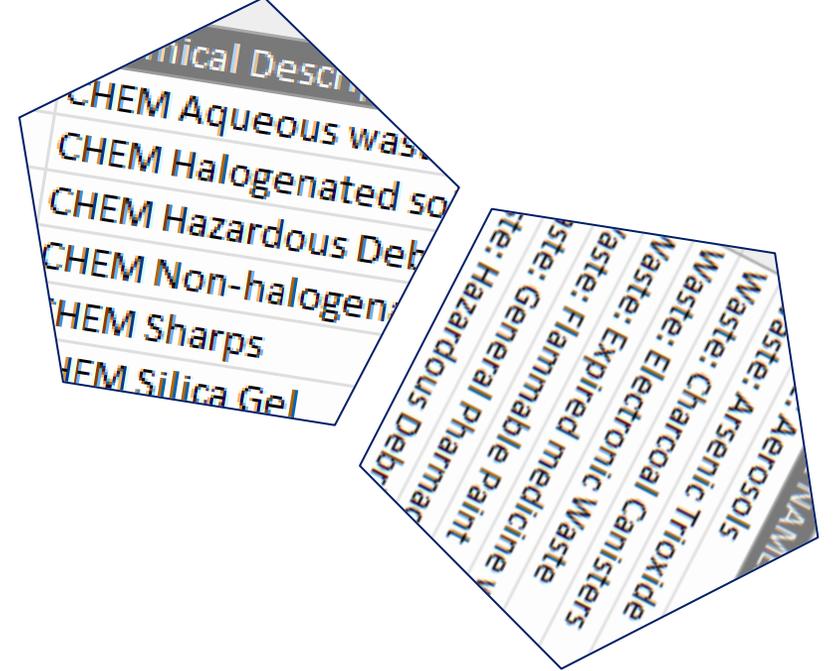


# WASTE TEMPLATES

EHSO reviewed all the waste profiles for chemical waste generated across the Emory Atlanta campus and consolidated the wastes into the Templates presented here.

We reviewed waste streams from the last several years and have a waste profile to cover it.

If you need any help deciding which Waste Template to select – just send us an email at [chemwaste@emory.edu](mailto:chemwaste@emory.edu). We will find the right Template for you or create one to meet your needs.



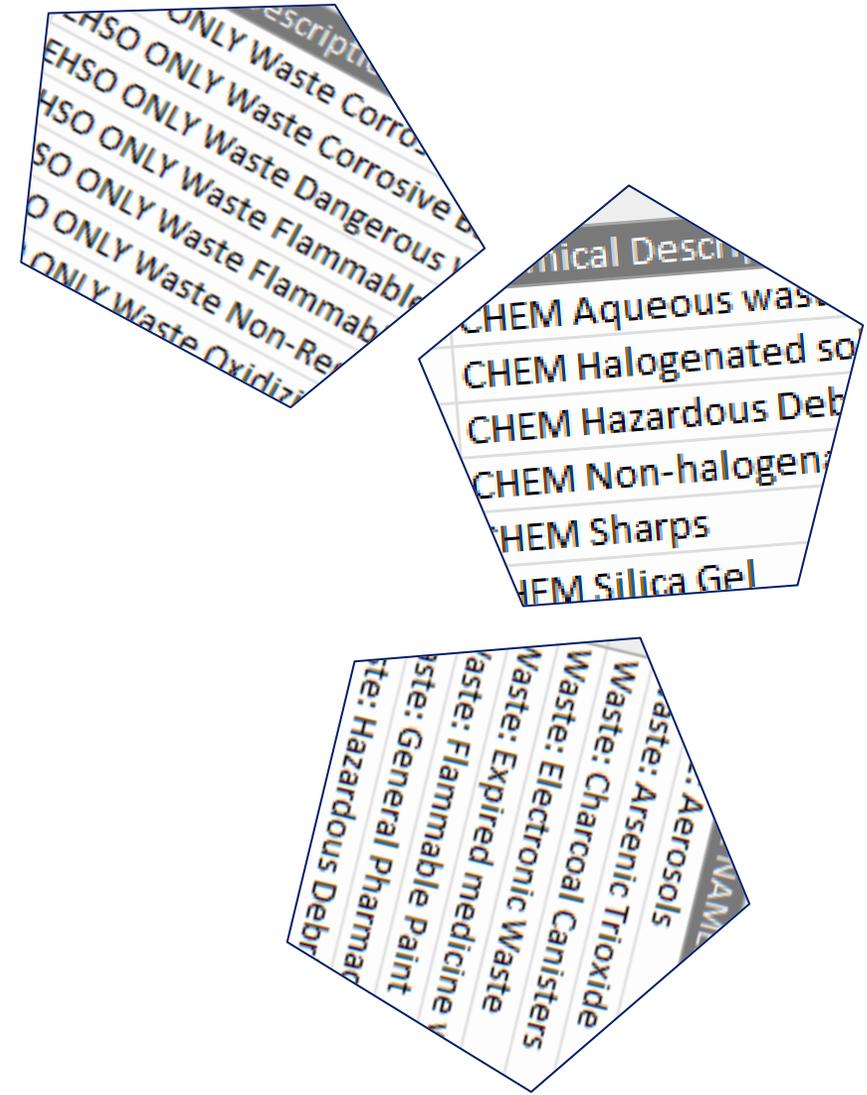
# WASTE TEMPLATES

## Selecting the right Waste Template to describe your waste

Templates are largely self-explanatory, please make sure you work with your Principal Investigator to determine your waste streams.

We have a list of the templates and a general description of each in this document: [Link Here](#)

If you need any help deciding which Waste Template to select – just send us an email at [chemwaste@emory.edu](mailto:chemwaste@emory.edu). We will find the right Template for you or create one to meet your needs.

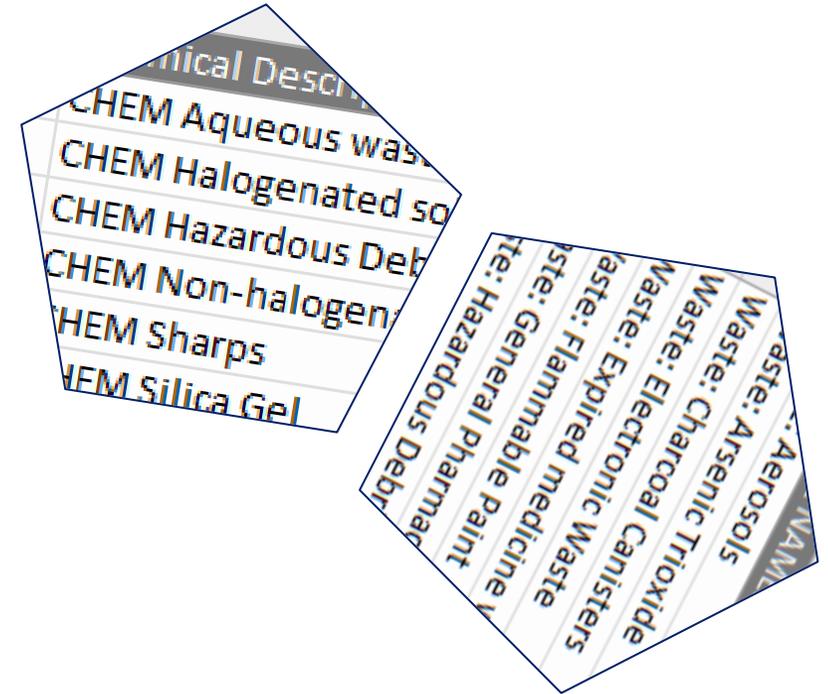


# WASTE TEMPLATES

## Selecting the right Waste Template to describe your waste

Templates fall into four major categories:

1. Research waste from Chemistry buildings Atwood and Emerson (CHEM@).
2. University Waste from all other buildings (WASTE@). This will include waste from all other Research activities, Campus Service activities, Visual arts, Theatre, Museum, Physics shop, etc.
3. Health Care waste streams are managed as two groups Midtown and all others.
  1. HC@Midtown: All Emory Midtown sites
  2. HC@: All non-Midtown Emory sites
4. EHSO only: waste groups that only EHSO will use to manage chemical waste (EHSO ONLY).



# WASTE TEMPLATES

## Waste Templates for Chemistry

- Research waste from Chemistry buildings Atwood and Emerson (CHEM@) will primarily use these 6 Templates.
- Waste streams from these buildings are unique and require their own waste profiles.
- The prefix CHEM@: can be used to help you filter for the templates you will want.
- **There will be times you need to use one of the General Waste Templates for used batteries, used lamps, ice packs, etc., covered on the next slide.**

### Chemistry Waste Templates

CHEM@: Aqueous waste

CHEM@: Halogenated solvent

CHEM@: Hazardous Debris

CHEM@: Non-halogenated solvent

CHEM@: Sharps

CHEM@: Silica Gel

# WASTE TEMPLATES

## Waste Templates for General Use

- This is a broad list that covers all other University Waste from all other buildings (WASTE@). This will include waste from all other Research activities, Campus Service activities visual arts, theatre, museum, student shop, etc.
- The prefix WASTE@: can be used to help you filter for these templates.
- If you have any questions on which template to use – or believe you have a waste stream that doesn't fit into these Templates, contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu).

