

WASTe: Roles and Workflow

Overview

Tool to provide automated hazardous waste tracking, tag generation and pickup for proper disposal.

Workflow



Roles

Administrator

- Creates, prints, edits and deletes waste tags for any lab/facility on campus, shipping containers, labpacks, manifests and shipments
- Sets allowable types of waste for campus (Chemical, Mixed, Radiological, Biological and Universal), EPA numbers for all labs and facilities, and weight units for electronic pickup feature
- Manages all tag inventories for campus and lab/facility locations, sub-locations and personnel
- Creates and edits waste accumulation areas (WAAs) and enables/disables maximum accumulation emails for campus
- Creates vendor profiles for shipping containers
- Scans and uploads primary tags and scans to consolidate into shipping containers/labpacks
- Searches for tags and manifests

- Prints PDF pickup lists
- Assigns roles to users
- Uses in-app notifications to communicate with users about specific tags and general requests
- Generates reports (facility, users, waste type and status)

Waste Yard Staff

- Creates, prints, edits and deletes waste tags for any lab/facility on campus and shipping containers, labpacks, manifests and shipments
- Manages all tag inventories for campus
- Prints PDF pickup lists
- Creates vendor profiles for shipping containers
- Scans and uploaded primary tags and scans to consolidate into shipping containers/labpacks
- Searches for tags and manifests
- Uses in-app notifications to communication with users about specific tags and general requests

Group Owner/Delegate

- Creates, prints, edits and deletes waste tags and profiles
- Moves tag to Ready for Pickup
- Managed lab/facility locations, sub locations and personnel
- Generates report of lab/facility activity
- Emails administrator

Group Member

- Creates, prints, edits and deletes waste tags and profiles
- Moves tag to **Ready for Pickup**
- Emails administrator

Notifications

- Notification of Maximum Accumulation Date (to responsible person/delegate)