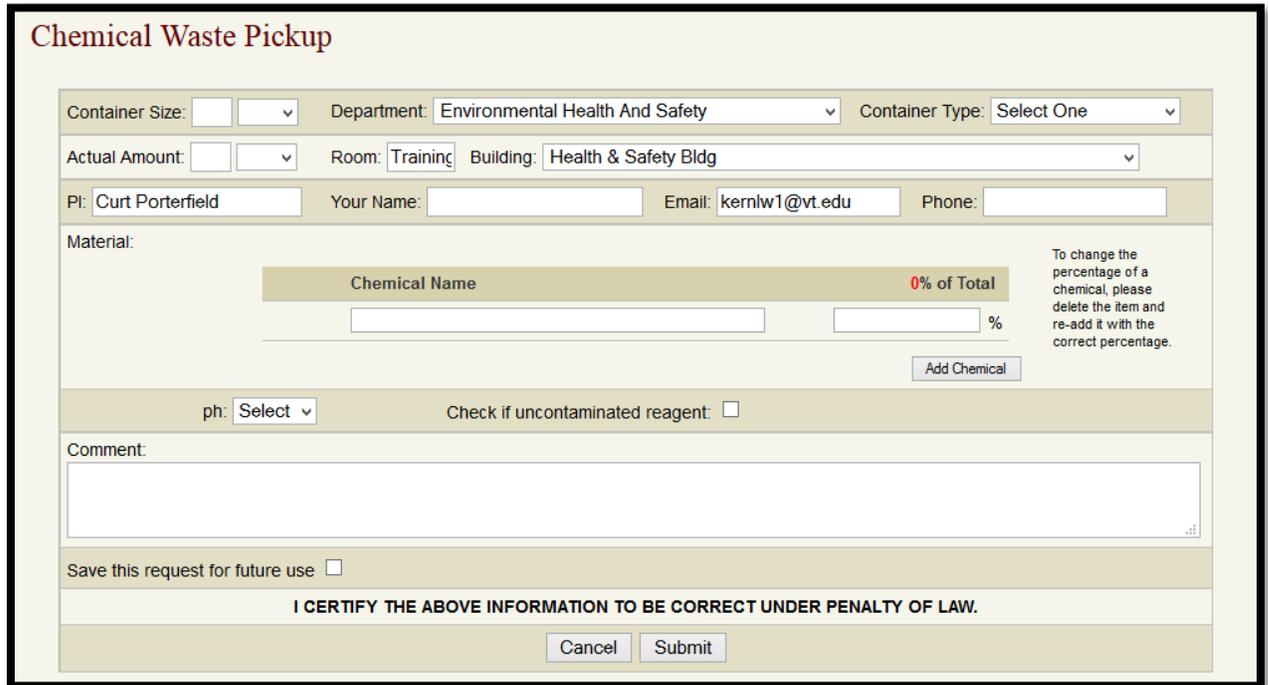


## Requesting a Waste Pickup

This tab should only be used for chemical waste ONLY. Please do NOT use this form for Radiological, Biological, or general waste (trash).

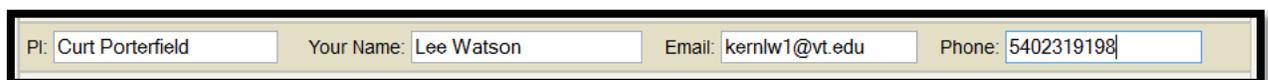
1. Navigate to the [ Waste Pickup ] tab and click [ Request Waste Pickup ].
2. The Chemical Waste Pickup form opens.



3. Enter the Container information and the actual amount of chemical to be picked up. Common container sizes and types can be selected using the drop-down menus. EHS needs to know the approximate amount of waste in the container.



4. Your e-mail address and the Principal Investigator's name should automatically be populated on the form. Type your name and a contact phone number in the appropriate spaces.



- Enter the individual components of the waste in the container. Identify the chemical name of the material, and as a percentage of the total amount identified in Step 3. Click **[Add Chemical]** to update each line and the total percent. The sum (in percent) displays in **RED** on the upper right of the section.