### General Waste Templates

Waste@: Aerosols  
Waste@: Arsenic Trioxide  
Waste@: Charcoal Canisters  
Waste@: Electronic Waste  
Waste@: Expired medicine with sharps  
Waste@: Flammable Paint  
Waste@: General Pharmaceutical  
Waste@: Hazardous Debris  
Waste@: Hazardous Vials  
Waste@: Ice Packs  
Waste@: Latex Paint  
Waste@: Lead Aprons  
Waste@: Non-halogenated Solvent  
Waste@: Non-hazardous Debris  
Waste@: Non-regulated Aqueous  
Waste@: Photochemicals  
Waste@: Piranha Waste  
Waste@: Silica Gel  
Waste@: Specimen in Ethanol  
Waste@: Used Batteries  
Waste@: Used Chlorinated Oil  
Waste@: Used Film  
Waste@: Used Lamps  
Waste@: Used Oil  
Waste@: Used Oil Debris



# WASTE TEMPLATES

## Templates for Healthcare

- EHSO manages the regulated waste for a variety of Emory healthcare sites.
- We have two main divisions for all Healthcare sites - Midtown and all others:
  - HC@Midtown
  - HC@
- There will be times you need to use one of the General Waste Templates for used batteries, used lamps, ice packs, etc., covered on the previous slide.

### Health Care Waste Templates

HC@: Aerosols Histology

HC@: Arsenic Trioxide

HC@: Barium solution

HC@: Expired medicine with sharps

HC@: Formical

HC@: General Pharmaceutical

HC@: Hazardous Debris

HC@: Hazardous Vials

HC@: Histo Trace Metals (silver)

HC@: Non-halogenated solvent

HC@: RDO Aqueous Decalcifier

HC@: Rx Destroyer



# WASTE TEMPLATES

## Templates for EHSO Only

- EHSO manages chemical waste collected from you in our 90 Day storage areas. There are five across campus where materials are classified, sorted and packaged for disposal.
- We use these templates to manage waste internally.
- Please do not use these templates.
- If we have any questions on which template to use – we know where to go 😊 [chemwaste@emory.edu](mailto:chemwaste@emory.edu).

### EHSO Waste Templates

EHSO ONLY Waste Corrosive Acid Labpack

EHSO ONLY Waste Corrosive Base Labpack

EHSO ONLY Waste Dangerous When Wet (4.3) Labpack

EHSO ONLY Waste Flammable Liquid Labpack

EHSO ONLY Waste Flammable Solid Labpack

EHSO ONLY Waste Non-Regulated Labpack

EHSO ONLY Waste Oxidizing Labpack

EHSO ONLY Waste Spontaneously Combustible Materials (4.2) Labpack

EHSO ONLY Waste Toxic Labpack



## **Bulk Waste**

- **Creating Containers**
- **Adding Contents**
- **Creating Labels**

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# CREATE A CONTAINER

## Creating Containers for Bulk Waste

EHSO supplies these containers for waste collection. You will find them in the drop-down menu described this way:

- DRY 2.5-GAL BUCKET
- DRY 5-GAL BUCKET
- LIQ 1-LITER GLASS
- LIQ 1-LITER PLASTIC
- LIQ 5-GAL PLASTIC
- LIQ 2.5-GAL PLASTIC
- LIQ 1-GAL PLASTIC



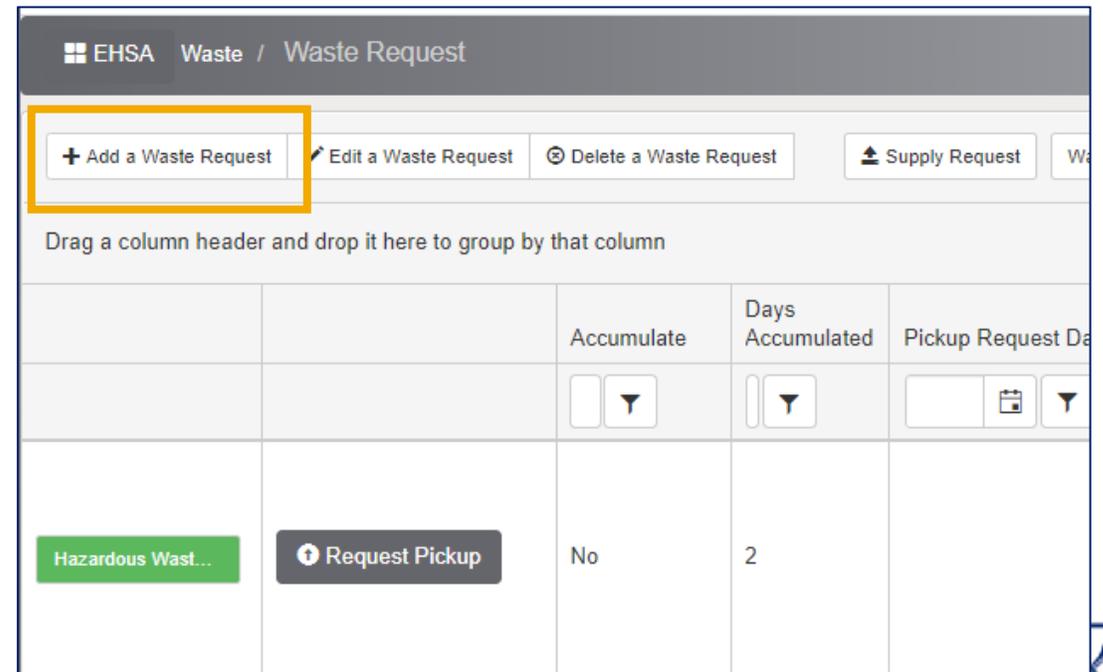
# CREATE A CONTAINER

## Creating Containers for Bulk Waste

1. Select the **Hazardous Waste (Accumulation)** icon.



2. Select the **Add a Waste Request** button.



# CREATE A CONTAINER

## Creating Containers for Bulk Waste

The database gives you the option to create multiple containers at once – however – be aware that containers created in groups must be submitted together for on the same waste pickup.

If you won't be submitting a waste pickup for the containers at once – then create multiple requests.

If you need to delete containers from a request, you can do that – the accompanying video will walk you through this as well.

Contact [Edit](#)  
Benton, Tiffany (P3837318)

Contact Phone  
(404) 727-9955

Contact Email  
tiffany.benton@emory.edu

PI Name [Edit](#)  
Golston, George (P5932541)

Department  
Environ Health & Safety Office (914500)

Location [Edit](#)  
1941: WHITEHEAD BUILDING:G44A

[Order Replacement Containers & Labels](#)

Container 1 Waste Type

Accumulate

\*Physical Form  \*# of Conts.  Container Type  \*Amount  \*Unit of Measure  Quantity Disposed

Add any additional comments or notes for this container:

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
	<input type="text" value="Search ...or click to enter Chemical Description"/>			<input type="text" value="Click to enter CAS #"/>		

# CREATE A CONTAINER

## Creating Containers for Bulk Waste

Using the dropdown menu, make the appropriate selections:

1. Physical Form: **Liquid or Solid**
2. # of containers: **1 or more**
3. Container Type:
  - Contains a list of containers that EHSO provides
  - Enter the container volume
4. Amount: the volume of each container
  - Any whole number
5. Select the unit of measure
  - Gallon - liq
  - Gallon – solid

These are required fields – the system will prompt you for these values if you forget.

Contact [Edit](#)  
Benton, Tiffany (P3837318)

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(404) 727-9955

Contact Email  
tiffany.benton@emory.edu

PI Name [Edit](#)  
Golston, George (P5932541)

Department  
Environ Health & Safety Office (914500)

Location [Edit](#)  
1941: WHITEHEAD BUILDING:G44A

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Container 1 Waste Type

Accumulate

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text" value="Liquid"/>	<input type="text" value="1"/>	<input type="text" value="LIQ 5 GAL PLASTIC"/>	<input type="text" value="5"/>	<input type="text" value="Gallon-liq"/>	<input type="text" value="0"/>

Add any additional comments or notes for this container:

Container Contents

Chemical Description	Ingredients
<input type="text" value="Search ...or click to enter Chemical Description"/>	

**\*Container Type**

- LIQ 5 GAL PLASTIC
- DRY 5 GAL BUCKET
- LIQ 1 GAL PLASTIC
- LIQ 1 LITER GLASS
- LIQ 1 LITER PLASTIC
- LIQ 2.5 GAL PLASTIC
- LIQ 5 GAL PLASTIC

# CREATE A CONTAINER

## Creating Containers for Bulk Waste: Selecting the Chemical Description and Template

1. Click **Search**.
2. Search for the Waste Template group you need.
  - Research Groups:
    - CHEM@ - Research groups in Atwood/Emerson
    - WASTE@ - all other research groups on main campus
  - Pharmacies and Clinics:
    - EUH@ for Emory University Hospital
    - EUHM@ Emory University Hospital – Midtown
    - WCI@ for Winship Cancer Institute

We will walk through examples on the next slides.

