Chemical Inventory Database Training
Environmental Health & Safety Division
Chemical Safety Office

Module 4: Waste Pickup

REQUESTING A WASTE PICKUP, ENTERING CONTAINER DETAILS, PRINTING CONTAINER LABELS

This training module should take no more than 15 minutes to complete.

Environmental Health & Safety Assistant

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Environmental Health & Safety Division
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St Louis, Missouri 63119

Training Objectives & Agenda

Upon completion of this training you should know how to:

1. submit a request for pickup of hazardous chemical waste or exchange chemicals
2. print hazardous waste container labels
3. print Exchange labels for your exchange chemicals
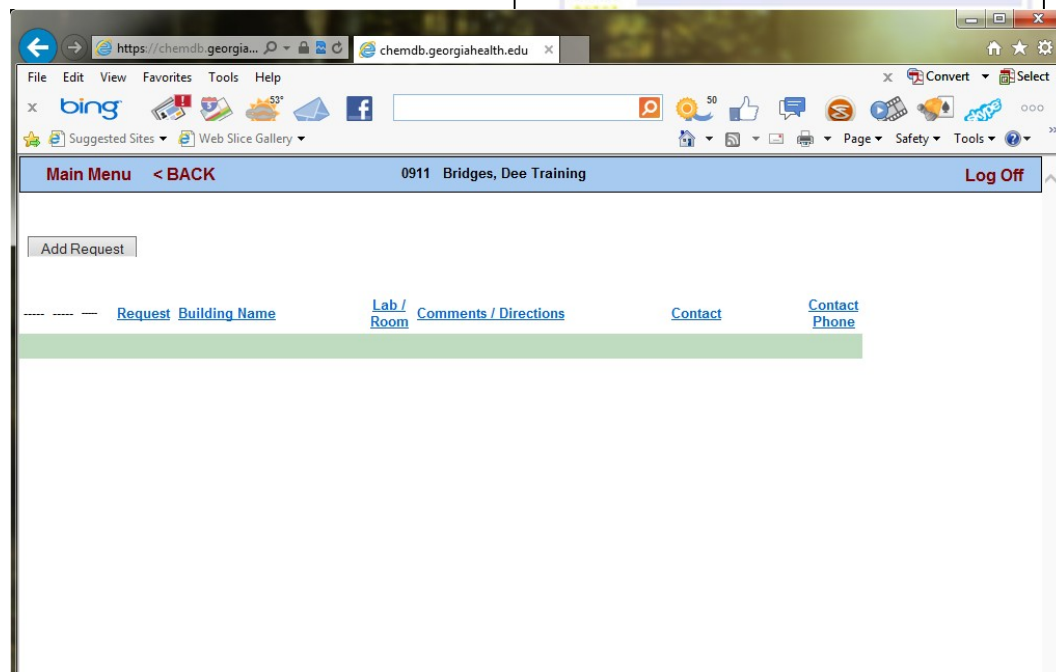
Topics to be covered include:

1. Generating a Request for Chemical Waste Pickup
2. Adding Waste Container Details
3. Printing Hazardous Waste labels for labeling containers
4. Editing and Deleting the Container Details
5. Processing Exchange Chemicals for Pickup

Main Menu: Waste Pickup

Introduction:

All hazardous chemical waste is processed through the Chemical Inventory Database. The Waste Pickup module allows the user to submit a request for pick up of one or more containers of hazardous waste without having to make a phone call to someone in the Chemical Safety Office.

The Waste Pickup module allows the user to submit a request for pickup, identify the contents of the containers, and to print a 'Hazardous Waste Label" to attach to each waste container that is in compliance with all regulatory requirements. It also allows the user access to edit or delete existing waste pickup requests.

Exchange Chemical Pickup Requests:

The Waste Pickup module is also used to submit a request for pickup of useable, unwanted chemicals for redistribution to other laboratories on campus. The Chemical Exchange Program is part of our Hazardous Waste Minimization Program as submitted to EPA. For more details about the Chemical Exchange Program, see training Module 7: Order from Chemical Stockroom.

PI: 0911: Bridges, Dee Training

CHEM

Inventory

Training

Waste Pickup

Permit Worker Registration

Order from Chemical Stockroom

Inventory Semi-Annual Review Statement

Last Inventory Review Date: 01/04/2013

Reports

All **buttons** [*i*] or **arrows** question marks [**?**] at the end of a field, will execute a function, activate a search engine ,or produce a drop-down pick list.

Submitting a Request for Pickup

In the Pickup Request Window:

1. Click on **+Add Request+** to add a request for pickup of chemical waste.

2. **Request Date:** The Current date is inserted

3. **Lab/Location:** Click on **[?]** for a list of your labs. Click on **[Select] to choose your lab**.

