

Title: Create a Hazardous (Chemical) or Biological Waste Pickup Request



Last Updated: 7/18/2023

Description: This QRG provides the basic steps to submit a waste pickup request using the Environmental Health and Safety Assistant (EHSA). For EHSA registration instructions see the QRG for Setting up a Waste Request Profile in EHSA.

For assistance, contact Environmental Health and Safety at 765-494-0121 or email to purdueehsa@purdue.edu.

Jump Links: [Creating a Hazardous \(Chemical\) Waste Pickup Request](#), [Creating a Biological Waste Pickup Request](#)

Accessing EHSA (Returning Users)	
Visit the EHSA Website If the link does not open or allow access, copy, and paste it into a browser.	<p style="text-align: center;">https://wpvitbsonehsa01.boilerad.purdue.edu/ehsa/</p>
Log in using your Purdue Career Account username and password. Note: An off-campus user or individual using a non-Purdue computer may need to connect to the Virtual Private Network (VPN) to access EHSA.	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Purdue Login</p> <p>Career Account Username</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Password</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <p>Need help?</p> <div style="background-color: #333; color: white; padding: 5px 15px; border-radius: 3px;">Log in</div> </div> </div>

Submitting a Waste Pickup Request		
<p>Click on [Waste Pickup Request]</p>	 Waste Pickup Request	 Worker Registration
<p>Click on [Add a Waste Request] in top left corner</p>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> + Add a Waste Request ✎ Edit a Waste Request 🗑 Delete a Waste Request </div>	
<p>Select the Principal Investigator (PI), building and lab/room from the dropdown lists.</p> <p>Note: A pop-up message will appear if you work with more than one PI. Choose the one associated with the waste for the pickup request being submitted.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; margin-bottom: 10px;">Please select a PI and Building/Lab</p> <p>PI <input style="width: 150px;" type="text"/></p> <p>Building <input style="width: 150px;" type="text"/></p> <p>Lab / Room <input style="width: 100px;" type="text"/></p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> Save Cancel </div> </div>	
<p>Select the applicable waste type from the dropdown list.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; margin-bottom: 10px;">Select Waste Type</p> <div style="background-color: #ffe0e0; padding: 10px; margin-bottom: 10px; text-align: center; font-size: small;"> Modifying the Waste Type will apply to all containers and can result in loss of previously entered data for this record </div> <p>Waste Type <input style="width: 150px;" type="text" value="Chemical"/></p> <div style="border: 1px solid #ccc; background-color: #e0e0e0; padding: 5px; margin-top: 5px;"> Chemical Biological </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> Save </div> </div>	
<p>Click [Save]</p>		

Creating a Hazardous (Chemical) Waste Pickup Request
See page 6 for Biological Waste Pickup Request information.

Verify or edit the contact and location information in the profile section at the top of the Purdue Waste Form. Enter information in the comments field that pertain to the pickup request such as: special location of waste containers, additional contact names with phone numbers and email addresses, and/or special handling requirements.

Purdue Waste Form

By submitting this form I certify that I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford.

Waste User ID	Hide Profile	Edit Profile	Request Number:TBD
Contact Edit	Contact Phone	Contact Email	
Purdue Pete	765-1234	purduepete@purdue.edu	
PI Name Edit	Department	Location Edit	
Name of Principal Investigator	Radiological & Environmental Mgmt (44040000)	LILY-LILLY HALL OF LIFE SCIENCES : 3201	
	Comments		
Order Replacement Containers & Labels	<input type="text"/>		
Attached Documents (0)			

Container 1

Waste Type

Chemical

Edit

Attached Documents (0)
Template Options

*Physical Form

*# of Containers

*Container Size

*Unit of Measure

*Amount in Container

Container Comments / Additional Information

Container Contents (Contents of a single container)

	Chemical Description	Trace Amount?	% of Content	Amount in Container	CAS #
↻	<input type="text" value="Search ... or click to enter Chemical Description"/>	<input type="checkbox"/>	100		Click to enter CAS #

Add Additional Container

Save Cancel

Enter the Container and Contents Information:

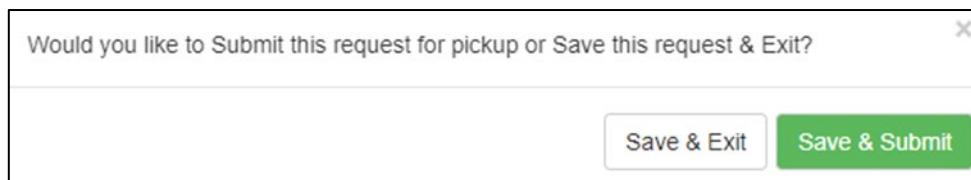
- A. Waste Type is autopopulated with previous selection.
- B. Select the Physical Form of the waste. Options are liquid, gas, or solid.
- C. Select # of Containers. **Note: If entering more than 1 in this field, all containers must have identical details, including the same contents, percentages, and volume of waste. See item L for entering containers if any of the details are different, i.e. contents, percentages, or significant volume differences.**
- D. Enter Container Size. The size must be a numeric value only.
- E. Select Unit of Measure. Options for Unit of Measure vary depending on the physical form selected.
- F. Amount in Container-This is the volume of waste remaining in each individual container, expressed as a numeric value only. The units associated with this number are the same as those selected for the container size.
- G. Photo Icon-A photo (JPEG format) can be attached to a container in addition to any comments.
- H. Attached Documents-Microsoft Word and PDF documents can be attached. An example would be a Safety Data Sheet (SDS).
- I. Container Comments / Additional Information-Use this field to provide notes specific to a container. Examples: Special handling, notes on illegible labels, if the container location is separate from other waste containers or in an area where waste is not typically stored.

- J. Container Contents-Enter all chemical or waste constituents/components in the container. Click in the **[Search...or click to enter Chemical Description]** field and enter one of the waste constituents/components.
- Chemicals or waste items can be added using the Search function or by typing in the field and selecting the item from the dropdown list.
 - Enter the full chemical name if it is not already listed in the catalog/drop-down list.
 - Enter one constituent/component per line.
- K. Enter the percentage for each of the constituents/components if the amount is 1% or greater, to total 100%.
- Constituents/components present at <1% can be entered by clicking on the **[Trace Amount]** box. Trace amounts are not included in the 100% total.
 - All constituents/components must be entered as percentages or trace amounts.
- L. Add Additional Container-Click on **[Add Additional Container]** if there is a difference in physical form, contents, percentage of constituents/components, container size, and/or quantity disposed (volume remaining).

Review the pickup request.

Click **[Save]** at the top or bottom of the screen.

Save Options



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

Save & Exit Save & Submit

- Save & Exit: Saves your work to be finished at a later time.
- Save & Submit: Submits the pickup request to Purdue's Environmental Health and Safety department for processing.

Creating a Biological Waste Pickup Request

Select **[Biological]** waste type from the dropdown list.

Select Waste Type

Modifying the Waste Type will apply to all containers and can result in previously entered data for this record being lost.

Waste Type: Chemical (dropdown menu open showing Chemical and Biological)

Save

Verify or edit the contact and location information in the profile section at the top of the Purdue Waste Form. Enter information in the comments field that pertain to the pickup request such as: special location of waste containers, additional contact names with phone numbers and email addresses, and/or special handling requirements.

Purdue Waste Form

By submitting this form I certify that I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford.

Waste User ID | Hide Profile | Edit Profile | Request Number: TBD

Contact [Edit](#): Purdue Pete | Contact Phone: 765-1234 | Contact Email: purduepete@purdue.edu

PI Name [Edit](#): Name of Principal Investigator | Department: Radiological & Environmental Mgmt (44040000) | Location [Edit](#): LILY-LILLY HALL OF LIFE SCIENCES : 3201

Comments: [Text Area]

[Order Replacement Containers & Labels](#)

Attached Documents (0)

Container 1 Waste Type: Biological Edit **C**

A **B** Attached Documents (0) Template Options

D

Category 1 (Biological Waste):
Any substance known, assumed, or suspected of being infectious to humans, plants, or animals before treatment that may cause harm to the public if released to the environment. Category 1 biological waste includes any material contaminated with the aforementioned infectious substances as well as all items containing or contaminated with human blood or blood products.

For Category 1 waste, list applied treatment in description.

Category 2 ("Look-Alike" Waste):
Animal tissue, fluids, cell cultures, Petri dishes NOT fitting the category 1 description.

***Biological Waste Category** **E** **F** Treated?

***# Of Boxes** **G** **# Of Containers Refused**

Bio - Reason Not Picked Up

Container Contents

H	Bioagent Description
	Click to enter Bioagent Description

- A. Waste Type is autopopulated with previous selection.
- B. Photo Icon-A photo (JPEG format) can be attached to a container in addition to any comments.
- C. Attached Documents-Microsoft Word and PDF documents can be attached. An example would be a Safety Data Sheet (SDS).
- D. Review the Category 1 and Category 2 waste definitions.
- E. Select the Biological Waste Category from the drop-down menu.
- F. Click the **[Treated?]** box for Category 1 waste. A Treatment Type field will appear. Enter the type of treatment, such as autoclaved.
- G. Enter the number of boxes that are sealed, labeled, and ready for pickup.
- H. Enter a waste description in the Bioagent Description Field.
- I. Click on **[Add Additional Container]** to enter waste with a different category.

Review the pickup request.

Click **[Save]** at the top or bottom of the screen.

Save Options

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

Save & Exit

Save & Submit

- Save & Exit: Saves your work to be finished at a later time.
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