Container 1    Waste Type: Chemicals

Accumulate: No

\*Physical Form: Liquid    \*# of Conts.: 1    \*Container Type: LIQ 5 GAL PLASTIC    \*Amount: 5    \*Unit of Measure: Gallon-liq    Quantity Disposed: 0

Add any additional comments or notes for this container:

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
	<input type="text" value="Search ... or click to enter Chemical Description"/>			Click to enter CAS #		

Select Chemical

Search By Chemical Description

Search By Chemical CAS #    Show PI's Inventory

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

CAS #	Chemical Description ↑	Primary Name	Vendor Name
-------	------------------------	--------------	-------------



# CREATE A CONTAINER

Creating Containers for Bulk Waste:

Selecting the Chemical Description and finding the right Waste Template

## Example 1:

1. This example is to create two 5-gallon plastic containers that will hold Non-halogenated solvent waste in chemistry.
2. Enter the required fields.
3. Click **Search** to find the correct waste template.



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

Contact [Edit](#) Contact Phone Contact Email  
Benton, Tiffany (P3837318) (404) 727-9955 tiffany.benton@emory.edu

PI Name [Edit](#) Department Location [Edit](#)  
Thomaston, Scott (P1573633) Environ Health & Safety Office (914500) 2041: EMERSON HALL:E133B

[↑ Order Replacement Containers & Labels](#)

Container 1 Waste Type  Accumulate

*Physical Form	*# of ConTs.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text" value="Liquid"/>	<input type="text" value="2"/>	<input type="text" value="LIQ 5 GAL PLASTIC"/>	<input type="text" value="5"/>	<input type="text" value="Gallon-liq"/>	<input type="text" value="5"/>

Add any additional comments or notes for this container:  
This example is to create two 5-gallon plastic containers that will hold Non-halogenated solvent waste in chemistry.

Container Contents

Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients	In
<input type="text" value="Search ... or click to enter Chemical Description"/>			<input type="text" value="Click to enter CAS #"/>			C In

# CREATE A CONTAINER

Creating Containers for Bulk Waste:

**Selecting the Chemical Description and finding the right Waste Template**

Example 1:

1. Select the correct template for Chemistry Research Groups in Atwood/Emerson use CHEM@.
2. Type CHEM@ in the Search box and all the options will display.
3. Click **Select** for the Template you need.

Select Chemical

Search By Chemical Description

Search By Chemical CAS #    Show PI's Inventory

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

	CAS #	Synonym	Vendor Name	Catalog #	Primary Name
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Select"/>	CHEM-NSW	CHEM@: Non-Halogenated Solvent		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	CHEM-HSW	CHEM@: Halogenated Solvent		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	CHEM-SG	CHEM@: Silica Gel		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	CHEM-SHRP	CHEM@: Sharps		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	CHEM-AQ	CHEM@: Aqueous waste		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	CHEM-HZD	CHEM@: Hazardous Debris		Template	<input type="checkbox"/>

# CREATE A CONTAINER

Creating Containers for Bulk Waste:

## Selecting the Chemical Description and finding the right Waste Template

Example 1:

1. The information is entered.
2. Click **Save** to complete the container creation process.

Waste Profile [Edit Profile](#) Request Number

<b>Contact</b> <a href="#">Edit</a> Benton, Tiffany (P3837318)	<b>Contact Phone</b> (404) 727-9955	<b>Contact Email</b> tiffany.benton@emory.edu
<b>PI Name</b> <a href="#">Edit</a> Thomaston, Scott (P1573633)	<b>Department</b> Environ Health & Safety Office (914500)	<b>Location</b> <a href="#">Edit</a> 2041: EMERSON HALL:E133B

[Order Replacement Containers & Labels](#)

Container 1    Waste Type: Chemicals    Accumulate: No

<b>*Physical Form</b>	<b>*# of Conts.</b>	<b>*Container Type</b>	<b>*Amount</b>	<b>*Unit of Measure</b>	<b>Quantity Dispose</b>
Liquid	2	LIQ 5 GAL PLASTIC	5	Gallon-liq	5

Add any additional comments or notes for this container.

This example is to create two 5-gallon plastic containers that will hold Non-halogenated solvent waste in chemistry.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
<a href="#">Remove</a> <a href="#">Search</a>	CHEM@: Non-Halogenated Solvent		100.00	CHEM-NSW	Yes	Acetone - 0.00% () Methanol - 0.00% () Ethanol - 0.00% () Hexane - 0.00% () Acetonitrile - 0.00% () Tetrahydrofuran - 0.00% ()

[Add Container](#)

[Save](#) [Cancel](#)

# CREATE A CONTAINER

Creating Containers for Bulk Waste:

**Selecting the Chemical Description and finding the right Waste Template**

Example 1:

1. Click **Save** to Save this request. We are creating the containers before we add any waste to them, they are empty and not ready to be submitted.

Waste Profile Edit Request Number: TBD

Would you like to Submit this request for pickup or Save this request? ×

Contact Edit Benton, Tiffany (P38373) y.edu

PI Name Edit Thomaston, Scott (P1573633) Department Environ Health & Safety Office (914500) Location Edit 2041: EMERSON HALL:E133B

# CREATE A CONTAINER

## Creating Containers for Bulk Waste: Selecting the Chemical Description and finding the right Waste Template

Example 1:

1. After clicking Save, the containers are displayed together on the Waste Request Screen. The system will list them as two separate containers on the same request.

EHS Waste / Waste Request

+ Add a Waste Request | Edit a Waste Request | Delete a Waste Request | Supply Request | Waste Request Reports | Status: Not Completed

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

		Days Accumulated	Pickup Request Date	Request Number ↓	Contents	Waste Type	PI Name	Building Name	Lab	Complete Date
<span>Hazardous Waste...</span>	<span>Request Pickup</span>	0		P230605006	<b>1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II]</b> <i>CHEM@: Non-Halogenated Solvent</i> <b>1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II]</b> <i>CHEM@: Non-Halogenated Solvent</i>	Chemicals	Thomaston, Scott	EMERSON HALL	E133B	

# CREATE A CONTAINER

Creating Containers for Bulk Waste: **Selecting the Chemical Description and finding the right Waste Template**

Example 2:

1. Let's start example 2 by clicking the **Add a Waste Request** button from the waste Request Screen.

EHSA Waste / Waste Request

**+ Add a Waste Request** | Edit a Waste Request | Delete a Waste Request | Supply Request | Waste Request Reports | Status: Not Completed

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

		Days Accumulated	Pickup Request Date	Request Number ↓	Contents	Waste Type	PI Name	Building Name	Lab	Complete Date
<b>Hazardous Waste...</b>	<b>Request Pickup</b>	0		P230605006	<b>1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II]</b> <i>CHEM@: Non-Halogenated Solvent</i> <b>1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II]</b> <i>CHEM@: Non-Halogenated Solvent</i>	Chemicals	Thomaston, Scott	EMERSON HALL	E133B	

# CREATE A CONTAINER

## Creating Containers for Bulk Waste: Selecting the Chemical Description and finding the right Waste Template

### Example 2:

1. This example is to create one five-gallon plastic pail that will hold Ethidium Bromide Gel waste in Woodruff Memorial Research Building
2. Enter the required fields:
3. Click **Search** to find the correct waste template:



Waste Profile [Edit Profile](#) Request Number: 1

Contact [Edit](#) Benton, Tiffany (P3837318) Contact Phone (404) 727-9955 Contact Email tiffany.benton@emory.edu

PI Name [Edit](#) Thomaston, Scott (P1573633) Department Environ Health & Safety Office (914500) Location [Edit](#) Woodruff Memorial Research Building : L3

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Container 1 Waste Type  Accumulate

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text" value="Solid"/>	<input type="text" value="1"/>	<input type="text" value="DRY 5 GAL BUCKET"/>	<input type="text" value="5"/>	<input type="text" value="Gallon-solid"/>	<input type="text" value="0"/>

Add any additional comments or notes for this container:

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients	Inv
	<input type="text" value="Search ... click to enter Chemical Description"/>			<input type="text" value="Click to enter CAS #"/>			<input type="text" value="Click to enter CAS #"/>

# CREATE A CONTAINER

Creating Containers for Bulk Waste:

## Selecting the Chemical Description and finding the right Waste Template

Example 2:

1. Select the correct template for University Waste using the WASTE@ templates.
2. Type WASTE@ in the Search box and all the options will display.
3. Click **Select** for the Template you need.

