

WASTE Instruction Manual

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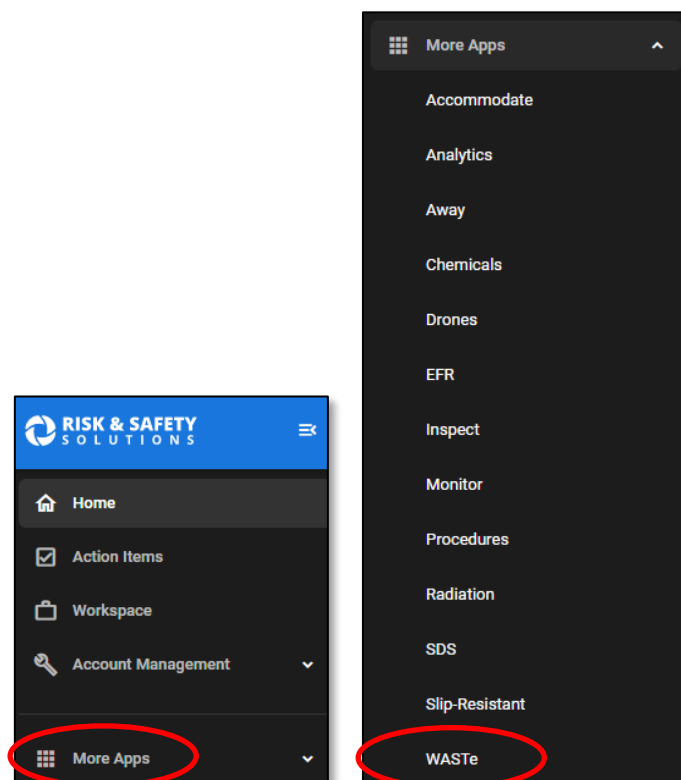
WASTE Tags

A WASTE tag must be generated from the START of waste accumulation and must be attached to the waste container. Once a waste container is 80% full or is near the 180 day time limit, a pick-up request must be sent to EH&S. The lab does not need to wait until the 180 day limit for a request to be submitted.

To access the WASTE system, log-in at <https://ehs.ucop.edu/waste>

Alternately, the WASTE system can be accessed from the homepage of the Risk & Safety Solutions dashboard at <https://ehs.ucop.edu/>

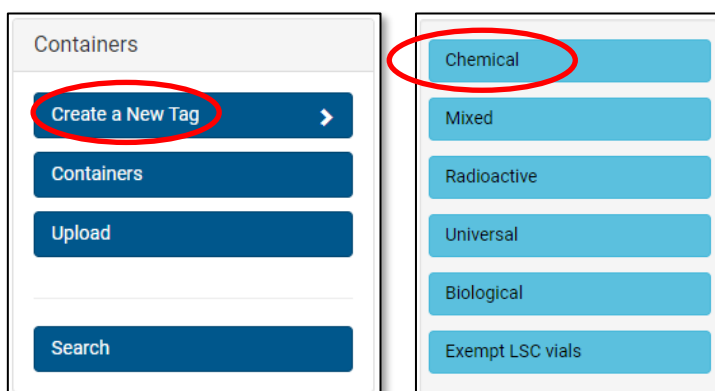
Click 'More Apps' to expand the menu and select 'WASTE'.



Generate WASTE Tags

Click on 'Create a New Tag' and a variety of options will become available. Click on the appropriate option for the WASTE tag being generated.

(NOTE: for the purposes of this example, a WASTE tag for Paraformaldehyde waste will be generated).



Fill out the form with the information pertaining to the waste.

Add all chemical constituents with the full name and concentration percentages. Click the '+' button to add each constituent to the list.

Make sure the total concentration adds up to 100%.

Include any extra details in the 'Comments' section to provide more accurate details of the location of the waste for EH&S. Once your tag is complete, save the tag.

Affix the printed WASTE tag to the waste container.

Type* Chemical

Lab/Facility* Pamela A. See

Storage Location* ENVIRONMENTAL HEALTH AND SAFETY EXPANSION, 1145

Physical State* Liquid

Container Type* Bottle, Plastic

Container Size 1 Liters

Chemical Constituents* (No abbreviations)

Type chemical name or CAS number

0 Percentage +

Paraformaldehyde 4 %

Phosphate buffered saline solution 96 %

Total: 100%

Hazard Class* (Check all that apply)

Flammable

Corrosive Acid (pH ≤ 2)

Corrosive Base (pH ≥ 12.5)

Toxic

Reactive

Oxidizer

Extremely Hazardous

Comments In the fume hood.

Other ID Other ID

← Cancel Save Save & Print Save as Template

Manage WASTE Tags

To access the WASTE tags that have already been generated, click 'View My Tags' on the WASTE homepage and select which type of WASTE tag you want to access or view.

Containers

Create a New Tag >

View My Tags >

Chemical

Mixed





Radioactive

Universal

Biological





Exempt LSC vials

A list of all the tags currently in the lab's account for that category of waste will load. With the functional buttons, the tags can be printed, edited, or deleted.

	Tracking #	Generator	Constituents	State	Size	SAA Days	Storage Location	Generator's EPA #	Other ID	
<input type="checkbox"/>	6843331	Pamela A. See	Phosphate buffered saline Paraformaldehyde	Liquid	1 L	0	ENVIRONMENTAL HEALTH AND SAFETY EXPANSION, 1145	UCR Main Campus		   

Contact EH&S Regarding a WASTE Tag

To send a message to EH&S regarding the tag, click the 'message' button.

