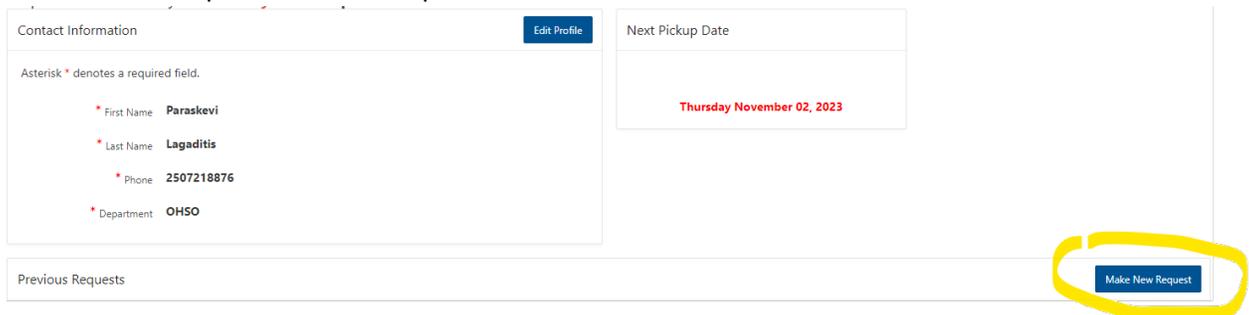


The overall process of submitting is to first establish where the waste is located then populate with a list of all the items to pick up.

1. Click “Make New Request” to start the process



Contact Information [Edit Profile](#) Next Pickup Date

Asterisk * denotes a required field.

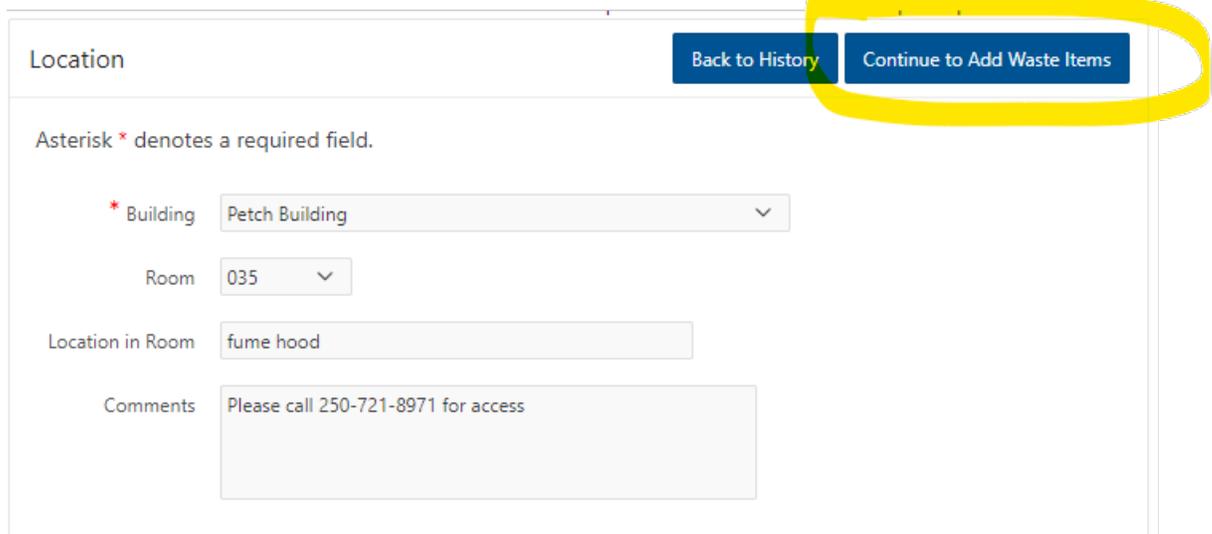
- * First Name **Paraskevi**
- * Last Name **Lagaditis**
- * Phone **2507218876**
- * Department **OHSO**

Next Pickup Date: **Thursday November 02, 2023**

Previous Requests [Make New Request](#)

2. Enter details under “Location”. Select a building from the drop down list and a room number. If room number is not applicable, please enter additional information in “Location in Room” and “Comments”. Also include any pertinent information in “Comments” – e.g. a phone number for access, any instructions for pick up.

Then click “Continue to Add Waste Items (circled in yellow)