Select Chemical

Search By Chemical Description

Search By Chemical CAS #    Show PI's Inventory

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

	CAS #	Synonym	Vendor Name	Catalog #	Primary Name
<input type="button" value="Select"/>	ALL-PIRANHA	Waste@: Piranha Waste		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	ALL-PHRM	Waste@: General Pharmaceutical		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	ALL-NHS	Waste@: Non-Halogenated Solvent		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	00002	Waste@: Ethidium Bromide Gels		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	ALL-IP	Waste@: Ice Packs		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	ALL-SHV	Waste@: Hazardous Vials		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	ALL-NHD	Waste@: Non-hazardous Debris		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	ALL-AERO	Waste@: Aerosols		Template	<input type="checkbox"/>
<input type="button" value="Select"/>	ALL-UB	Waste@: Used Batteries		Template	<input type="checkbox"/>



# CREATE A CONTAINER

Creating Containers for Bulk Waste:

Selecting the Chemical Description and finding the right Waste Template

Example 2:

1. The information is entered.
2. Click **Save** to complete the container creation process.

Waste Profile [Edit Profile](#) Request Number

Contact [Edit](#) Contact Phone Contact Email  
Benton, Tiffany (P3837318) (404) 727-9955 tiffany.benton@emory.edu

PI Name [Edit](#) Department Location [Edit](#)  
Thomaston, Scott (P1573633) Environ Health & Safety Office (914500) Woodruff Memorial Research Building

[Order Replacement Containers & Labels](#)

Container 1 Waste Type  Accumulate

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Dispos
<input type="text" value="Solid"/>	<input type="text" value="1"/>	<input type="text" value="DRY 5 GAL BUCKET"/>	<input type="text" value="5"/>	<input type="text" value="Gallon-solid"/>	<input type="text" value="5"/>

Add any additional comments or notes for this container:  
This example is to create one five-gallon plastic pail that will hold Ethidium Bromide Gel waste.

Container Contents

Remove	Search	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
		Waste@: Ethidium Bromide Gels		100.00	00002	No	

[Add Container](#)

[Save](#) [Cancel](#)

# CREATE A CONTAINER

Creating Containers for Bulk Waste:

**Selecting the Chemical Description and finding the right Waste Template**

Example 2:

1. Click **Save** to save this request. We are creating the containers before we add any waste to them, they are empty and not ready to be submitted.

The screenshot shows the ESHA Waste Request system interface. The breadcrumb trail is "EHSA Waste / Waste Request / Add Pickup Request". The main content area displays the "Waste Profile" section with fields for "Contact" (Benton, Tiffany), "PI Name" (Thomaston, Scott), "Department" (Environ Health & Safety Office), and "Location" (Woodruff Memorial Research Building : L301). A confirmation dialog box is overlaid on the screen, asking "Would you like to Submit this request for pickup or Save this request?". The dialog box has two buttons: "Save" (highlighted with a yellow box) and "Save & Submit". The background interface is dimmed, and the "Request Number: TBD" is visible in the top right corner.

# CREATE A CONTAINER

## Creating Containers for Bulk Waste: Selecting the Chemical Description and finding the right Waste Template

### Example 2:

1. After clicking Save, the container is displayed on the Waste Request Screen beneath the previous containers we created in example 1.

EHSA Waste / Waste Request

+ Add a Waste Request   ✎ Edit a Waste Request   🗑 Delete a Waste Request   📄 Supply Request   Waste Request Reports ▾   Status: Not Completed ▾

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

		Pickup Request Date	Request Number ↓	Contents	Waste Type	PI Name	Building Name	Lab	Contact	Contact Phone
<b>Hazardous Waste...</b>	<b>Request Pickup</b>	▼	▼	▼	▼	▼	▼	▼	▼	▼
<b>Hazardous Waste...</b>	<b>Request Pickup</b>		P230605007	<b>1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [NRM]</b> <i>Waste@: Ethidium Bromide Gels</i>	Chemicals	Thomaston, Scott	Woodruff Memorial Research Building	L301	Benton, Tiffany (P3837318)	(404) 727-9955
<b>Hazardous Waste...</b>	<b>Request Pickup</b>		P230605006	<b>1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, III]</b> <i>CHEM@: Non-Halogenated Solvent</i> <b>1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, III]</b> <i>CHEM@: Non-Halogenated Solvent</i>	Chemicals	Thomaston, Scott	EMERSON HALL	E133B	Benton, Tiffany (P3837318)	(404) 727-9955

# REVIEW THE REQUEST

In our examples, we created and saved several containers:

- We created a single 5-gallon pail for Ethidium Bromide
- We created two 5-gallon plastic containers for Non-Halogenated waste on a single waste request. These will have to be submitted for pick up at the same time

From this Waste Request screen, we can:

1. Add a new waste request with new containers
2. Select either record and edit them as needed, adding more containers or deleting some.
3. Select either record and delete them

EHSA Waste / Waste Request

+ Add a Waste Request   Edit a Waste Request   Delete a Waste Request   Supply Request   Waste Request Reports   Status: Not Completed

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

		Pickup Request Date	Request Number	Contents	Waste Type	PI Name	Building Name	Lab	Contact	Contact Phone
<a href="#">Hazardous Waste...</a>	<a href="#">Request Pickup</a>		P230605007	1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [NRM] Waste@: Ethidium Bromide Gels	Chemicals	Thomaston, Scott	Woodruff Memorial Research Building	L301	Benton, Tiffany (P3837318)	(404) 727-9955
<a href="#">Hazardous Waste...</a>	<a href="#">Request Pickup</a>		P230605006	1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent	Chemicals	Thomaston, Scott	EMERSON HALL	E133B	Benton, Tiffany (P3837318)	(404) 727-9955

# PRINTING LABELS

## EHSO Hazardous Waste Labels:

From the Waste Request screen, we can generate EHSO Hazardous waste labels.

1. Click the green **Hazardous Waste Label** button
2. At the prompt “what label # would you like to start printing on?” always enter 1.
3. Click **View Report**.

The screenshot shows the EHSO Waste Request interface. At the top, there is a navigation bar with 'EHSA Waste / Waste Request'. Below this, there are several action buttons: '+ Add a Waste Request', 'Edit a Waste Request', 'Delete a Waste Request', 'Supply Request', 'Waste Request Reports', and a 'Status: Not Completed' dropdown menu. A table of waste requests is displayed below, with columns for 'Pickup Request Date', 'Request Number', and 'Contents'. The table contains two rows of data. The first row has a request number 'P230605006' and contains two identical entries: '1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent'. The second row has a request number 'P230605007' and contains one entry: '1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [NRM] Waste@: Ethidium Bromide Gels'. A green button labeled 'Hazardous Waste Label -...' is highlighted with an orange box in the first row. A 'Report Parameters' dialog box is open in the foreground, with a text input field containing the number '1' and a green 'View Report' button highlighted with an orange box.

Pickup Request Date	Request Number	Contents
	P230605006	1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent
	P230605007	1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [NRM] Waste@: Ethidium Bromide Gels

# PRINTING LABELS

## EHSO Hazardous Waste Labels:

- These can be printed on most Shipping Labels 3-1/3" x 4" – 6 labels/page
- **Must be printed in color**
- Contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu) if you need help

<b>Hazardous Waste Label</b>		
<b>Request Number: P230605006</b>		
Environmental Health and Safety Office 404-727-5922		
<a href="mailto:CHEMWASTE@EMORY.EDU">CHEMWASTE@EMORY.EDU</a>		
<hr/>		
PI, Program Owner :	Thomaston, Scott	
Department :	Environ Health & Safety Office	
Building - Rm :	EMERSON HALL: E133B	
Contact/Phone# :	Benton, Tiffany / (404) 727-9955	
<hr/>		
Waste Description:	CHEM@: Non-Halogenated Solvent	
Contents:	Acetone	Acetonitrile
	Hexane	Ethanol
	Methanol	Tetrahydrofuran
Characterists:	Ignitable	
		

# PRINTING LABELS

## EHSO Hazardous Waste Labels:

1. The system will print one label for each container you created.
2. The request number is unique to each container – take care to affix the correct label to the associated container.
3. The required elements for the Hazardous Waste Label are all present including the GHS pictogram.
4. Here is an example for Non-halogenated solvent.