4. **Contact** click on **[?]** to insert the name of the lab contact, or type in the name

5. **Contact's Phone** type in the number.
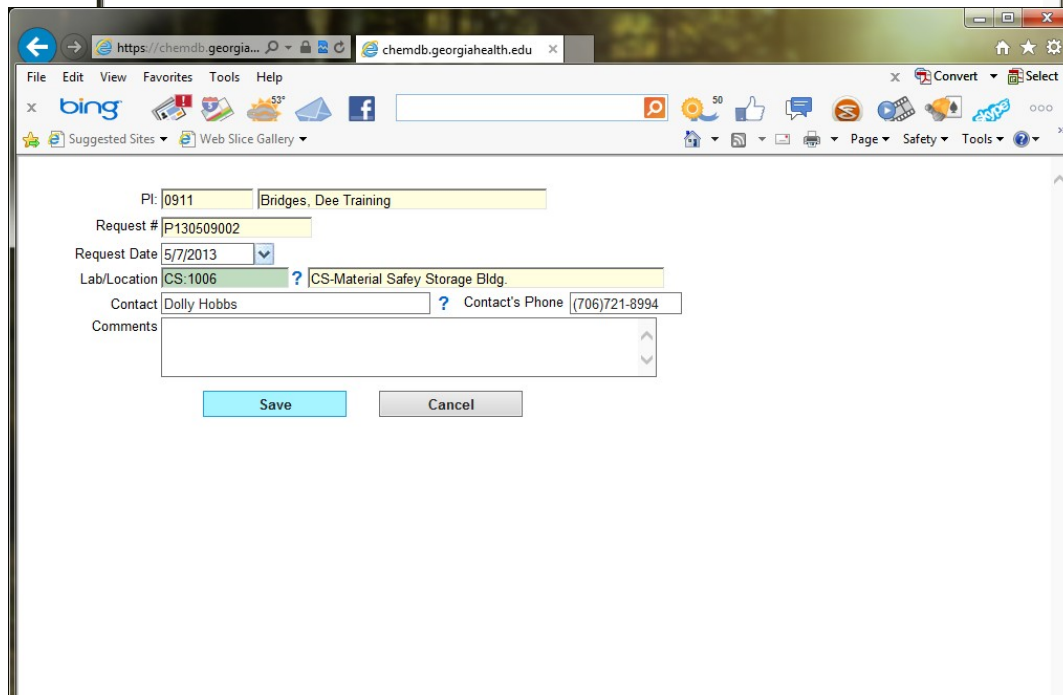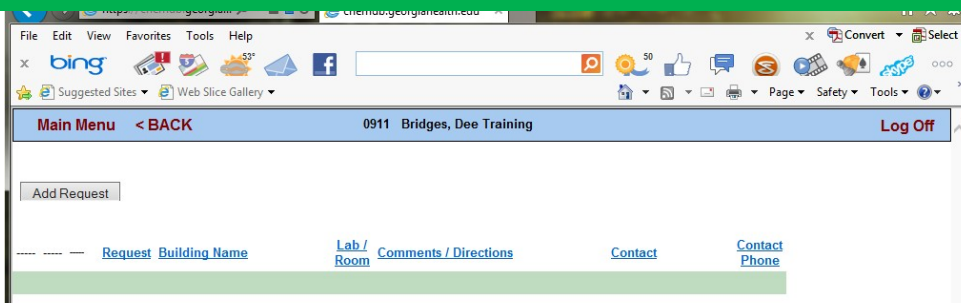
Pickup Request Window

In the Pickup Request Window:

7. **Comments:** type any information about the waste. You may use the "Comments" box to tell us where in the lab your waste is located.

8. After you have entered all of your information, Click on

 Save to save your pickup request

 Cancel to cancel your request

In the screen that follows you will enter the details of your waste containers.

Waste Pickup Details

Adding Container Details:

In this window you will add the details for the waste you would like picked up. All of the information you enter in this window will be for one container. If you have more than one container of chemical waste, you will enter more than one detail for this request.

Request # and Physical Form:

1. The first field in the Container Details window is **Request #:** [P070201013] , this number is selected by the database – do not change this number, Go to the next item.

2. **Physical Form:** (Gas, Solid, Liquid) Click on the radio button that applies

3. **Total Quantity**: this the numerical amount for the container size, in this field, type in the numerical amount. Tab to the next field.

4. **Unit of Measure:** the unit of measure for the container [Grams, Pounds, Milliliters, **Click on the arrow** to the right of the field, when the pick list appears, Click on the unit that applies

5. **Container Type**, [plastic, glass, metal, etc.] Click on the arrow to the right of the field , when the pick list appears, Click on the item that applies.

6. **The # of Containers - this number will always be 1 [one] for each container detail .**

Exchange Chemical Option

Is it waste or exchange?

7. **The "Exchange Chemical" option is marked only when the request is being made for pickup of chemicals that are useable, unwanted chemicals that are being offered for redistribution to other laboratories on campus.**

If you are submitting a request to pick up an Exchange chemical – then all of the details added to this request must be for exchange chemicals only. Do Not combine Exchange chemical pickups with hazardous waste pickup details.

