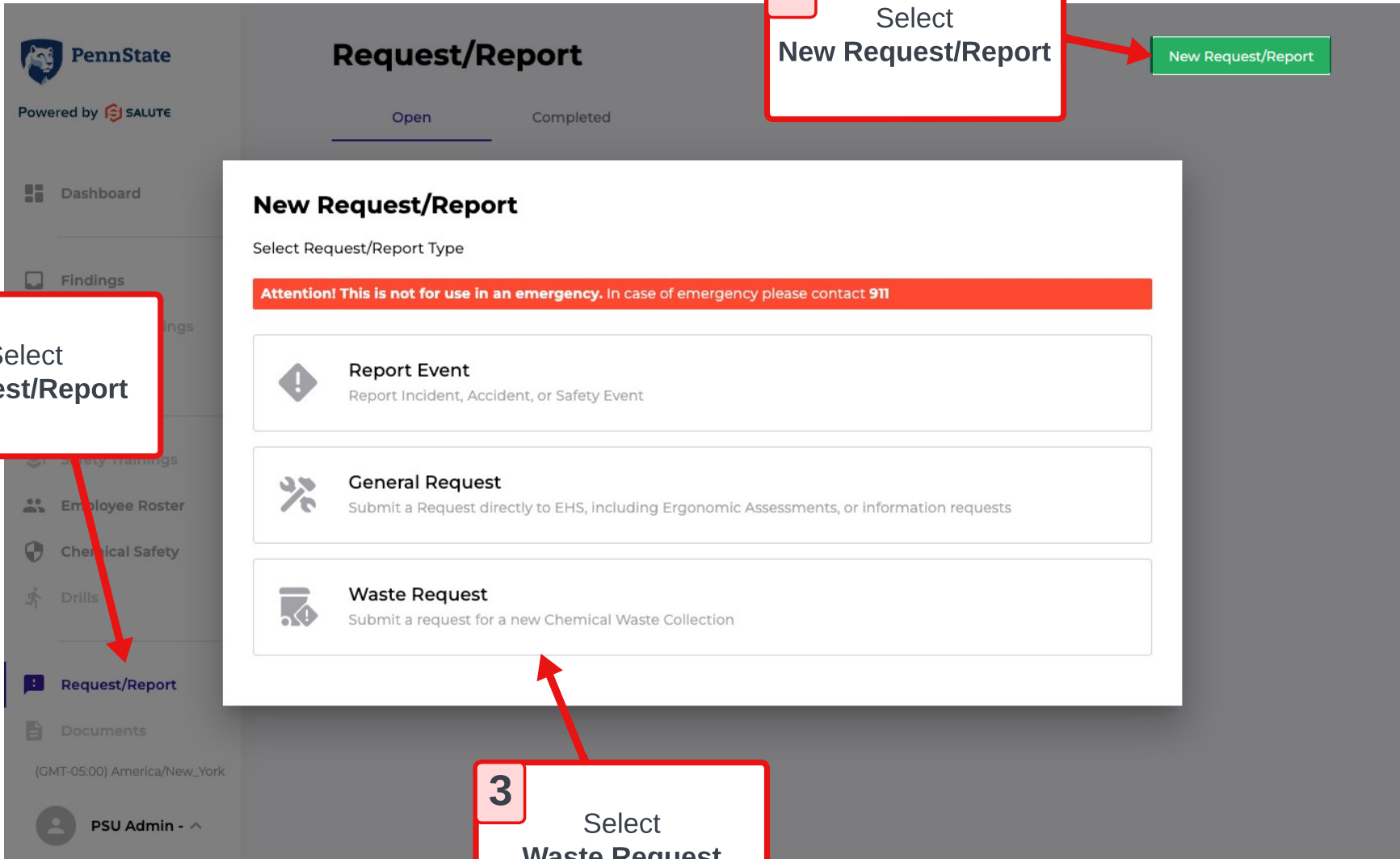


CREATING A CHEMICAL WASTE REQUEST

Please contact EHS at (814) 865-6391 with additional questions

PAGE 1 of 5: Accessing the Waste Request form



The screenshot shows the PennState Request/Report system interface. The main header is "Request/Report" with "Open" and "Completed" tabs. A sidebar on the left contains navigation items: Dashboard, Findings, Safety Trainings, Employee Roster, Chemical Safety, Drills, Request/Report (highlighted), and Documents. The user is identified as "PSU Admin".

