PURDUE UNIVERSITY® | Administrative Operations

Title: Setting up a Waste Request Profile in EHSA

Last Updated:7/14/2023

Description: This QRG provides the basic steps to register a profile with EHSA to submit a hazardous (chemical) or biological waste pickup quest. For assistance, contact Environment Health and Safety at purdueehsa@purdue.edu.

Accessing EHSA	
Visit the EHSA website If the link does not open or allow access, copy and paste it into a browser.	https://wpvitbsonehsa01.boilerad.purdue.edu/ehsa/
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.**	**Purdue Login** **Career Account Username** **Password** **Need help?** **Log in**

Creating Profile to become a Registered User	
Click on **[Create Waste Profile]**	⊕ Create Waste Profile Click to enter a waste request

Insert your First Name, Last Name, Email Address, and Phone Number.

Select your Department, associated PI/Researcher, Building, and Lab.

Fields with * are required.

Note: Email purdueehsa@purdue.edu if your PI is not in the dropdown list.

	*Indicates Required Field
* Username	brandij
* Unity ID	brandij
Other ID	Other ID Other ID Type ▼
* First Name	First Name
* Last Name	Last Name
* Email Address	Email Address
* Phone #	(XXX)XXX-XXXX
* Department	▼
* PI / Researcher	▼
* Building	▼
* Lab	▼

Click **[Save]** at bottom of screen.

Once all items have been added, continue to the Waste Request pickup that automatically appears.