

Creating a Pickup Request in EHSA

Hazardous ([Chemical](#)) or [Biological](#) Waste

Last Updated: 2/11/2026

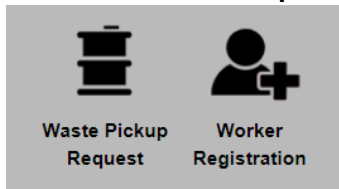
Description: This QRG provides the basic steps to submit a waste pickup quest using the Environmental Health and Safety Assistant (EHSA). For EHSA registration instructions see the QRG for Setting up a Waste Request Profile in EHSA. For assistance, contact Environmental Health and Safety at 765-494-0121 or email to purdueehsa@purdue.edu.

Accessing EHSA (Returning Users)

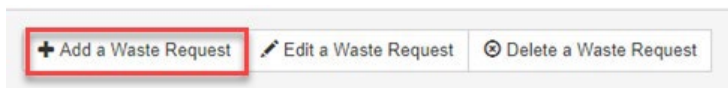
1. Visit the **EHSA Website** If the link does not open or allow access, copy and paste it into a browser.
 - A. <https://wpvitbstonehsa01.boilerad.purdue.edu/ehsa/>
2. Log in using your Purdue Career Account username and password.
 - B. *Note: An off-campus user or individual using a non-Purdue computer may need to connect to the Virtual Private Network (VPN) to access EHSA.*

Submitting a Waste Pickup Request

1. Click on **Waste Pickup Request**.



2. Click on **Add a Waste Request** in top left corner.



3. Select the Principal Investigator (PI), building and lab/room from the dropdown lists.
 - A. *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.*

Please select a PI and Building/Lab

PI	<input type="text"/>
Building	<input type="text"/>
Lab / Room	<input type="text"/>

- Select the applicable waste type from the dropdown list.

- Click **Save**.

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.

- Enter the **Container and Contents Information**:

- Waste Type** is autopopulated with previous selection.
- Select the **Physical Form** of the waste. Options are liquid, gas, or solid.
- 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).
3. **Review** the pickup request.
 4. Click **Save** at the top or bottom of the screen.

Save Options

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

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

Save & Exit

Save & Submit

Creating a Biological Waste Pickup Request

1. Select Biological waste type from the dropdown list.
2. 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.

The screenshot shows the 'Purdue Waste Form' profile section. At the top, there are buttons for 'Waste User ID', 'Hide Profile', and 'Edit Profile', along with a 'Request Number: TBD'. Below this, the contact information is displayed: 'Contact: Purdue Pete', 'Contact Phone: 765-1234', and 'Contact Email: purdue.pete@purdue.edu'. There are also fields for 'Department: Radiological & Environmental Mgmt (44649002)' and 'Location: LILY-LILLY HALL OF LIFE SCIENCES 3201'. A 'Name of Principal Investigator' field is present, followed by a 'Comments' text area. At the bottom, there are buttons for 'Order Replacement Containers & Labels' and 'Attached Documents (0)'.

3. Enter the Container and Contents Information:

The screenshot shows the 'Container 1' section of the form. The 'Waste Type' is set to 'Biological'. There are several red circles with letters A through I marking specific fields: A (Waste Type dropdown), B (Attached Documents button), C (Edit button), D (Category 1 description), E (Biological Waste Category dropdown), F (Treated? checkbox), G (# Of Boxes spinner), H (Bioagent Description text area), and I (Add Additional Container button). The 'Category 1 (Biological Waste)' section includes a description and a note to list applied treatment in the description. The 'Category 2 ("Look-Alike" Waste)' section includes a description. The 'Biological Waste Category' dropdown is currently empty. The 'Treated?' checkbox is unchecked. The '# Of Boxes' spinner is set to 1. The '# Of Containers Refused' spinner is set to 0. The 'Bio - Reason Not Picked Up' dropdown is currently empty. The 'Container Contents' section has a text area for 'Bioagent Description' with a placeholder '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.
4. **Review** the pickup request.
 5. Click **Save** at the top or bottom of the screen.

Save Options

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

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

Save & Exit

Save & Submit