## Non-halogenated solvent :

- Request number
- PI Name
- Department
- Building and room #
- Contact person
- Waste description
- Contents
- Characteristic
- GHS pictogram

**Hazardous Waste Label**  
**Request Number: P230605006**  
Environmental Health and Safety Office 404-727-5922  
[CHEMWASTE@EMORY.EDU](mailto:CHEMWASTE@EMORY.EDU)

---

PI, Program Owner : Thomaston, Scott  
Department : Environ Health & Safety Office  
Building - Rm : EMERSON HALL: E133B  
Contact/Phone# : Benton, Tiffany / (404) 727-9955

---

Waste Description: CHEM@: Non-Halogenated Solvent  
Contents: Acetone Acetonitrile  
Hexane Ethanol  
Methanol Tetrahydrofuran

Characterists: Ignitable



# PRINTING LABELS

## EHSO Hazardous Waste Labels:

Another example label for Ethidium Bromide. In this case there is no associated pictogram or characteristic.

### Ethidium Bromide:

- Request number
- PI Name
- Department
- Building and room #
- Contact person
- Waste description
- Contents
- Characteristic
- GHS pictogram

Hazardous Waste Label	
Request Number:	P230503007
Environmental Health and Safety Office 404-727-5922	
<a href="mailto:CHEMWASTE@EMORY.EDU">CHEMWASTE@EMORY.EDU</a>	
PI, Program Owner :	Thomaston, Scott
Department :	Environ Health & Safety Office
Building - Rm :	WHITEHEAD BIOMEDICAL RESEARCH BUILDING: G44A
Contact/Phone# :	Aldrich, Mary / (404) 859-4613
Waste Description:	Waste: Ethidium Bromide Gels
Contents:	Ethidium Bromide
Characterists:	

# Video Review

- Watch the Video Review: [How to Create Containers for Bulk Wastes, Find the Correct Waste Template, Print Labels](#)



## **Unwanted/Expired Chemicals (Lab-pack)**

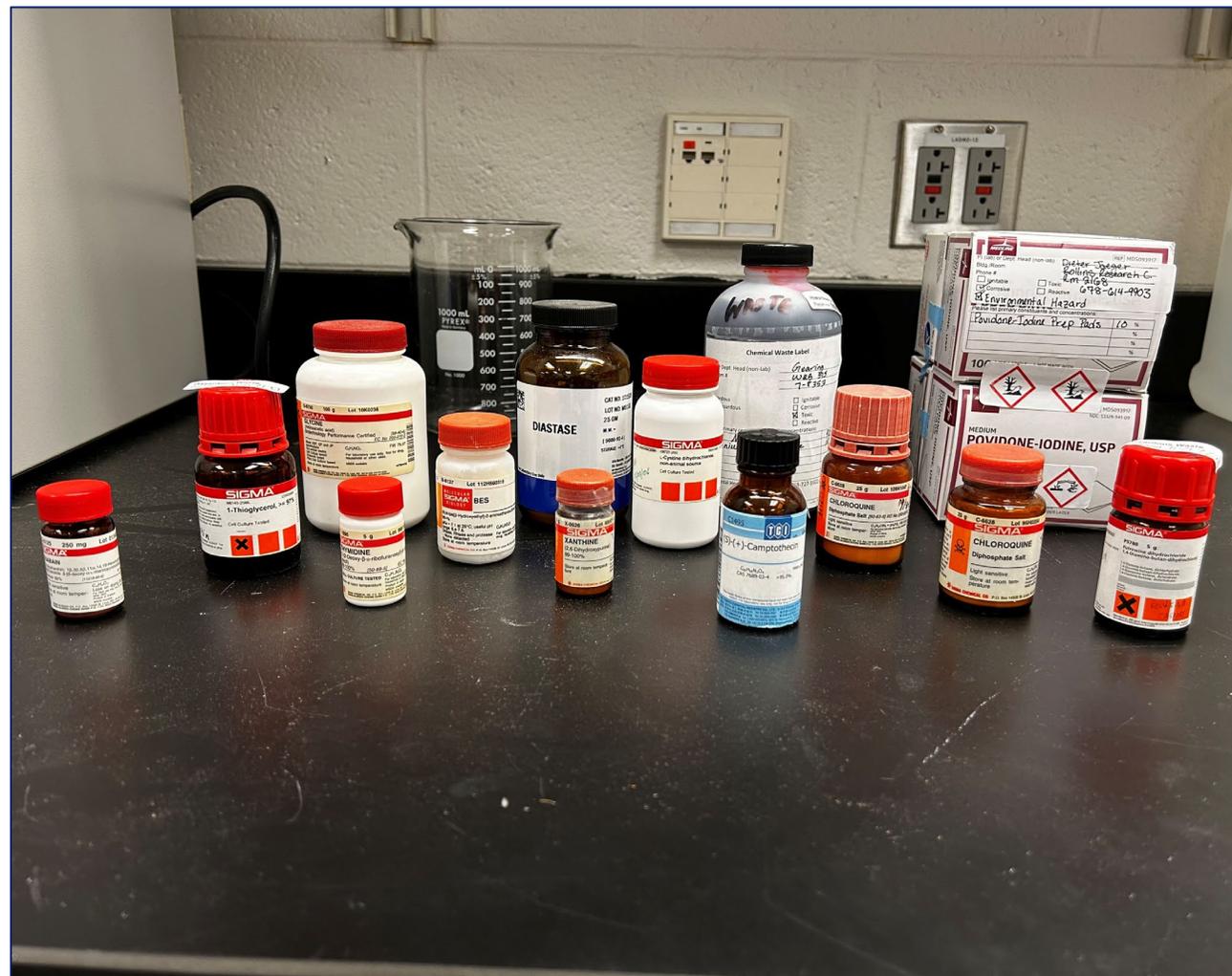
- **Creating Containers**
- **Adding Contents**
- **Creating Labels**

[Click here to return to  
Table of Contents](#)

# CHEMICAL WASTE

**Creating Containers for expired/unwanted chemicals.**

For clarity we will refer to these types of wastes as Lab-pack chemicals for this guide.



# CREATE A CONTAINER

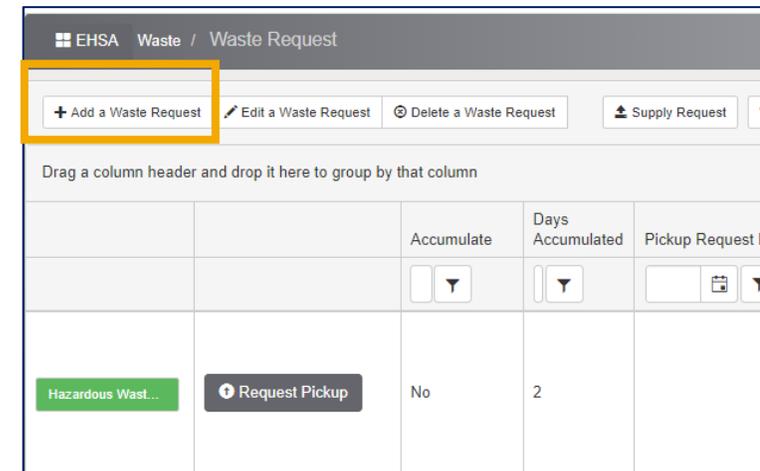
## Creating Containers for expired/unwanted chemicals (Lab-pack)

- Expired and Unwanted chemicals are usually disposed of in the original manufacturer's container.
- The process is very similar – you will create a container for each chemical you want to dispose.
- If you have a full lab clean out or a large volume of lab pack items – more than 30 individual items and you have an excel inventory list, contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu).

1. Select the **Hazardous Waste (Accumulation)** icon on the main screen.



2. Select the **Add a Waste Request** button



# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

1. Using the dropdown menu, make the appropriate selections:
2. Physical Form: Liquid or Solid
3. # of containers: 1 or more
4. Container Type:
  - Select original manufacturer container
5. Amount:
  - Enter the volume of each container –use any whole number
6. Unit of Measure
  - Select the unit of measure
    - Gallon - liq
    - Gallon – solid
    - Liter

These are required fields – the system will prompt you for these values if you forget.

Waste Profile [Edit Profile](#)  Recurring | [Request](#)

Contact [Edit](#) Aldrich, Mary (mkaldri) Contact Phone (404) 859-4613 Contact Email mary.katherine.aldrich-sarafianos@emory.edu

PI Name [Edit](#) Thomaston, Scott (P1573633) Department Environ Health & Safety Office (914500) Location [Edit](#) WHITEHEAD BIOMEDICAL RESEARCH G44A

[Order Replacement Containers & Labels](#)

Container 1 Waste Type  Accumulate

*Physical Form	*# of Confs.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text" value="Liquid"/>	<input type="text" value="2"/>	<input type="text" value="Original manf. container"/>	<input type="text" value="4"/>	<input type="text" value="Liters"/>	<input type="text" value="0"/>

Add any additional comments or notes for this container:

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients	Invent
	<input type="text" value="Search ...or click to enter Chemical Description"/>			Click to enter CAS #			Click to enter

# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

Finding the correct chemical description:

We won't be using the Waste Templates - we will be using the chemicals that are listed in the EHSA chemical catalog.