Material:

Chemical Name	50% of Total
<a href="#">[delete]</a> Hydrogen Peroxide 4%	50 %
<input style="width: 80%;" type="text" value="Ethyl alcohol"/>	<input style="width: 10%;" type="text" value="50"/> %

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

The total of materials **MUST** equal 100%. When the total is correct, the percentage displays in **GREEN**.

Material:

Chemical Name	100% of Total
<a href="#">[delete]</a> Hydrogen Peroxide 4%	50 %
<a href="#">[delete]</a> Ethyl alcohol	50 %
<input style="width: 80%;" type="text"/>	<input style="width: 10%;" type="text"/> %

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

- Enter the pH of the waste material. If the material is an uncontaminated reagent, check the appropriate box.

ph:

Check if uncontaminated reagent:

- Enter any comments that the Hazardous Materials Management team may need in order to process your waste pickup.

Comment:

Available for pickup between 8 AM- 12PM MWF. Alternate pickup time may be set by contacting Curt Porterfield at 1-8759.

- You have the option to save the request as a template for future use. If you are satisfied with the information, click **[Submit]**. In submitting the request, you are certifying the type and amount of waste in accordance with all regulations.

Save this request for future use

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.

9. Once the ticket is submitted, you will see a confirmation screen. You must print and attach the pickup ticket to the container.

## Chemical Waste Pickup

### Thank you!

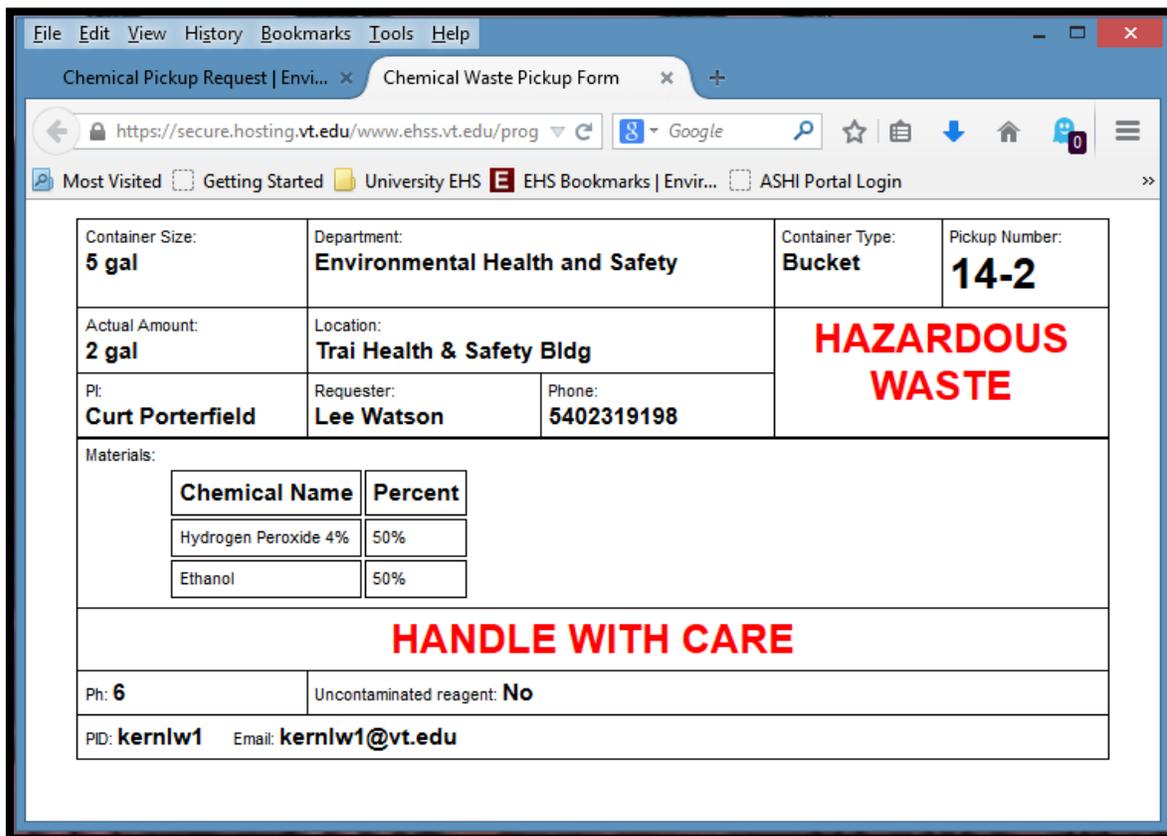
Your pick-up request has been received.