All Exchange Chemical pickups are to be entered as a separate Pickup Request –

If this is a request for pickup of Exchange Chemicals - Click on the box to the right of the words [Chemical Exchange] to identify your entry as an exchange chemical and move on to the next blank field.

There are two label designed specifically Exchange chemicals and three label options for waste containers

Waste vs. Exchange Requests

Enter a Separate Pickup Request for Exchange Chemicals

Do not enter Exchange chemical and Waste chemical in the same pickup request.

Finish adding the container details for your exchange chemicals under this request, print your exchange labels, then go back to the **"Add Request"** window to enter a request for pickup of hazardous chemical wastes.

To go back to the **'Add Request'** window,
- Click on <BACK>
- In the **'Add Request'** window, enter another request for pickup of your hazardous waste containers.

The data entry process is the same for the details of an Exchange Chemical and Hazardous Waste Containers – the only difference is marking the exchange chemical identifier – And printing the container labels.

Container Details

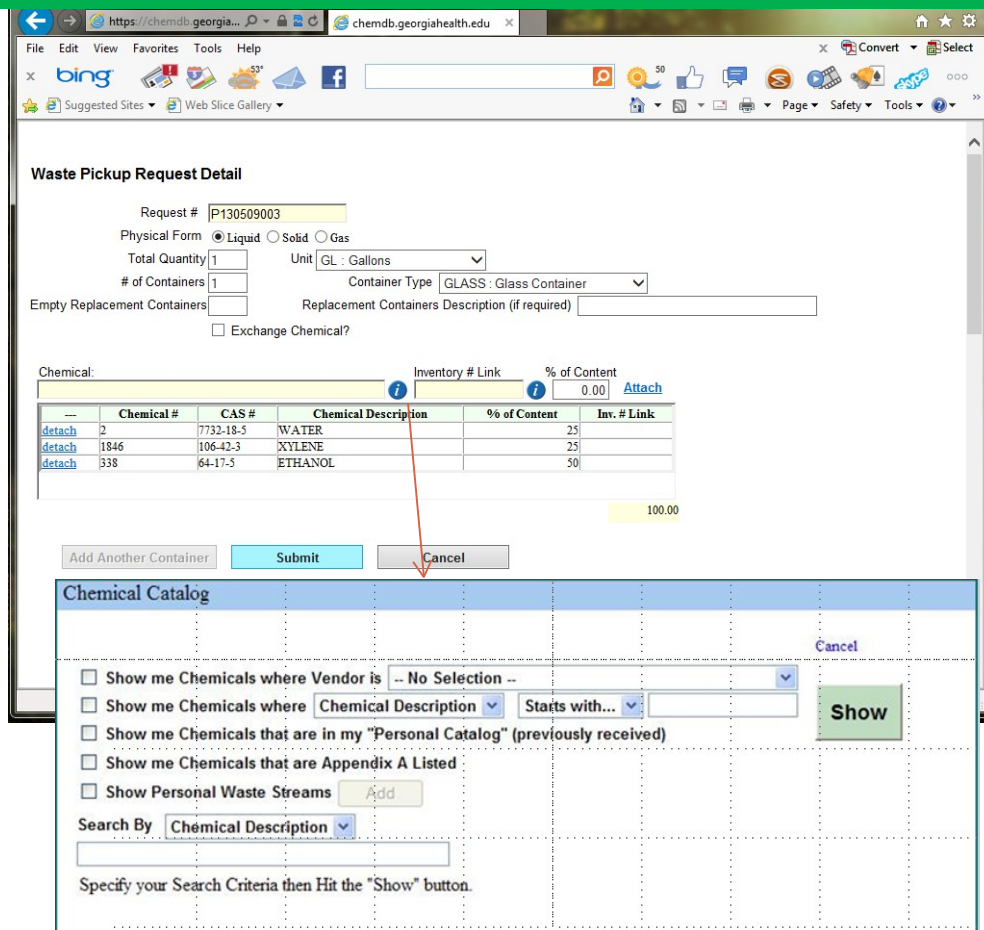## Identifying your Container contents:

You've finished adding the Physical form of the chemicals being wasted (solid, liquid, or gas), and you've added the total quantity and unit (1 liter) - the # of containers is always one (1) because there is one container detail for each container, you've entered the container type (glass container), and now you're ready to enter the details about the contents of your container.

The contents of your container, with % of Content is entered using the table at the bottom of the **<Waste Pickup Request Detail>** window.

You will use the blank field under 'Chemical' to search for the name of the chemical or chemicals in your container.

To activate the search engine, Click on the icon [🛈] following the blank 'Chemical' field. A search window will appear.

Notice you have several search options for identifying the constituents of your chemical waste.

Searching for Chemical Name

To search for chemical names:

You must execute one of the search options to enter the chemical name or the names of each constituent of a mixture to the details of your waste container.

You may Not type in a chemical name for this field.