	Tracking #	Generator	Constituents	State	Size	SAA Days	Storage Location	Generator's EPA #	Other ID	
<input type="checkbox"/>	6843331	Pamela A. See	Phosphate buffered saline Paraformaldehyde	Liquid	1 L	0	ENVIRONMENTAL HEALTH AND SAFETY EXPANSION, 1145	UCR Main Campus		   

A message box will pop up for you to send in your message regarding the WASTE tag to EH&S.

New Notification ✕

To:

- Travis Underwood (Administrator) travis.underwood@ucr.edu
- Richard Watson (Administrator) richard.watson@ucr.edu
- Juan Sanchez (Administrator) juan.c.sanchez@ucr.edu
- Gary Bosgraaf (Administrator) gary.bosgraaf@ucr.edu

Subject:

Message:

1024 characters left

Waste Pick-Up

If your waste is ready to be picked up, click the 'down' arrow button to move the waste tag from 'Containers in Accumulation Areas' to 'Containers Ready for Pickup'. If you change your mind or the container was incorrectly moved to 'pickup', the 'up' arrow button can be clicked to move the WASTE tag back into 'Containers in Accumulation Areas'.

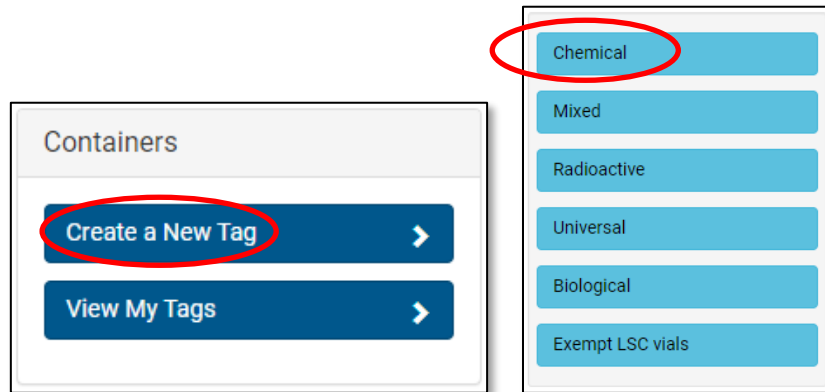
For more information, please visit https://ehs.ucr.edu/waste#how_do_i_request_hazardous_waste_pick_up

WASTE Templates

Templates can be created and saved on your system account for frequently or regularly generated WASTE tags to reduce the amount of time that would be spent creating the same WASTE tags each time.

Generate Templates

On the main WASTE page, select 'Create a New Tag'.



The form will be identical to that of the single WASTE tag generator. Fill out the form accordingly. Please make sure that the templates are an accurate reflection of all constituents present in the waste container.

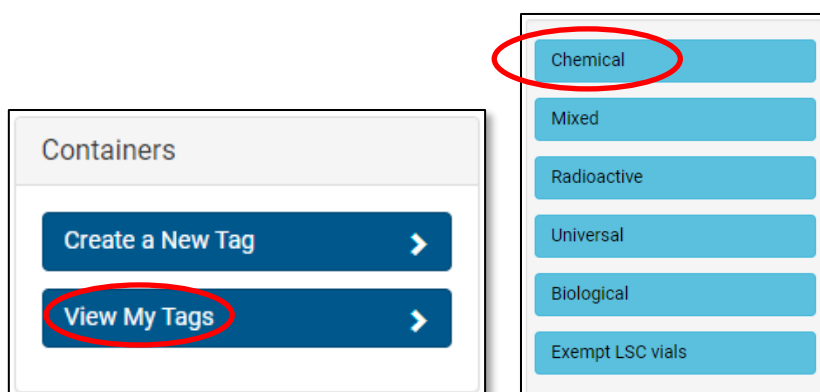
The image shows a detailed view of the WASTE tag generator form. The 'Type' dropdown is set to 'Chemical'. 'Lab/Facility' is 'Pamela A. See', 'Storage Location' is 'ENVIRONMENTAL HEALTH AND SAFETY EXPANSION, 1145', 'Physical State' is 'Liquid', and 'Container Type' is 'Bottle, Plastic'. 'Container Size' is '1' and the unit is 'Liters'. The 'Chemical Constituents' section has a search box with '0' and 'Percentage' selected, and a red circle around a '+' button. Below are two entries: 'Paraformaldehyde' at 4% and 'Phosphate buffered saline solution' at 96%, with a 'Total: 100%' summary. The 'Hazard Class' section has 'Toxic' checked. 'Comments' contains 'In the fume hood.' and 'Other ID' is empty. At the bottom, the 'Save as Template' button is circled in red.

Choose a name for the template.

A modal dialog box with a white background and a thin border. At the top, it says "ehs.ucop.edu says" followed by "Please provide a valid profile name." Below this is a text input field containing "4% PFA 96% PBS". At the bottom right, there are two buttons: a blue "OK" button and a white "Cancel" button with a grey border.

Manage Templates

To access already saved templates, click 'View My Tags' in the main menu of the WASTE homepage. Select the category of the WASTE tag.






All templates can be viewed under the 'Templates' tab. The template can be edited or deleted with the functional buttons.



Use Templates to Generate Tags

To generate a tag using a template, click the 'tag' button and the information will be automatically filled out on the tag generator. Click 'Save & Print' to print the tag to be attached to the waste container.

Template Name	Generator	Constituents	State	
4% PFA 96% PBS	Pamela A. See	Phosphate buffered saline Paraformaldehyde	Liquid	  

The tag icon in the final column is circled in red.

For the Risk & Safety Solutions information flyer: <https://ehs.ucr.edu/media/5341/download?attachment>