 [Print](#) and attach to container.

Please allow two weeks for your pickup to occur.  
You may track your pickup requests from the Waste Pickup Tab in the [Safety Management System](#).

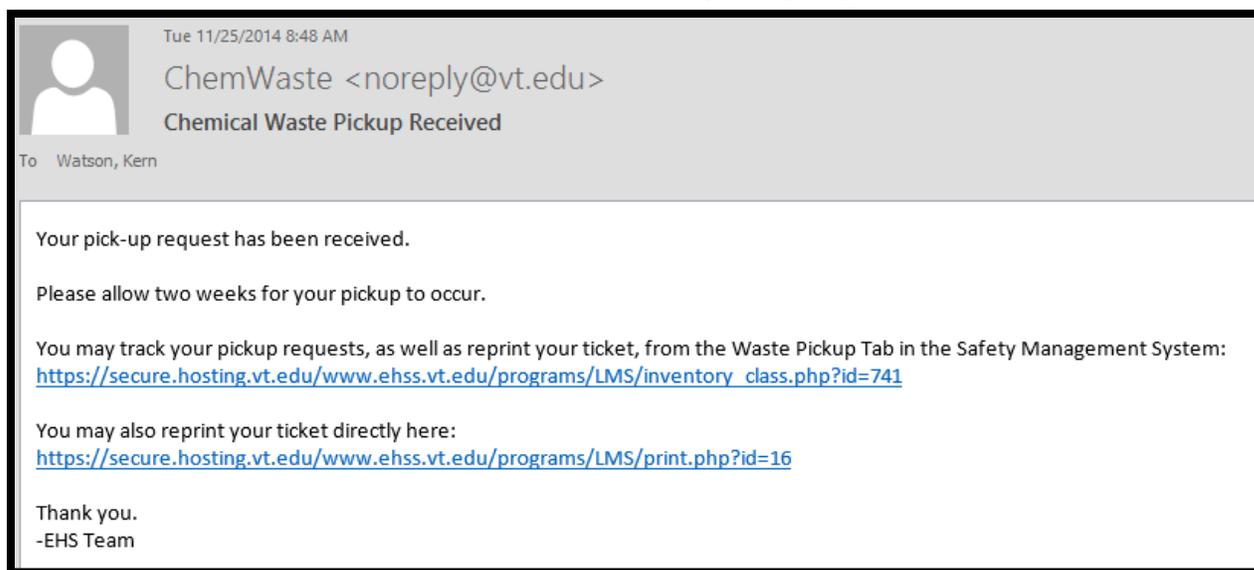
[Return](#)      [Submit another request from this Lab](#)

When you click the “[Print](#)” link, a new browser window will open. Use your browser’s print function to print the ticket. It does not have to be printed in color.



Container Size: <b>5 gal</b>	Department: <b>Environmental Health and Safety</b>	Container Type: <b>Bucket</b>	Pickup Number: <b>14-2</b>
Actual Amount: <b>2 gal</b>	Location: <b>Trai Health &amp; Safety Bldg</b>	HAZARDOUS WASTE	
PI: <b>Curt Porterfield</b>	Requester: <b>Lee Watson</b>	Phone: <b>5402319198</b>	
Materials:			
<b>Chemical Name</b>	<b>Percent</b>		
Hydrogen Peroxide 4%	50%		
Ethanol	50%		
HANDLE WITH CARE			
Ph: <b>6</b>	Uncontaminated reagent: <b>No</b>		
PID: <b>kernlw1</b> Email: <b>kernlw1@vt.edu</b>			