9. For now, you should Not use the **"Show me Chemicals where Vendor is"** unless you have entered the vendors who supply each of the chemicals in your chemical inventory, And you also going to use the **"Show me Chemicals in my Personal Catalog (previously received)** to execute a search for chemical names

Go to the next search option: **Show me Chemicals where [Chemical Description] [Starts with].**

We have over 15,000 chemicals in our database Chemical Catalog – we currently do not have vendors identified for all of the chemicals in the catalog.

Show me Chemical Where

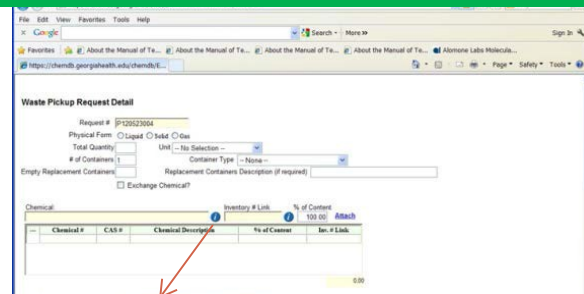## Show Me Chemicals Where [Chemical Description] [Starts with]

10. The **Show Me Chemicals Where [Chemical Description] [Starts with] –** allows you to search the Database Chemical Catalog for the identity of the chemical(s) by

- **Chemical Description –** chemical name

- **CAS# -** Chemical Abstract Service #

- **Chemical # -** database catalog #

For now, do not use the **Catalog #** or the **Vendor Name** search options – unless you are also using you're the '**Show me Chemicals that are in my**

'Personal Catalog" (**previously received**) option and you have entered this information in your personal chemical inventory.

11. The second field allows you to select: **Starts with, Contains, or Equals**

12. In the third field, type in the **Chemical name or CAS# -** then Click on **Show**

Personal Catalog & Appendix A Listed

Personal Catalog Search Functions:

13. The "**Personal Catalog"** is created by the database as you enter chemicals in your inventory. It contains all of the chemicals you have ever entered in your inventory and any corresponding information such as vendor and catalog #. You may use this alone or with the following options:

- "Show me chemicals where Vendor is"

- "Search by [Chemical Description], selecting Chemical Description, CAS#, Catalog #, or Vendor name"

Chemical Catalog

☐ Show me Chemicals where Vendor is -- No Selection --
☐ Show me Chemicals where Chemical Description Starts with...
☐ Show me Chemicals that are in my "Personal Catalog" (previously received)
☐ Show me Chemicals that are Appendix A Listed
☐ Show Personal Waste Streams Add

Search By Chemical Description

Specify your Search Criteria then Hit the "Show" button.

Show

Cancel

Chemical Description
CAS #
Catalog #
Chemical #
Vendor Name

Chemical Description
CAS #
Catalog #
Chemical #

Starts with...
Contains...
Equals...

Show me Chemicals that are Appendix A Listed

14. **Show me Chemicals that are Appendix A Listed** - this is a list of the Department of Homeland Security (DHS) Appendix A listed chemicals that are in the database catalog.

Show Personal Waste Streams
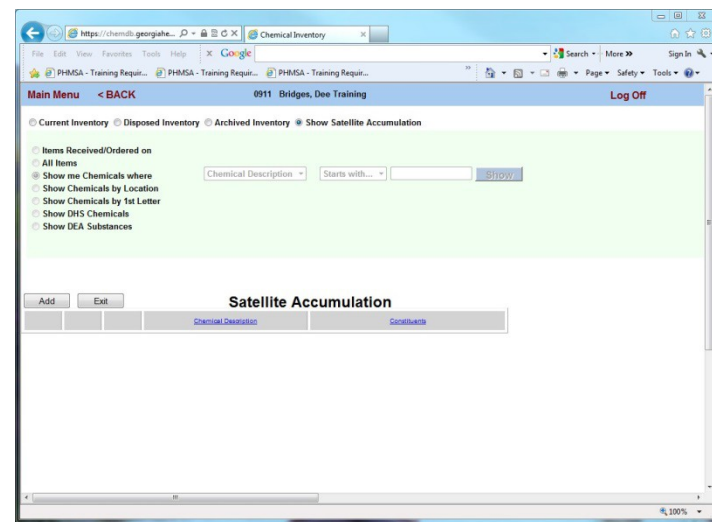
Show Personal Waste Streams

15. You may use the **'Show Personal Waste Streams'** – If you've entered Hazardous Waste Streams in your Chemical Inventory for Satellite Accumulation inventory.

Using this search option, you may pull up your Hazardous waste streams and select from the list to identify the contents of your hazardous waste container.

- Mark the **Show Personal Waste Streams**, then

- Click on **Show** to select from your personal waste streams.