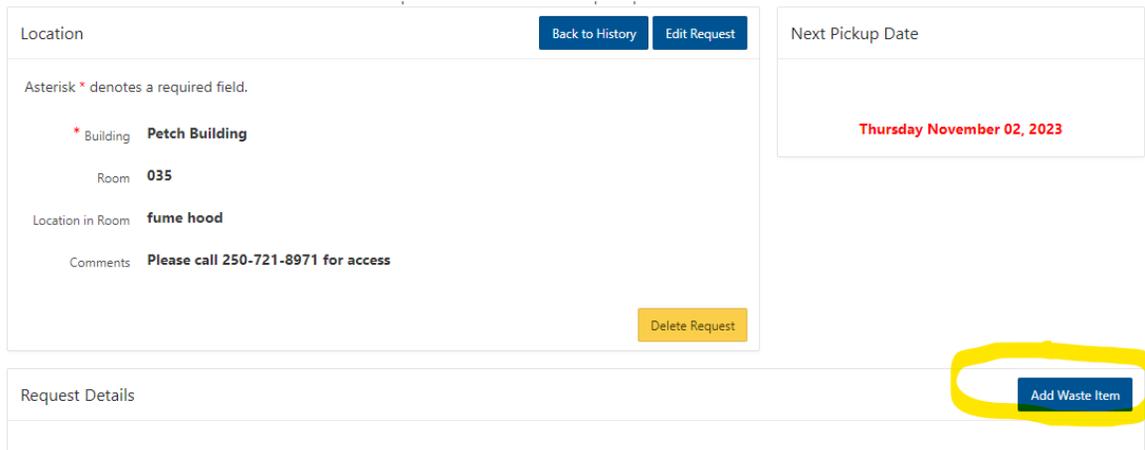
Location [Back to History](#) [Continue to Add Waste Items](#)

Asterisk * denotes a required field.

- * Building **Petch Building**
- Room **035**
- Location in Room **fume hood**
- Comments **Please call 250-721-8971 for access**

Occupational Health, Safety & Environment

- A new box for entry of waste items is create. In “Request Details”, click “Add Waste Item” (circled in yellow)



Location Back to History Edit Request

Asterisk * denotes a required field.

* Building **Petch Building**

Room **035**

Location in Room **fume hood**

Comments **Please call 250-721-8971 for access**

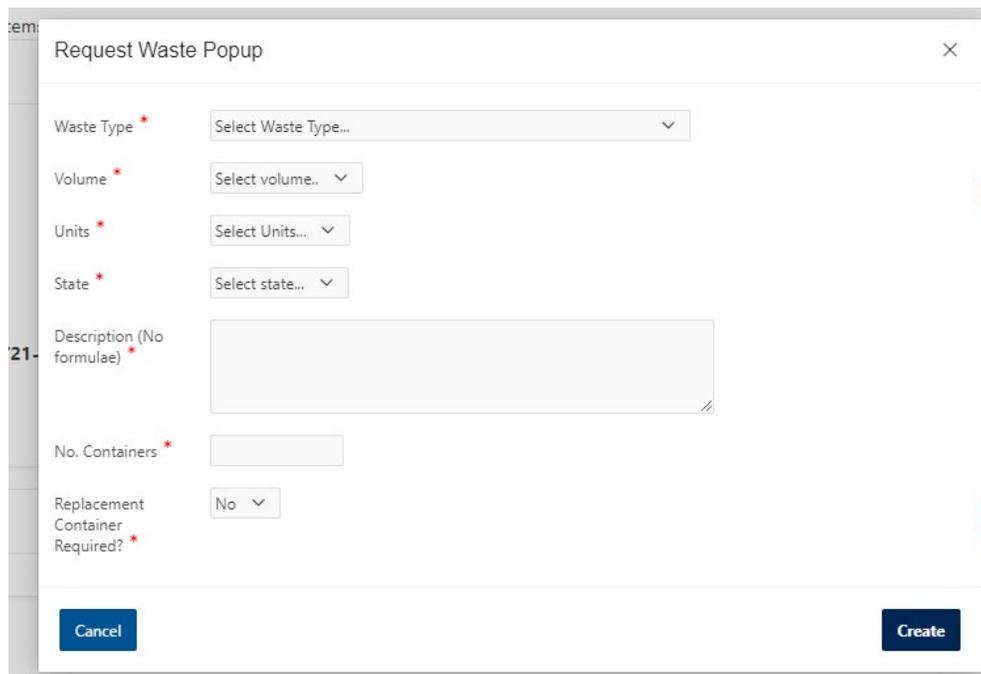
Delete Request

Next Pickup Date

Thursday November 02, 2023

Request Details **Add Waste Item**

- In “Request Waste Popup”, enter all the required details from each drop down. Please avoid abbreviations and chemical formulas in the description. Then click “Create” in the popup window (circled in yellow)



Request Waste Popup

Waste Type *

Volume *

Units *

State *

Description (No formulae) *

No. Containers *

Replacement Container Required? *

Cancel **Create**

Request Waste Popup ✕

Waste Type * Other Hazardous Waste

Volume * Lab User Supplied

Request Volume * 4

Units * litres

State * Liquid

Description (No formulae) * acetone

No. Containers * 1

Replacement Container Required? * No

Cancel
Create

5. The item has now been entered and is listed under “Request Details”

Location

[Back to History](#)
[Edit Request](#)

Asterisk * denotes a required field.