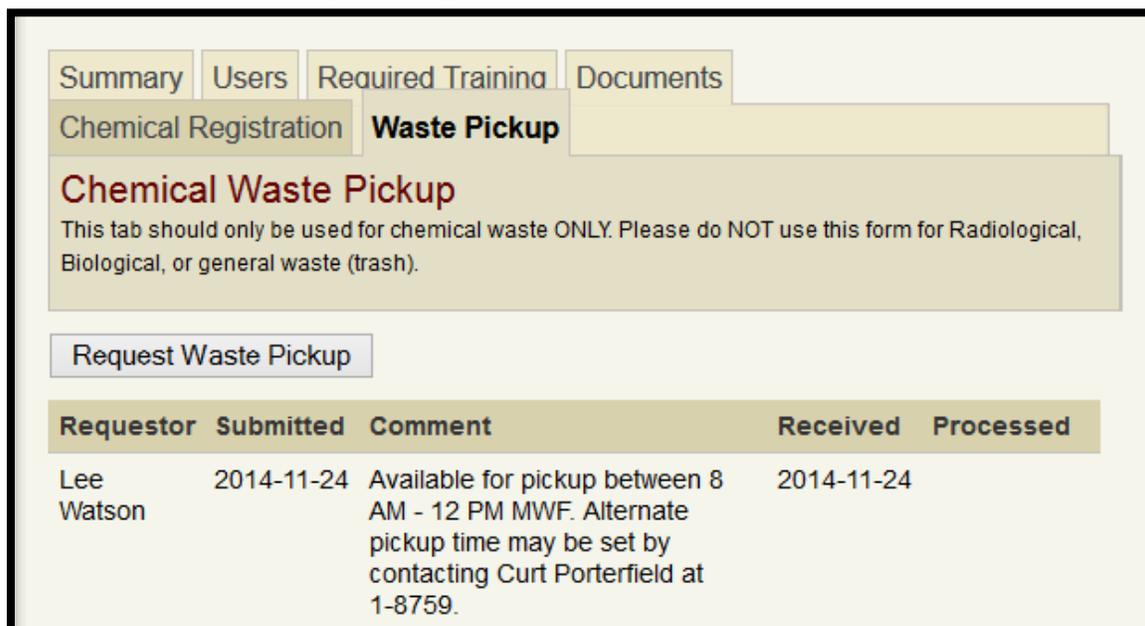
10. You will receive an e-mail confirmation that the waste pick-up request was successful.



11. After a ticket is submitted, you will be able to track the process on the Waste Pickup tab. The ticket will initially appear with a submitted date. You have the ability to reprint the waste pickup ticket.

Lee Watson	2014-11-25	Extinguisher to be discarded.	<a href="#">Reprint Ticket</a>
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The ticket status will be updated by EHS.



Summary | Users | Required Training | Documents

Chemical Registration | **Waste Pickup**

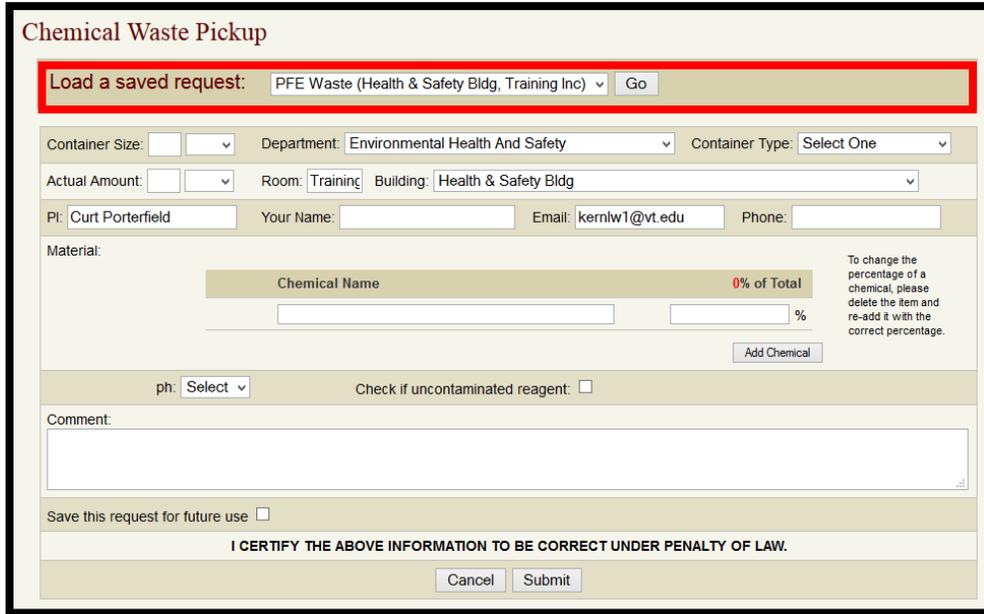
**Chemical Waste Pickup**  
 This tab should only be used for chemical waste ONLY. Please do NOT use this form for Radiological, Biological, or general waste (trash).