Review Module 2 for Satellite Accumulation Inventory and Waste Stream details

When you select the chemical name from your Personal Waste Streams – you do not have to enter the constituents of your waste – they are automatically imported from the information you entered in your Satellite Accumulation waste streams

Selecting the Chemical Name

Enter the Parameters of your Search & Click on Show:

16. A list of Chemicals that match your search specifications will appear at the bottom of the screen

17. **Click on the Chemical name or CAS #** to select your chemical from the list that appears

18. **Repeat the search until you have identified all the components of your waste.**

19. If you selected **"Show Personal Waste Streams",** Click on the name of the Waste Stream to select - *no additional search is required - all of the constituents/components of the waste will be included with the waste steam information –See Module 2 for Satellite Accumulation/Hazardous Waste Streams for details.*

20. Skip **'Inventory Link'** should only be used when you want to Remove a chemical from your inventory as you waste it, because you no longer intend to keep it in stock

Concentration & % Content

Concentration per ingredient in the container:

21. % Content = Concentration

This remains at 100% if this is not a mixture.

If it is a mixture, you must identify the percent (%) content or concentration for each chemical in the container:.

Calculate the approximate percentage, and type it in the box beneath **% Content** for each chemical in the mixture. This information does not have to be precisely accurate, unless the chemical is Highly Toxic, Extremely Hazardous. However, it does have to be close enough in approximation for CSO staff to determine how to handle the waste.

The total in the lower left corner below the ingredients table should equal 100%, therefore you should include Inert, or Nonhazardous materials such as Water when identifying the contents of a mixture.

Attach or Detach Ingredients

Attaching or Detaching a Chemical Ingredient:

If you need to correct the data in your details list:
- Use the **'Attach'** command to add
- Use the **'Detach'** command to remove

When you have searched for and attached each of the chemicals in your mixture, the total in the lower left corner below the table should equal 100%.

22. Click on **Submit** to save the detail.

23. If you have more than one container of waste. **Click on "Add Another Container"** to enter your next Detail and repeat the previous instructions. *Remember – there should be one Detail for each Container of waste.*

24. Click on **Done** when you are finished adding all of your waste containers – the **Add Request** window will appear.

Add, Edit, or Delete Container Details

To add, edit, or delete the details of your containers:

Click on **View** to open the **Waste Detail Window**.
Here you will see the list of container details you have entered for pickup.

From this window you may '**Add, Edit, or Delete**' your waste containers details, and you can print the container labels.

- Add another detail by clicking on **+Add+ Request Detail**

- Edit an Detail you entered by clicking on **Edit** to the left of the item you wish to change,

- Delete any Detail you entered by clicking on **Delete.**
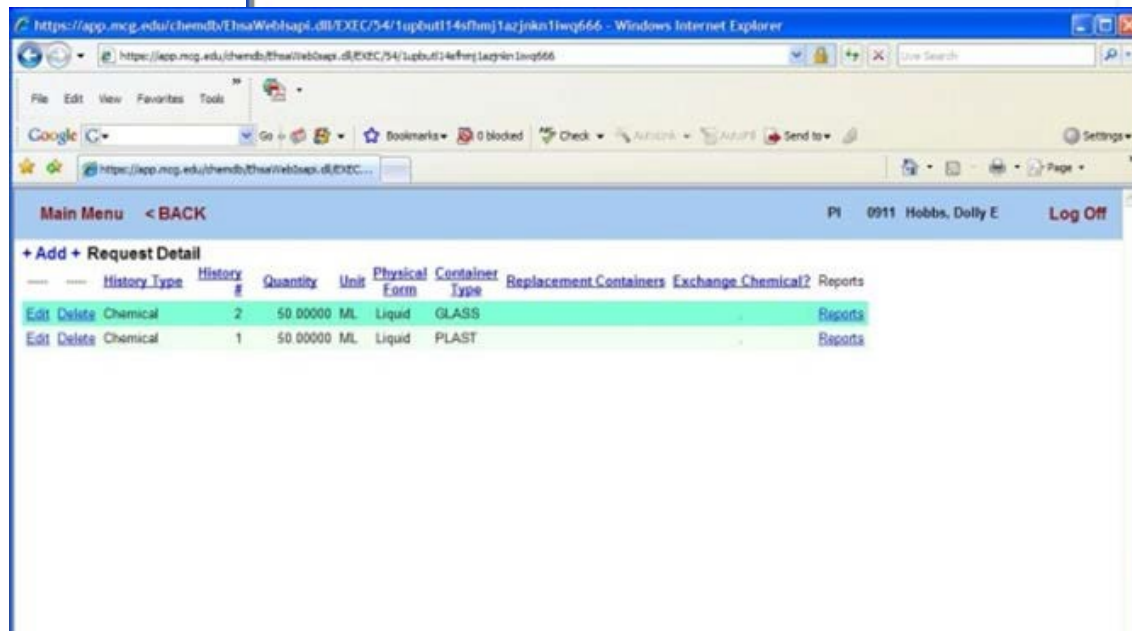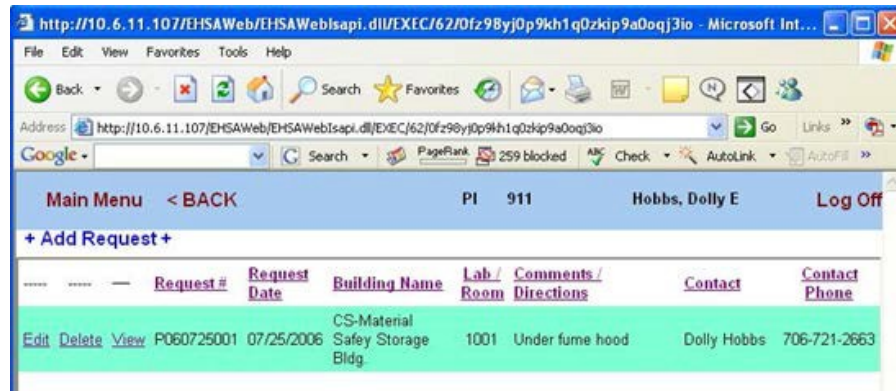
Printing Container Labels