All chemicals listed in the catalog have been updated to ensure the waste characteristics and GHS pictograms are correctly set so you can generate a Hazardous Waste Label if needed:

1. Click **Search** under Chemical Description.
2. Type in the chemical name in the dialog box that appears and click Search.

Container 1    Waste Type: Chemicals    Accumulate: No

\*Physical Form: Liquid    \*# of Confs.: 2    \*Container Type: Original manf. container    \*Amount: 4    \*Unit of Measure: Liters    Quantity Disposed: 0

Add any additional comments or notes for this container:

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
	<input type="text" value="Search ...or click to enter Chemical Description"/>			<input type="text" value="Click to enter CAS #"/>		

Select Chemical

Search By Chemical Description       

Search By Chemical CAS #             Show PI's Inventory

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

	CAS #	Chemical Description ↑	Primary Name	Vendor Name	Ca
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

Select the closest match to your expired or unwanted chemical.

### NOTES:

1. The system will list known synonyms for the chemical you searched for.
2. If the chemical you searched for does not yield any results – contact us and we will add it for you.

Select Chemical

Search By Chemical Description

Search By Chemical CAS #    Show PI's Inventory

↓ Primary Name ×    ↑ Chemical Description ×

	CAS #	Synonym ↑	Vendor Name	Catalog #	Primary Name	Multiple Ingredients
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Name: NO						
Chemical Description: ACETONE						
<input type="button" value="Select"/>	67-64-1	10% CELLULOSE TRIACETATE			<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	2-PROPANONE			<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	ACETONE			<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	ACETONE REAGENTS OR SOLUTIONS			<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	ACETONE SOLUTION			<input type="checkbox"/>	<input type="checkbox"/>

# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

Example 3:

1. This example is to create the following containers of expired or unwanted chemicals for pickup.
  - two 4-liter containers of methanol
  - one 4- liter of hydrochloric acid
  - One 1-pound jar of sodium hydroxide
  - One 500 mL bottle of phenol
2. Enter the required fields for each item on your list.
3. Click **Search** to find the correct the chemical name:

Waste Profile [Edit Profile](#) Request Number

**Contact** [Edit](#) **Contact Phone** **Contact Email**  
Benton, Tiffany (P3837318) (404) 727-9955 tiffany.benton@emory.edu

**PI Name** [Edit](#) **Department** **Location** [Edit](#)  
Thomaston, Scott (P1573633) Environ Health & Safety Office (914500) Woodruff Memorial Research Building :

[↑ Order Replacement Containers & Labels](#)

Container 1 **Waste Type** Chemicals **Accumulate** No

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
Liquid	2	Original manf. container	4	Liters	0

Add any additional comments or notes for this container:  
This example is to create and add several containers of unwanted or expired chemicals for pickup as waste.

Container Contents

Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
<a href="#">Search ...or click to enter Chemical Description</a>			Click to enter CAS #		



# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

Example 3:

1. The information is entered.
2. Click **Add Container** to add the next chemical container for disposal to this request.

Container 1    Waste Type: Chemicals    Accumulate: No

\*Physical Form: Liquid    \*# of Conts.: 2    \*Container Type: Original manf. container    \*Amount: 4    \*Unit of Measure: Liters    Quantity Disposed: 4

Add any additional comments or notes for this container:  
This example is to create and add several containers of unwanted or expired chemicals for pickup as waste.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients	Inv
Remove	Search METHANOL		100.00	67-56-1	No		Click Inv
	Search ...or click to enter Chemical Description			Click to enter CAS #			Click Inv

Add Container

Save    Cancel



# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

Example 3:

1. Container 2 will appear.
2. Repeat the steps outlined above and search for the next chemical for disposal.

Container 2 Waste Type   Remove

Accumulate

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
<input type="text"/>					

Add any additional comments or notes for this container:

This example is to create and add several containers of unwanted or expired chemicals for pickup as waste.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients	Inv
	<input type="text" value="Search ...or click to enter Chemical Description"/>			<input type="text" value="Click to enter CAS #"/>			<input type="text" value="Click to enter CAS #"/>

# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

### Example 3:

- Containers 1 through 4 have been created.

Container 1 Waste Type

Accumulate

\*Physical Form  \*# of Conts.  \*Container Type  \*Amount  \*Unit of Measur

Add any additional comments or notes for this container:

This example is to create and add several containers of unwanted or expired chemicals for pickup as waste.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients
<input type="button" value="Remove"/>	<input type="text" value="Search METHANOL"/>		100.00	67-56-1	No

Container 2 Waste Type

Accumulate

\*Physical Form  \*# of Conts.  \*Container Type  \*Amount  \*Unit of Measur

Add any additional comments or notes for this container:

This example is to create and add several containers of unwanted or expired chemicals for pickup as waste.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients
<input type="button" value="Remove"/>	<input type="text" value="Search PHENOL SOLUTION"/>		0.80	108-95-2	Yes

Container 3 Waste Type

Accumulate

\*Physical Form  \*# of Conts.  \*Container Type  \*Amount  \*Unit of Measure

Add any additional comments or notes for this container:

This example is to create and add several containers of unwanted or expired chemicals for pickup as waste.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ing
<input type="button" value="Remove"/>	<input type="text" value="Search Sodium hydroxide"/>		0.00	1310-73-2	No	

Container 4 Waste Type

Accumulate

\*Physical Form  \*# of Conts.  \*Container Type  \*Amount  \*Unit of Measure

Add any additional comments or notes for this container:

This example is to create and add several containers of unwanted or expired chemicals for pickup as waste.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ing
<input type="button" value="Remove"/>	<input type="text" value="Search Hydrochloric Acid"/>		0.00	7647-01-0	No	

# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

Example 3:

1. Click **Save** to Save this request.

The screenshot shows the ESHA Waste Request system interface. The breadcrumb trail is "EHSA Waste / Waste Request / Add Pickup Request". The page title is "Add Pickup Request". The "Request Number" is "TBD". The "Save" button is highlighted in orange. The "Save & Submit" button is green. The dialog box text is "Would you like to Submit this request for pickup or Save this request?". The "Save" button is highlighted in orange.

Waste Profile	Contact	PI Name	Department	Location
	Benton, Tiffany (P3837318) (404) 727-9955 tiffany.benton@emory.edu	Thomaston, Scott (P1573633)	Environ Health & Safety Office (914500)	Woodruff Memorial Research Building : L301

# CREATE A CONTAINER

## Creating Containers for expired/unwanted chemicals (Lab-pack)

1. The process works the same as with bulk waste containers - when the waste request is saved the system will list each container separately.
2. The PI, Building, Lab and contact will display.
3. You can edit this record as needed.

		Request Number ↓	Request Date	Waste Type	PI Name	Contents	Building	Lab	Contact
<a href="#">Hazardous Waste...</a>	<a href="#">Request Pickup</a>	P230606003		Chemicals	Thomaston, Scott	1 - 4.0 LT Original manf. container (Liquid) - [UN 1230, 3, 6.1, II] METHANOL 1 - 500.0 ML Original manf. container (Liquid) - [UN 2821, 6.1, II] PHENOL SOLUTION 1 - 1.0 LB Original manf. container (Solid) - [UN 1824, 8, II] Sodium hydroxide 1 - 4.0 LT Original manf. container (Liquid) - [UN 1789, 8, II] Hydrochloric Acid 1 - 4.0 LT Original manf. container (Liquid) - [UN 1230, 3, 6.1, II] METHANOL	Woodruff Memorial Research Building	L301	Benton, Tiffany (P3837318)
<a href="#">Hazardous Waste...</a>	<a href="#">Request Pickup</a>	P230605007		Chemicals	Thomaston, Scott	1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [NRM] Waste@: Ethidium Bromide Gels	Woodruff Memorial Research Building	L301	Benton, Tiffany (P3837318)
<a href="#">Hazardous Waste...</a>	<a href="#">Request Pickup</a>	P230605006		Chemicals	Thomaston, Scott	1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent	EMERSON HALL	E133B	Benton, Tiffany (P3837318)

# PRINTING LABELS

Expired/unwanted chemicals (Lab-pack) do not routinely need waste labels since the original manufacturers labeling is adequate.

However - If instructed or the label on the original container is damaged or not legible -print a waste label as outlined here:

1. Click the Green **Hazardous Waste** button to generate EHSO Hazardous waste labels.
2. At the prompt “what label # would you like to start printing on?” always enter 1.
3. Click **View Report**.