1 Select Request/Report

2 Select New Request/Report

3 Select Waste Request

New Request/Report

Select Request/Report Type

Attention! This is not for use in an emergency. In case of emergency please contact 911

- Report Event**
Report Incident, Accident, or Safety Event
- General Request**
Submit a Request directly to EHS, including Ergonomic Assessments, or information requests
- Waste Request**
Submit a request for a new Chemical Waste Collection

The interface includes a "New Request/Report" button in the top right corner and a "Request/Report" menu item in the sidebar. Three red callout boxes with numbers 1, 2, and 3 provide instructions on how to navigate to the "Waste Request" option.



CREATING A CHEMICAL WASTE REQUEST

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PAGE 2 of 5: Completing the Overview Section

1 Select the location of the waste container(s)
Building, Floor, Space/Room

Overview

Building*

[0050000] - Chemistry Building, ...

Floor

0050000-1

Space / Room

0050000-101

Location Details

SAA is located under the hood, third isle on the right

2

Type additional clarifying details about the location into the **Location Details** field.

Requested By*

Greg Spayd

Responsible Person (e.g., PI or Manager)*

Andrea Kohler

3

Select the Manager/PI responsible for the chemical waste as **Responsible Person**.

Also Notified

Jeffery Inskeep

4

Optionally, select any other person(s) who should receive emails about the waste request as **Also Notified**.

Contact Number

814-865-1234

5

Type the best phone number to contact you in the **Contact Number** field. Optionally, you may include an **Alternative Contact Number**.

Alternative Contact Number

814-599-4321



CREATING A CHEMICAL WASTE REQUEST

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PAGE 3 of 5: Uploading Attachments / URLs (OPTIONAL)

1

Optionally, add an attachment or photo from your computer by clicking **Upload Attachment or Photo**.

2

Optionally, add a relevant website URL by clicking **Add Link**.