Printing Labels

• You will also **Print a Hazardous Waste Container Label for each container** by Clicking on the word **"Reports"** in the far left column.

Selecting a Label size:

  a. **Avery 8163** – 10 up - 2" x 4", ten per page
  b. **Avery 5164** – 6 up – 3.3" x 4", six per page
  c. **Avery 5124** – 2 up – 5" x 8", two per page
  d. **Chemical Exchange Label Avery 8163** (10 up)
  e. **Chemical Exchange Label Avery 5164** (6-up)

Click on the label size [Avery 8163] to select the label you wish to use

Exchange Label

Hazardous Chemical Waste Label

Container Label Choices

Selecting a Label size:

10 up is a small label, use this when you have **no** more than one or two chemicals in the container. – Small size 10 per page – three across the top and 10 down

6 up is a bit larger, use this when you have 3 to 6 chemicals in the mixture. – like shipping labels – two across the top and three down

2 up is ½ page – use this when you have more than 6 chemicals in the mixture – ½ page labels with one on top and one on the bottom – two per page

Exchange labels - there are only 2 choices, the labels are the same size as the **10 up** and **6 up** labels as identified above

Click on the label size to select
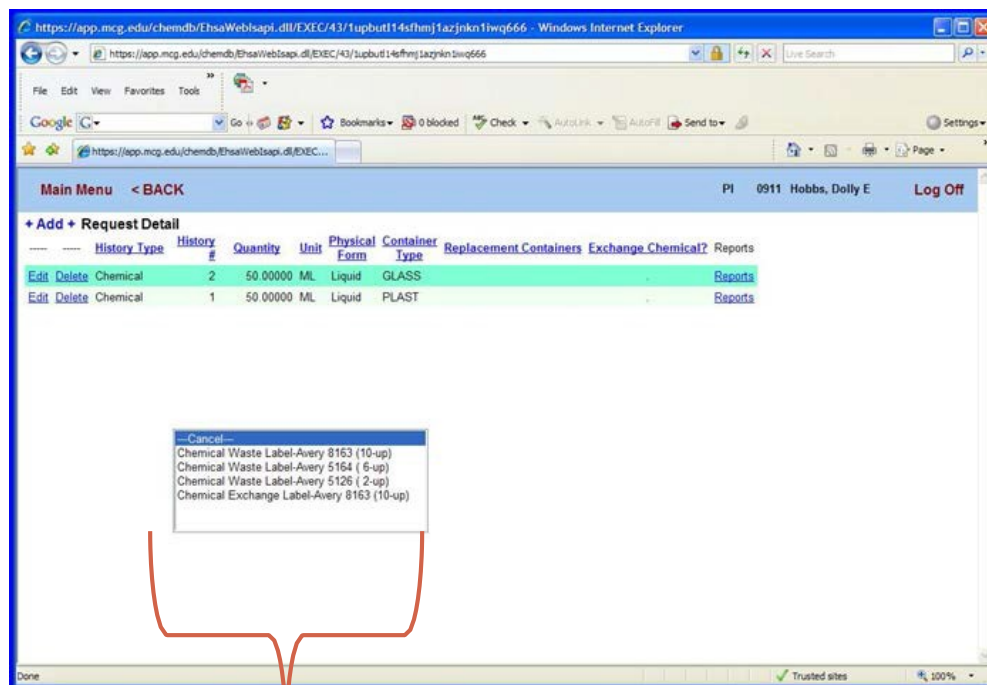
a. **Avery 8163** – 10 up - 2" x 4", ten per page
b. **Avery 5164** – 6 up – 3.3" x 4", six per page
c. **Avery 5124** – 2 up – 5" x 8", two per page
d. **Chemical Exchange Label Avery 8163** (10 up)
e. **Chemical Exchange Label Avery 5164** (6-up)

Printing the Label

To Print the Container Labels for your Waste Containers:

Click on Reports in the last column to produce a container label.