		Request Number ↓	Request Date	Waste Type	PI Name	Contents
		<input type="text"/>				
<b>Hazardous Waste...</b>	<b>Request Pickup</b>	P230606003		Chemicals	Thomaston, Scott	1 - 4.0 LT Original manf. container (Liquid) - [UN 1230, 3, 6.1, II] METHANOL 1 - 500.0 ML Original manf. container (Liquid) - [UN 2821, 6.1, II] PHENOL SOLUTION 1 - 1.0 LB Original manf. container (Solid) - [UN 1824, 8, II] Sodium hydroxide 1 - 4.0 LT Original manf. container (Liquid) - [UN 1789, 8, II] Hydrochloric Acid 1 - 4.0 LT Original manf. container (Liquid) - [UN 1230, 3, 6.1, II] METHANOL
<b>Hazardous Waste...</b>	<b>Request Pickup</b>	P230605007		Chemicals	Thomaston, Scott	1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [NRM] Waste@: Ethidium Bromide Gels
<b>Hazardous Waste...</b>	<b>Request Pickup</b>	P230605006		Chemicals	Thomaston, Scott	1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent 1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] CHEM@: Non-Halogenated Solvent

Report Parameters

what label # would you like to start printing on?

# PRINTING LABELS

## EHSO Hazardous Waste Labels:

- These can be printed on most Shipping Labels 3-1/3" x 4" – 6 labels/page
- **Must be printed in color**
- Contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu) if you need help

---

### Hazardous Waste Label

**Request Number: P230606003**

Environmental Health and Safety Office 404-727-5922

[CHEMWASTE@EMORY.EDU](mailto:CHEMWASTE@EMORY.EDU)

---

PI, Program Owner : Thomaston, Scott

Department : Environ Health & Safety Office

Building - Rm : Woodruff Memorial Research Building: L301

Contact/Phone# : Benton, Tiffany / (404) 727-9955

---

Waste Description: PHENOL SOLUTION

Contents:

Characterists: Toxic



# PRINTING LABELS

## EHSO Hazardous Waste Labels:

1. The system will print one label for each container you created.
2. The request number is unique to each container – take care to affix the correct label to the associated container.
3. The required elements for the Hazardous Waste Label are all present including the GHS pictogram.
4. Here is an example for Phenol – expired/unwanted

Phenol expired/unwanted :

- Request number
- PI Name
- Department
- Building and room #
- Contact person
- Waste description
- Characteristic
- GHS pictogram

-----

**Hazardous Waste Label**  
**Request Number: P230606003**  
Environmental Health and Safety Office 404-727-5922  
[CHEMWASTE@EMORY.EDU](mailto:CHEMWASTE@EMORY.EDU)

---

PI, Program Owner : Thomaston, Scott  
Department : Environ Health & Safety Office  
Building - Rm : Woodruff Memorial Research Building: L301  
Contact/Phone# : Benton, Tiffany / (404) 727-9955

---

Waste Description: PHENOL SOLUTION  
Contents:

Characterists: Toxic

-----

# Special Cases of Waste

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# CREATE A CONTAINER

## SPECIAL CASE:

### LARGE NUMBER OF SAME OR SIMILAR ITEMS

We don't want 400 separate line items.

In this case make it one original manf container and include total volume as the amount.

Example:

⊘ Instead of 400 vials – 20 mL each

✓ Enter one container of 8 L total

Add an additional note to help explain your entry, example: “*this request is for 400 vials – 20 mL each*”

If you have any questions – contact us – we are always happy to answer questions  
chemwaste@emory.edu

Container 1 Waste Type Chemicals  
Accumulate No

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
Liquid	400	Original manf. container	20	Milliliter	0

Add any additional comments or notes for this container:  
A large number of small vials should NOT be entered this way!  
Instead enter this as 1 container for 8000 mL or 8 L and put a note in this box telling us it is 400 individual 20 mL vials.

Container 1 Waste Type Chemicals  
Accumulate No

*Physical Form	*# of Conts.	*Container Type	*Amount	*Unit of Measure	Quantity Disposed
Liquid	1	Original manf. container	8	Liters	0

Add any additional comments or notes for this container:  
This request is for 400 vials - 20 mL each - entering in a batch ( 8000 mL total)

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
Remove	Search Waste: Hazardous Vials		0.00	ALL-SHV	Yes	Methanol - 0.00% () Phenol - 0.00% () Chloroform - 0.00% ()
Remove	Search ...or click to enter Chemical Description			Click to enter CAS		



# CREATE A CONTAINER

## SPECIAL CASE:

### Batteries, Cylinders & Aerosols

#### Batteries

- Enter # of containers = 1
- Container Type = Original Manf. Container
- Amount & units of measure = # of pounds total
- Chemical Description = Waste: Used Batteries
- Add an additional note to help explain your entry.

**Example: Batteries in a 5-gallon bucket – estimated weight – 77 pounds.**

Container 1    Waste Type: Chemicals

Accumulate: No

\*Physical Form: Solid    \*# of Conts.: 1    \*Container Type: Original manf. container    \*Amount: 77    \*Unit of Measure: Pound    Quantity Disposed: 77

Add any additional comments or notes for this container:  
Batteries in a 5-gallon bucket – estimated weight – 77 pounds.

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients	Inv
Remove	Search Waste@: Used Batteries		100.00	ALL-UB	Yes	Used Batteries - 0.00% ()	Click Inv

# CREATE A CONTAINER

## SPECIAL CASE:

### Batteries, Cylinders & Aerosols

#### Cylinders

- Enter # of containers = 1
- Container Type = Cylinder
- Amount & units of measure = approximate volume # /gallon
- Chemical Description = Oxygen
- Add an additional note to help explain your entry.

**Example: *Spent oxygen cylinder – estimated weight 5 pounds***

Container 1    Waste Type     Accumulate

\*Physical Form     \*# of Conts.     \*Container Type     \*Amount     \*Unit of Measure     Quantity Disposed

Add any additional comments or notes for this container:

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
<input type="button" value="Remove"/>	<input type="button" value="Search"/> OXYGEN		340.00	7782-44-7	No	



# CREATE A CONTAINER

## SPECIAL CASE:

### Batteries, Cylinders & Aerosols.

#### Aerosols

- Enter # of containers = 1
- Container Type = Original Manf. Container
- Amount & units of measure = approximate volume # /gallon
- Chemical Description – Waste: Aerosols
- Add an additional note to help explain your entry.

**Example: *Empty aerosol cans (compressed air) approximately 5 gallon bucket***

Container 1    Waste Type     Accumulate

\*Physical Form     \*# of Conts.     \*Container Type     \*Amount     \*Unit of Measure     Quantity Disposed

Add any additional comments or notes for this container:

Container Contents

	Chemical Description	contains	% of Content	CAS #	Multiple Ingredients	Ingredients
<input type="button" value="Remove"/>	<input type="button" value="Search"/> Waste: Aerosols		100.00	ALL-AERO	No	
				<a href="#">Click to enter CAS</a>		

# CREATE A CONTAINER

## SPECIAL CASE:

### Lab Closings or Decommissioning:

- Contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu) for help with a lab closeout, move or decommissioning.
- We can work with you to import your chemical inventory if you have one.
- From the Quick Links section on the main screen expand the Chemical/Regulated Waste section by clicking on it.
- Look for the Chemical Inventory Upload Worksheet.

EHSA

Home

Welcome to the EHSO Database

Quick Links

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- Chemical/Regulated Waste**
- Inspections
- Radiation Safety
- TRAINING
- Z F

PI Overview  
Tiffany Benton

EMORY

Welcome to the EHSO Database

Quick Links

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- Video Review: Create & Edit Waste Profile
- Video Review: How to Create Containers, Select Waste Template, Print Labels
- Chemical Inventory Upload Worksheet
- Regulated Waste Guidelines

# Video Review

- Watch the Video Review: [How to Create Containers for Expired and Unwanted \(Lab-Pack\) Chemicals](#)



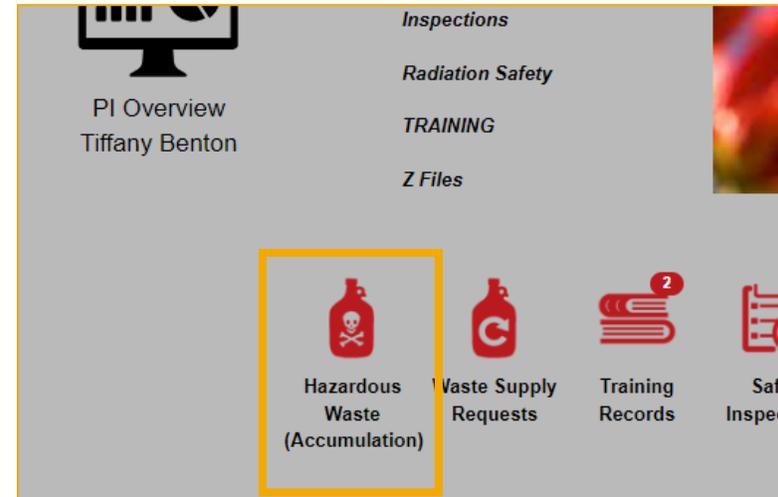
# Submitting the Request & Replacement Containers

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# SUBMIT THE REQUEST

## Submitting the Waste Request

1. Select the **Hazardous Waste (Accumulation)** icon on the main screen.
2. Locate the entry you want to submit.
3. Click the **Request Pickup** button.