[Request Waste Pickup](#)

Requestor	Submitted	Comment	Received	Processed
Lee Watson	2014-11-24	Available for pickup between 8 AM - 12 PM MWF. Alternate pickup time may be set by contacting Curt Porterfield at 1-8759.	2014-11-24	

### To Load a Saved Waste Pickup Request

1. Navigate to the [ Waste Pickup ] tab and click [ Request Waste Pickup ].
2. The Chemical Waste Pickup form opens. You will see a new section at the top of the form. Select the saved request from the drop-down list, then click [ Go ].



**Chemical Waste Pickup**

Load a saved request: PFE Waste (Health & Safety Bldg, Training Inc) Go

Container Size: [ ] Department: Environmental Health And Safety Container Type: Select One

Actual Amount: [ ] Room: Training Building: Health & Safety Bldg

PI: Curt Porterfield Your Name: [ ] Email: kernlw1@vt.edu Phone: [ ]

Material:

Chemical Name	0% of Total
[ ]	[ ] %

ph: Select Check if uncontaminated reagent:

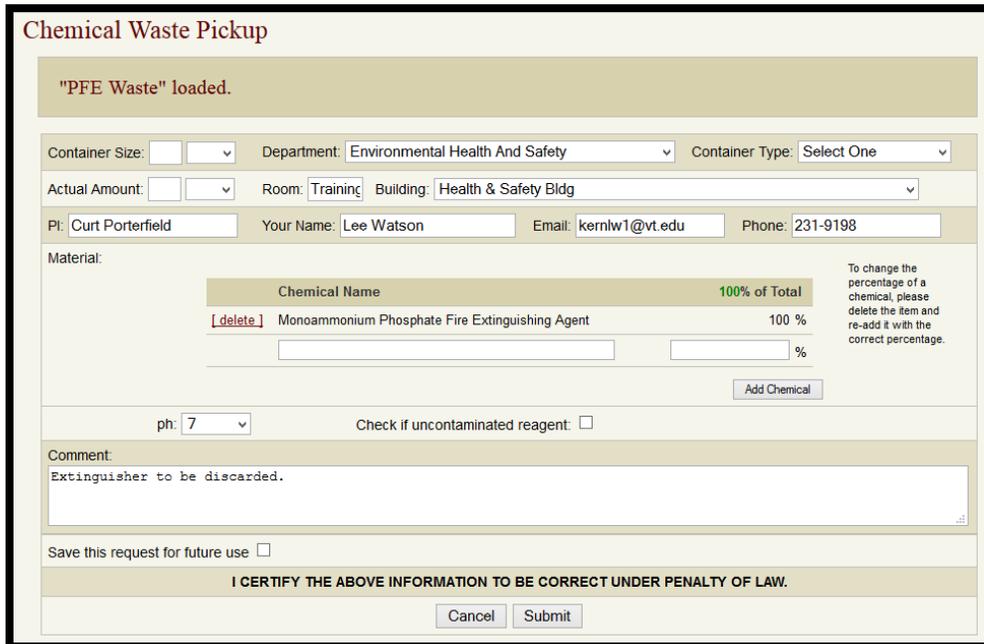
Comment:

Save this request for future use

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.

Cancel Submit

The form is populated with the information from the saved request.



**Chemical Waste Pickup**

"PFE Waste" loaded.

Container Size: [ ] Department: Environmental Health And Safety Container Type: Select One

Actual Amount: [ ] Room: Training Building: Health & Safety Bldg

PI: Curt Porterfield Your Name: Lee Watson Email: kernlw1@vt.edu Phone: 231-9198

Material:

Chemical Name	100% of Total
[ delete ] Monoammonium Phosphate Fire Extinguishing Agent	100 %
[ ]	[ ] %

ph: 7 Check if uncontaminated reagent:

Comment:  
Extinguisher to be discarded.

Save this request for future use

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.

Cancel Submit

After loading the saved request, you will need to add in the Container size, type and actual amount. You can also update any other fields as necessary before submitting the form.