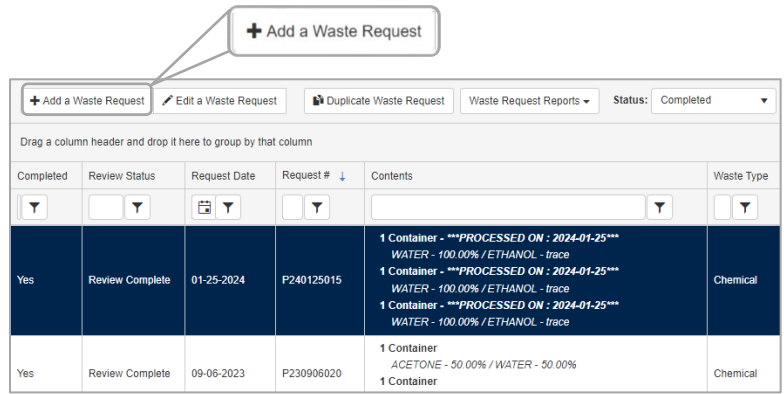


From the Waste Request screen, click on the **+ Add a Waste Request** button.

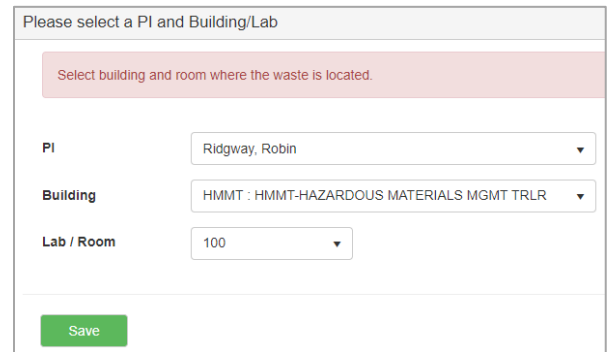


The screenshot shows a web interface for managing waste requests. At the top, there are buttons for '+ Add a Waste Request', 'Edit a Waste Request', 'Duplicate Waste Request', 'Waste Request Reports', and a 'Status' dropdown set to 'Completed'. Below this is a table with columns: Completed, Review Status, Request Date, Request #, Contents, and Waste Type. Two rows of data are visible:

Completed	Review Status	Request Date	Request #	Contents	Waste Type
Yes	Review Complete	01-25-2024	P240125015	1 Container - ***PROCESSED ON : 2024-01-25*** WATER - 100.00% / ETHANOL - trace	Chemical
Yes	Review Complete	09-06-2023	P230906020	1 Container ACETONE - 50.00% / WATER - 50.00%	Chemical

Select the PI, Building, and Room

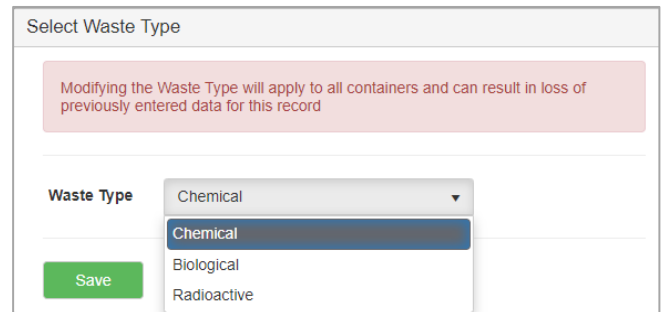
- Auto populates the default PI and Location from your waste profile. Edit as needed.
- Ensure the Building and Room listed is the location the waste will be picked up by EHS staff.



This form prompts the user to select the location for waste pickup. It includes three dropdown menus: 'PI' (set to 'Ridgway, Robin'), 'Building' (set to 'HMMT : HMMT-HAZARDOUS MATERIALS MGMT TRLR'), and 'Lab / Room' (set to '100'). A green 'Save' button is at the bottom.

Select the Waste Type

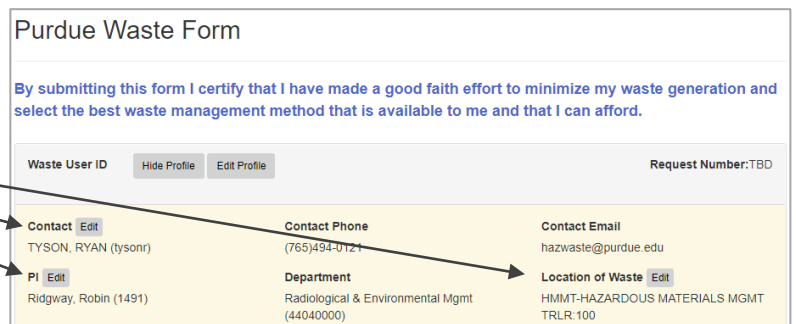
- Each waste type requires a separate pickup request.