EHSA Waste / Waste Request Edit Labels

+ Add a Waste Request Edit a Waste Request Delete a Waste Request + New Lab Room Clean Out Supply Request Waste Request Reports Status: Not Completed

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

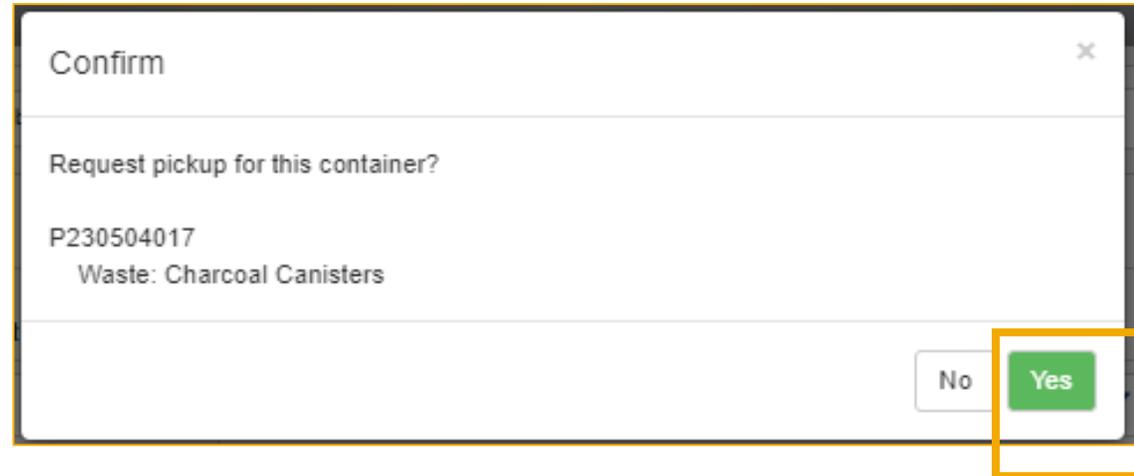
	Request Date	Request Number	Contents	Waste Type	PI Name
<b>Hazardous Waste...</b> <b>Request Pickup</b>		P230504017	1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [UN 1325, 4.1, III] Waste: Charcoal Canisters 1 - 5.0 GL-S DRY 5 GAL BUCKET (Solid) - [UN 1325, 4.1, III] Waste: Charcoal Canisters	Chemicals	Thomaston, Scott
			1 - 5.0 GL LIQ 5 GAL PLASTIC (Liquid) - [UN 1993, 3, II] Waste: Non-halogenated Solvent		



# SUBMIT THE REQUEST

## Submitting the Waste Request

1. Confirm this is the container you want to submit.
2. Click Yes or No as appropriate.
3. The screen will update to reflect the request has been received and the date it was submitted.
4. EHSO will collect the waste within 5 business days.



A screenshot of a 'Confirm' dialog box. The title bar says 'Confirm' with a close button (X) on the right. The main text asks 'Request pickup for this container?' followed by 'P230504017' and 'Waste: Charcoal Canisters'. At the bottom right, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a yellow box.

		Request Date	Request Number ↓
		<input type="text"/>  	<input type="text"/> 
<input data-bbox="1006 963 1210 1006" type="button" value="Hazardous Wast..."/>	<input data-bbox="1261 963 1516 1006" type="button" value="Request Received"/>	05-04-2023	P230504017

You cannot edit a waste request once you have submitted it for pick-up.  
If you need to change/ edit or delete a request, contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu)

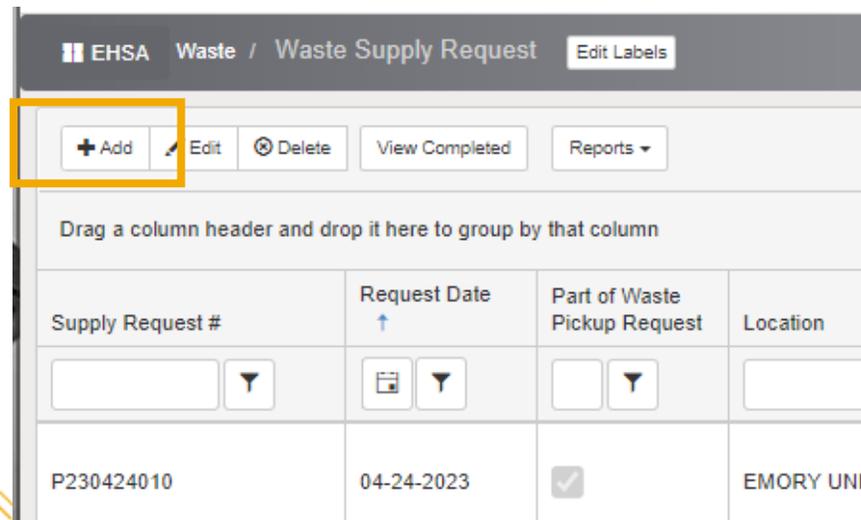
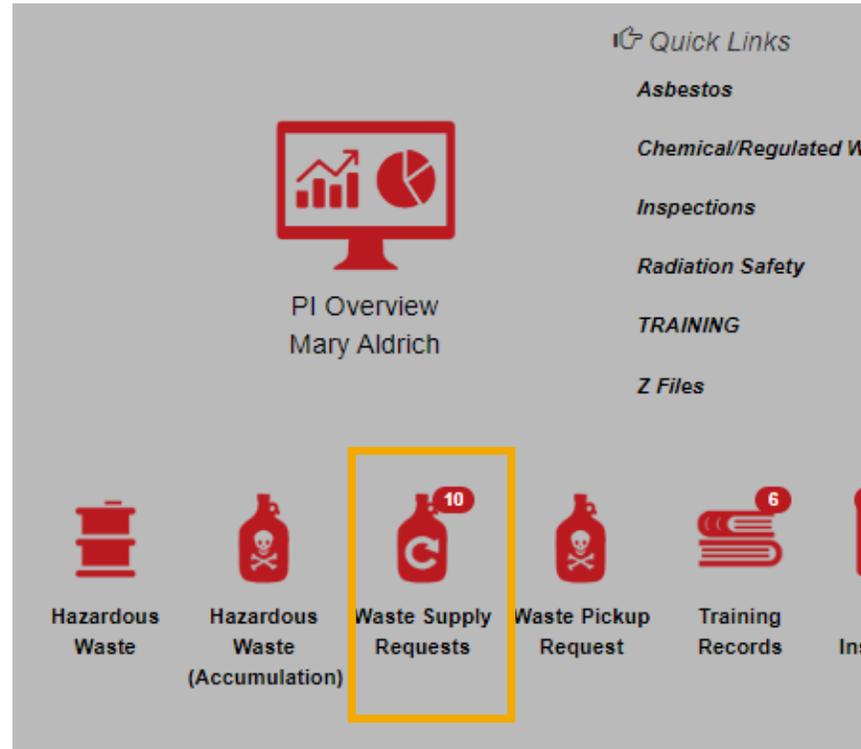
# REPLACEMENT CONTAINERS

## Ordering New Containers

EHSO will always supply a one for one container replacement when we complete a pick-up. You don't need to order containers at each pick up request.

If you want additional or different containers, you can submit a request.

1. Select **Waste Supply Request** from the Main screen.
2. Click **Add**.



# REPLACEMENT CONTAINERS

## Ordering New Containers

1. Select the building and lab you need the containers delivered.
2. Find the container you want and indicate how many you need.
3. Include any comments or notes.
4. Click **Save** to submit

If you don't see the container you need, contact us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu)

EHS Waste / Waste Supply Request / Add Waste Supply Request

Request Date: 5/4/2023

\*Building: 1941: WHITEHEAD BIOMEDICAL RESEARCH BUIL...

\*Lab: G44A

Quantity	Description
1	DRY 1 GAL PLASTIC
0	DRY 2.5 GAL PLASTIC
1	DRY 5 GAL BUCKET
0	DRY 5 GAL PLASTIC RAM
0	LIQ 1 GAL PLASTIC
0	LIQ 1 GAL PLASTIC RAM
1	LIQ 1 LITER GLASS
0	LIQ 1 LITER PLASTIC
0	LIQ 2.5 GAL PLASTIC
0	LIQ 5 GAL PLASTIC
0	LSV - 5 GAL PAIL RAM

Comments: New Project starting - please bring these additional containers at pickup

Save Cancel

# QUESTIONS & COMMENTS

WE ARE HERE TO MAKE THIS A SMOOTH PROCESS FOR YOU

Email us at [chemwaste@emory.edu](mailto:chemwaste@emory.edu)

We can help you get you started and see you through.



Environmental Health and Safety Office  
Research Administration