* Building **Petch Building**

Room **035**

Location in Room **fume hood**

Comments **Please call 250-721-8971 for access**

[Delete Request](#)

Request Details

[Add Waste Item](#)
[Submit Request](#)

Edit	Waste Type	Volume	Units	State	Description	No. Containers	Replace	No. Replacements
	Other Hazardous Waste	4	litres	Liquid	acetone	1	No	-

1 - 1

Next Pickup Date

Thursday November 02, 2023

Occupational Health, Safety & Environment

- Click "Add Waste Item" to enter a different waste type
- When all the different waste types have been entered, click "Submit Request"

Location

[Back to History](#)
[Edit Request](#)

Asterisk * denotes a required field.

* Building **Petch Building**

Room **035**

Location in Room **fume hood**

Comments **Please call 250-721-8971 for access**

[Delete Request](#)

Request Details

[Add Waste Item](#)
[Submit Request](#)

Edit	Waste Type	Volume	Units	State	Description	No. Containers	Replace	No. Replacements
	Aqueous solutions-Basic (8.1 pH-11.5 pH)	10	litres	Liquid	dilute sodium hydroxide	2	Yes	1
	Acidic Solution Concentrated (pH < 2.5)	500	ml	Liquid	hydrochloric acid	2	No	-
	Other Hazardous Waste	4	litres	Liquid	acetone	1	No	-

1 - 3

Next Pickup Date

Thursday November 02, 2023

- The hazardous waste request has been completed and submitted, and the date for pick up is written in red.

[Edit Request](#)
[Back to History](#)

Control Break: Request

Control Break: Contact Name

Control Break: Building

Control Break: Room

Control Break: Location in Room

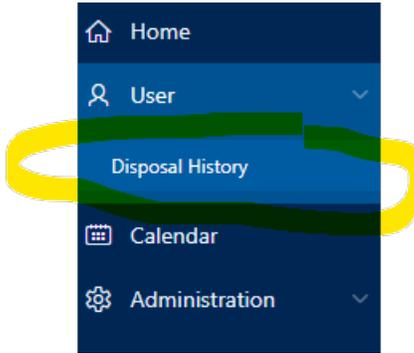
Request: 67413, Contact Name: Lagaditis, Paraskevi, Building: Petch Building, Room : 035, Location in Room: fume hood

Waste Type	Volume	Units	State	Description	No. Containers	Replace	No. Replacements
Aqueous solutions-Basic (8.1 pH-11.5 pH)	10	litres	Liquid	dilute sodium hydroxide	2	Y	1
Acidic Solution Concentrated (pH < 2.5)	500	ml	Liquid	hydrochloric acid	2	N	-
Other Hazardous Waste	4	litres	Liquid	acetone	1	N	-

Thank you for submitting the following request. Pick-up will occur on **Thursday November 02, 2023**. To end this session please log out or close your browser.

Occupational Health, Safety & Environment

9. If an error is made, click on “disposal history” on the left side panel



10. Under “Previous Requests” click “details”

Contact Information [Edit Profile](#)

Asterisk * denotes a required field.

- * First Name **Paraskevi**
- * Last Name **Lagaditis**
- * Phone **2507218876**
- * Department **OHSO**

Next Pickup Date

Thursday November 02, 2023

Previous Requests

Search: [Go](#) [Actions](#)

Details	Request building	Request room	Request location	Request comments
Details	Petch Building	035	fume hood	Please call 250-721-8971 for access

11. When updating details under “Location”, click “Apply Changes” to save updates

Location

Back to History
Apply Changes

Next Pickup Date

Asterisk * denotes a required field.

* Building

Petch Building

Room

034

Location in Room

fume hood

Comments

Please call 250-721-8971 for access

Delete Request

Request Details

Add Waste Item
Submit Request

Edit	Waste Type	Volume	Units	State	Description	No. Containers	Replace	No. Replacements
	Aqueous solutions-Basic (8.1 pH-11.5 pH)	10	litres	Liquid	dilute sodium hydroxide	2	Yes	1
	Acidic Solution Concentrated (pH < 2.5)	500	ml	Liquid	hydrochloric acid	2	No	-
	Other Hazardous Waste	4	litres	Liquid	acetone	1	No	-

1 - 3

12. When updating waste details, click the edit pencil icon to change, then in the popup window make updates and click “apply changes”.

Request Waste Popup ✕

Waste Type * Other Hazardous Waste

Volume * Lab User Supplied

Request Volume * 4

Units * litres

State * Liquid

Description (No formulae) * acetone

No. Containers * 2

Replacement Container Required? * No

Cancel
Delete
Apply Changes

13. To delete the request at any point, click the yellow “Delete Request” button

Location

Back to History

Apply Changes

Next Pickup Date

Asterisk * denotes a required field.

* Building Petch Building

Room 035

Location in Room fume hood

Comments Please call 250-721-8971 for access

Delete Request

Request Details Add Waste Item Submit Request

Edit	Waste Type	Volume	Units	State	Description	No. Containers	Replace	No. Replacements
	Aqueous solutions-Basic (8.1 pH-11.5 pH)	10	litres	Liquid	dilute sodium hydroxide	2	Yes	1
	Acidic Solution Concentrated (pH < 2.5)	500	ml	Liquid	hydrochloric acid	2	No	-
	Other Hazardous Waste	4	litres	Liquid	acetone	2	No	-

1 - 3