Request Attachments



Upload Attachment or Photo

Links

Name

Link

EHS Waste Disposal Website

ehs.psu.edu/waste-disposal

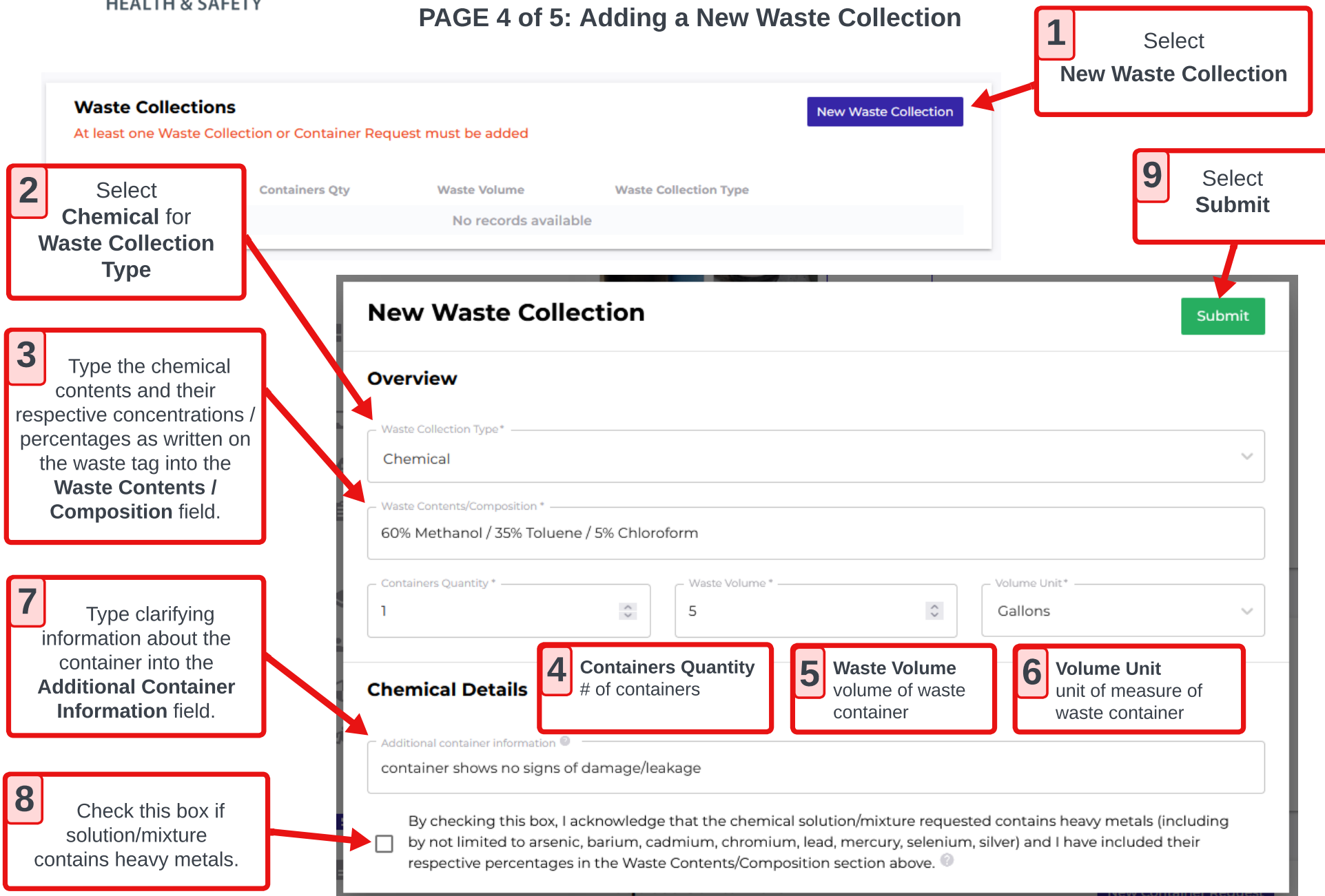
Remove

Add Link

CREATING A CHEMICAL WASTE REQUEST

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PAGE 4 of 5: Adding a New Waste Collection



1 Select New Waste Collection

2 Select Chemical for Waste Collection Type

3 Type the chemical contents and their respective concentrations / percentages as written on the waste tag into the **Waste Contents / Composition** field.

4 Containers Quantity # of containers

5 Waste Volume volume of waste container

6 Volume Unit unit of measure of waste container

7 Type clarifying information about the container into the **Additional Container Information** field.

8 Check this box if solution/mixture contains heavy metals.

9 Select Submit

Waste Collections
At least one Waste Collection or Container Request must be added