This form allows the user to select the waste type. A warning message states: 'Modifying the Waste Type will apply to all containers and can result in loss of previously entered data for this record'. The 'Waste Type' dropdown menu is open, showing options: 'Chemical', 'Biological', and 'Radioactive'. A green 'Save' button is at the bottom.

Verify Waste User ID section

- Edit Contact, PI, or Location of Waste if needed.
- Location should be where the waste will be picked up by EHS staff.

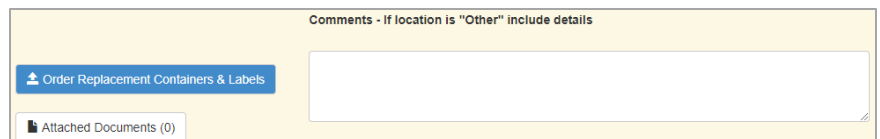


The 'Purdue Waste Form' displays the user's profile information. At the top, it says: 'By submitting this form I certify that I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford.' Below this, the 'Waste User ID' section includes 'Hide Profile' and 'Edit Profile' buttons. The profile details are:

Contact Edit TYSON, RYAN (tysonr)	Contact Phone (765)494-0121	Contact Email hazwaste@purdue.edu
PI Edit Ridgway, Robin (1491)	Department Radiological & Environmental Mgmt (44040000)	Location of Waste Edit HMMT-HAZARDOUS MATERIALS MGMT TRLR 100

Add comments if needed

- Examples:
More detailed location within the room.
Notes about accessing the lab.



The 'Comments' section includes a text area for notes and a button for 'Order Replacement Containers & Labels'. Below the text area is an 'Attached Documents (0)' section.

A
B
C
D
E

*Physical Form	*# of Containers	*Container Size	*Unit of Measure	*Amount in Container	
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Container Comments / Additional Information					
F					
Container Contents (Contents of a single container)					
G	Chemical Description	Trace Amount?	% of Content	Amount in Container	CAS #
<input type="button" value="Remove"/>	<input type="text" value="WATER"/>	<input type="checkbox"/>	90	0	7732-18-5
<input type="button" value="Remove"/>	<input type="text" value="ACETIC ACID"/>	<input type="checkbox"/>	10	0	64-19-7
<input type="button" value="Remove"/>	<input type="text" value="ETHANOL"/>	<input checked="" type="checkbox"/>	--trace	0	64-17-5

A. Physical Form

- Select Gas, Liquid, or Solid.
- Select Gas for aerosol cans (spray paint, adhesive, canned air etc.)

B. # of Containers

- Edit the number of containers if all containers have the exact same contents.

C. Container Size

- Numerical value that indicates the size of the container. (Gallons, Liters, Grams, etc.).
- For bags, buckets, or boxes of solids enter an estimated total weight of the container (Pounds, Kilograms, etc.).

D. Unit of Measure

- Select units (Liters, Gallons, Pounds, Cubic Feet, etc.).
- Available units are different for each physical form.
- Unit of Measure applies to container size and amount in container.

E. Amount in Container

- Numerical value for volume of liquid or solid remaining in the container.
- For bags, buckets, or boxes of solids enter the weight used for container size.

F. Container Comments / Additional Information

- Important information about the specific container that would be helpful for EHS staff to know.

G. Chemical Description

- Free type each chemical or material in the container or select from the drop-down list.
- Each component of a mixture is entered on a separate row.

H. Trace Amount?

- Check the trace box if the chemical is < 1% of the total contents.

I. % of Content

- Containers with 1 chemical will be listed as 100%.
- For mixtures, enter the percentage for each chemical that represents the amount present in the overall volume of waste.
- A container's contents must total 100%.
- Trace items are not included in the percentage total.

J. Amount in Container

- Auto populated based on size, amount, and percentage entered for items C, E, and I.

K. CAS

- Auto populated when applicable.

Additional Requirements:

- Write out full chemical names – no formulas, abbreviations, or acronyms.
- All chemicals that came into contact with debris or silica gel must be listed as trace.
- Content description on the orange disposal tag must match the content description in EHS and must be legible.
- When submitting commercial/trade products in original manufacturer containers:
 - Orange disposal tags are not required.
 - Enter only the brand and type of product (Examples: Rustoleum® spray paint, WD-40®, Hach® Nitrate Kit TNT 839)
 - Attach a Safety Data Sheet (SDS) if available.
- Gather submitted containers in one place and label "For EHS Pickup".