A label selection list will appear – **Click on the Label Size to Select [Avery 5164]**

> a. **Avery 8163** – 10 up - 2" x 4", ten per page
> b. **Avery 5164** – 6 up – 3.3" x 4", six per page
> c. **Avery 5124** – 2 up – 5" x 8", two per page
> d. **Chemical Exchange Label Avery 8163** (10 up)
> e. **Chemical Exchange Label Avery 5164** (6-up)

A window will appear asking you: **"What Label # Would you like to start Printing on?"** You would enter a numerical value for the label position – this option allows you to use all of the labels on an Avery sheet of sticky labels or mailing labels. Using this you may identify the label. Labels on the Avery 5164 sheet are counted 1 to 10 in the first column, 11 to 20 in the second column, and 21 to 30 in the last column

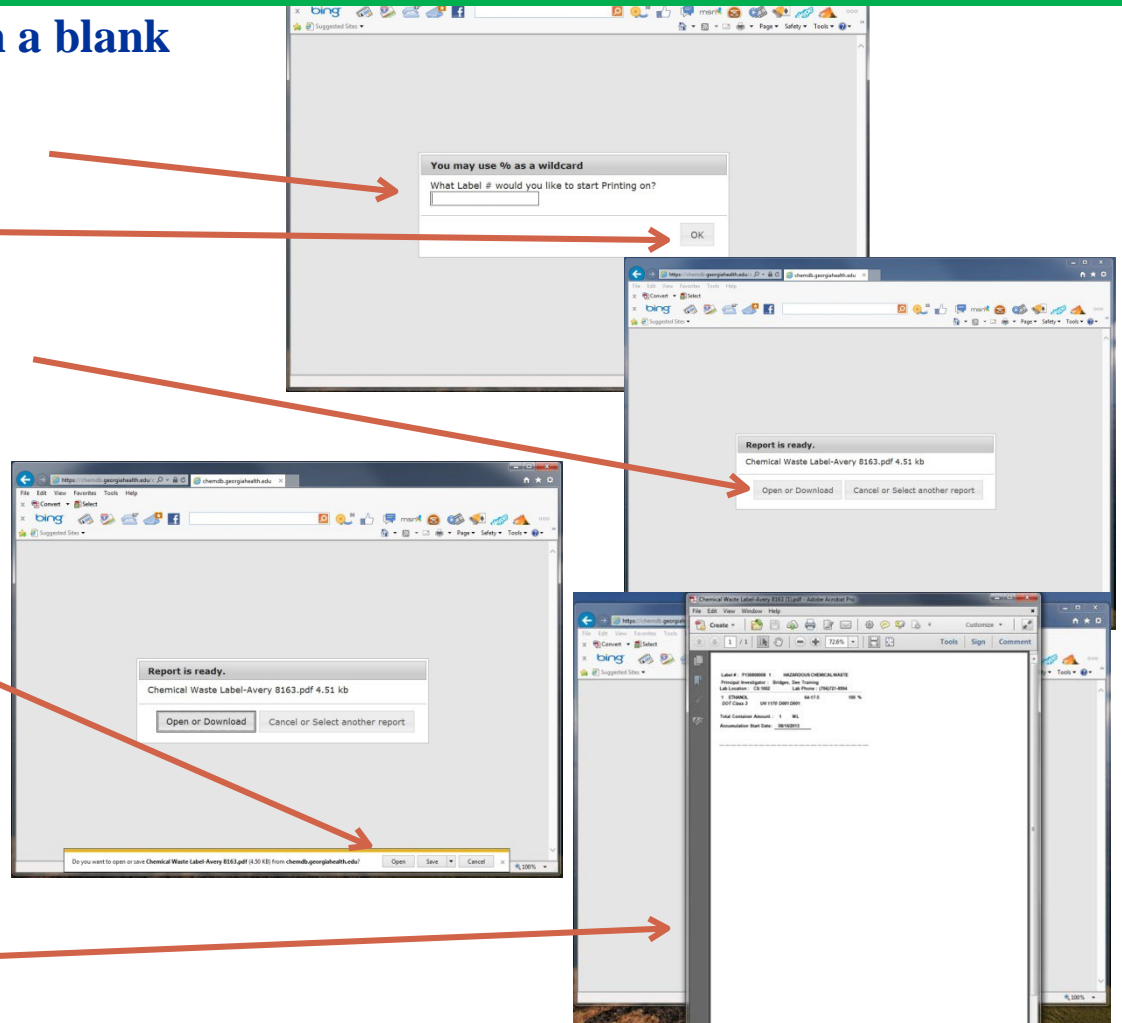# Printing the Labels Continued

You can also print your labels on a blank sheet of paper

To begin printing the first Label , **Enter the number 1 in the blank field** following the question, then **Click on OK**

When the **Report is ready**, **Click on "Open or Download"**

Then **Click on Open** at the bottom of the window

The labels will open in PDF format

Placing the Label on the Container

Attach each individual label to the appropriate container

Do not use adhesive labels for Exchange chemicals – print on plain paper and cut out the label

If you used a sheet of paper to print your labels, cut out each label, and tape it to the corresponding container.

Do not cover or damage the original Vendor's label on an Exchange chemical container.
Waste & Exchange chemicals are picked up on Wednesday of every Week.
After you have labeled the container, Place it in a designated area, where Chemical Safety can find it on Wednesday.