New Waste Collection

Containers Qty	Waste Volume	Waste Collection Type
No records available		

New Waste Collection

Submit

Overview

Waste Collection Type*
Chemical

Waste Contents/Composition*
60% Methanol / 35% Toluene / 5% Chloroform

Containers Quantity*
1

Waste Volume*
5

Volume Unit*
Gallons

Chemical Details

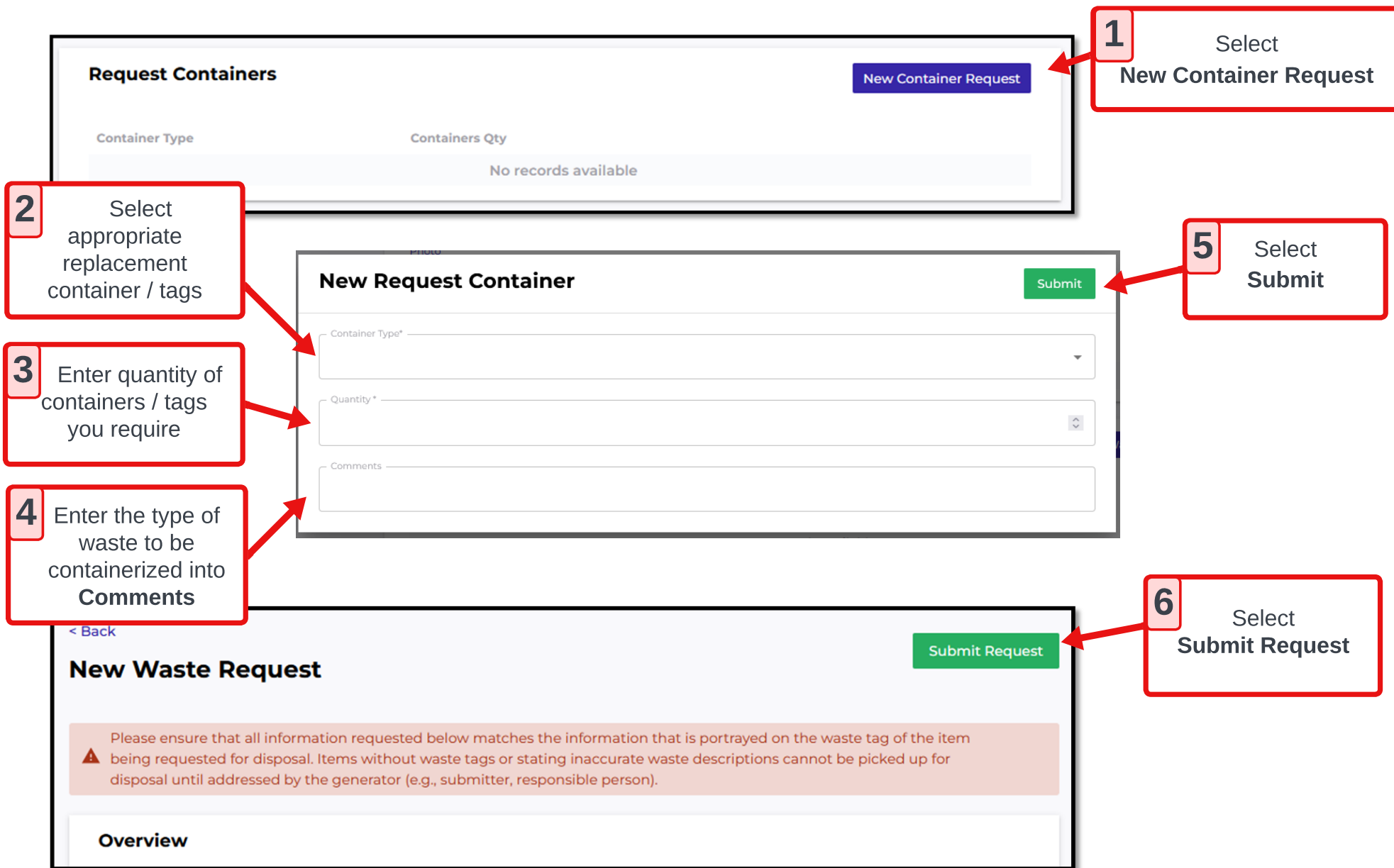
Additional container information
container shows no signs of damage/leakage

By checking this box, I acknowledge that the chemical solution/mixture requested contains heavy metals (including but not limited to arsenic, barium, cadmium, chromium, lead, mercury, selenium, silver) and I have included their respective percentages in the Waste Contents/Composition section above.

CREATING A CHEMICAL WASTE REQUEST

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PAGE 5 of 5: Requesting New Containers / Tags & Submit Waste Request



1 Select New Container Request

2 Select appropriate replacement container / tags

3 Enter quantity of containers / tags you require

4 Enter the type of waste to be containerized into **Comments**

5 Select Submit

6 Select Submit Request

Request Containers New Container Request

Container Type	Containers Qty
No records available	

New Request Container Submit

Container Type*

Quantity*

Comments

[< Back](#) Submit Request

New Waste Request

Please ensure that all information requested below matches the information that is portrayed on the waste tag of the item being requested for disposal. Items without waste tags or stating inaccurate waste descriptions cannot be picked up for disposal until addressed by the generator (e.g., submitter, responsible person).

Overview