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

**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.

**Select the Waste Type**
- Each waste type requires a separate pickup request.

**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.

**Add comments if needed**
- Examples:
  - More detailed location within the room.
  - Notes about accessing the lab.
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 EHSA 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.”