Remember Wastes & Exchange Chemicals are processed under Separate Requests

To not enter Exchange and Waste under the same Pickup Request

Label 1 – Waste

Label 2 – Waste

Exchange Label placement should be the same as Label 2 – do not cover or damage the original label

All containers must have a label attached for pickup.

Place the Labeled Container for Pickup

You should have a designated area for Chemical Safety to Pickup your Waste

After labeling your container(s), place them in your hazardous waste pickup location

Chemical Safety Pickups up every Wednesday. All containers must be labeled for pickup.

Hazardous Waste Labels should be securely attached to the container, as shown in Label 1 below.

Exchange Label placement should be the same as Label 2 – do not cover or damage the original label on chemical containers being offered for Exchange

Hazardous Waste labels must have the words "Hazardous Waste" on the label.

Exchange Chemicals will have the words "Exchange Chemical"

Label 1 – Waste

Label 2 – Waste

All containers must have a label attached for pickup.

Log Off When Finished

Use the menu at the top of the PSF page to execute commands

After you have printed your labels, Select **File Exit** to exit the PDF document.

Click on **"Cancel or Select Another**

Report" to exit the label printing application

This will take you back to the Details

window –
When you have completed entering the container information, printed your labels, and attached the labels to the container, you're finished with the pickup request.

Click on **Log Off** to exit the program.
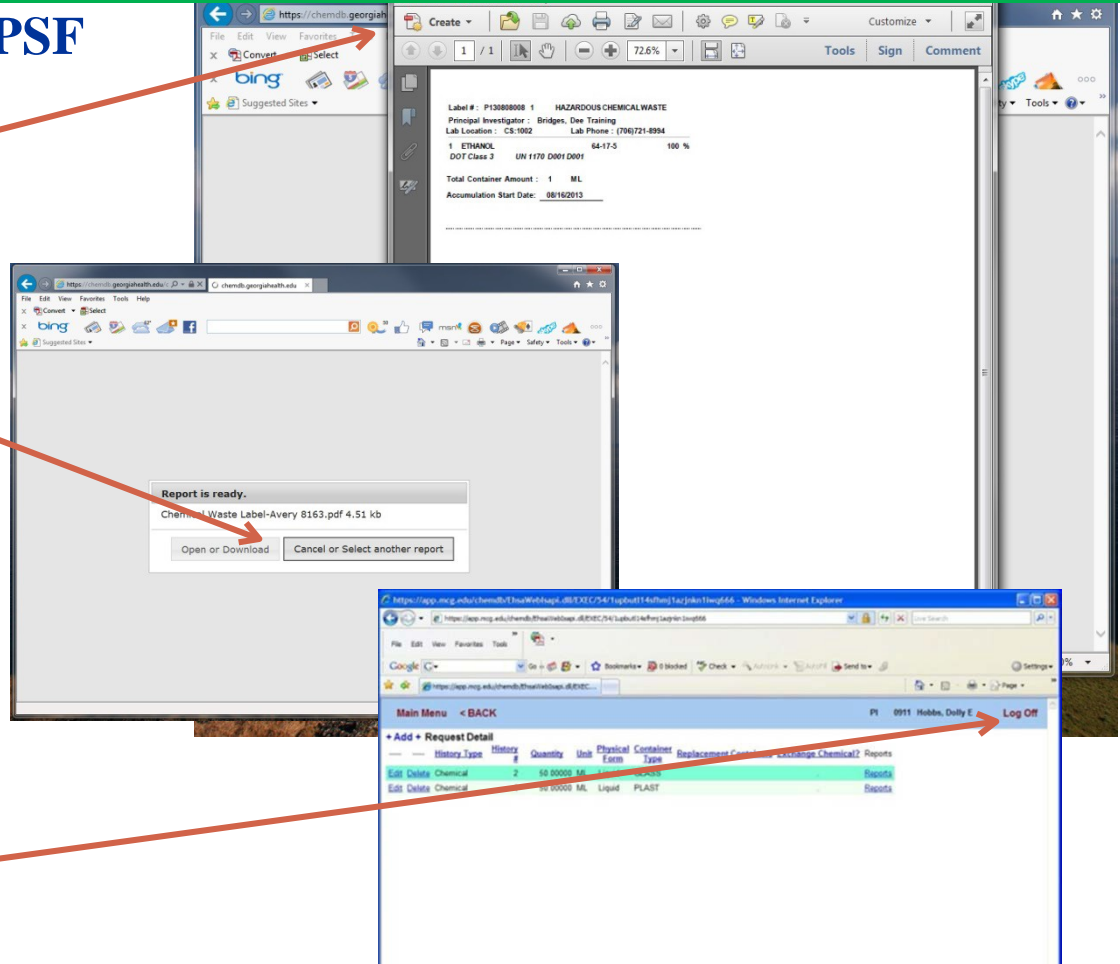
Contact Information

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For additional information or assistance, contact Chemical Safety at:

Phone: 706-721-2263
FAX: 706-721-9844
email: <u>CHEMSAFETY@augusta.edu</u>