

Occupational Health, Safety & Environment

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		Thursday November 02, 2023	
* Last Name Lagaditis			
* Phone 2507218876			
* Department OHSO			
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		



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3. 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	Next Pickup Date
Asterisk * denotes	s a required field.		
* Building	Petch Building		Thursday November 02, 2023
Room	035		
Location in Room	fume hood		
Comments	Please call 250-721-8971 for access		
		Delete Request	
Request Details			Add Waste Item

4. 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)

:em:	Request Waste	э Рорир		×
	Waste Type *	Select Waste Type	~	
	Volume *	Select volume 🗸		32
	Units *	Select Units 🗸		
	State *	Select state 🗸		
21-	Description (No formulae) *			
	No. Containers *			
	Replacement Container Required? *	No 🛩		ł
	Cancel			Create



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Request Waste	Рорир	×
Waste Type *	Other Hazardous Waste 🗸	
Volume *	Lab User Supplied 💙	
Request Volume *	4	
Units *	litres 🗸	
State *	Liquid V	
Description (No formulae) *	acetone	
No. Containers *	1	
Replacement Container Required? *	No Y	
Cancel		Create

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

Location			Back to Histor	y Edit Re	quest Next	Pickup Date	
Asterisk * denotes a required field	I.						
* Building Petch Building	3					Thursday November 02	2, 2023
Room 035							
Location in Room fume hood							
Comments Please call 250	0-721-8971 for ac	cess					
				Delete Re	quest		
Request Details						Add Waste Item	Submit Request
Edit Waste Type	Volume Units	State Description	No. Containers	Replace	No. Replacements		
C Other Hazardous Waste	4 litres	Liquid acetone	1	No	-		
					1 - 1		



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

cation				Dack to History	it Request	Next Picku	ip Date	
sterisk * denotes a required field.								
* Building Petch Building						т	hursday November	02, 2023
Room 035								
ocation in Room fume hood								
Comments Please call 250-721-8971	or access							
				Delet	e Request			
equest Details				Delet	e Request		Add Waste Iten	Submit Request
equest Details Edit Waste Type	Volume	Units	State	Delet	No. Containers	Replace	Add Waste Iten	Submit Request
equest Details Edit Waste Type Image: Margin Control of Control	Volume 10	Units litres	State Liquid	Delet	No. Containers	Replace Yes	Add Waste Item No. Replacements	Submit Request
Edit Waste Type Image: Solution Solutions-Basic (8.1 pH-11.5 pH) Image: Solution Concentrated (pH< 2.5)	Volume 10 500	Units litres ml	State Liquid Liquid	Delet Description dilute sodium hydroxide hydrochloric acid	No. Containers	Replace Yes No	Add Waste Iten No. Replacements 1 .	Submit Request

8. 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	×	Cont	trol Break: Contac	tt Name	Control Break: Buil	ding	×
Control Break: Room	\times	Cont	trol Break: Locatio	on in Room			
Request: 67413, Contact Name: Lagaditis, Paraskevi, Building: Pete	ch Building, Roo	m : 035, Locati	ion in Room: fun	ne hood			
Waste Type	Volume	Units	State	Description	No. Containers	Replace	No. Replaceme
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	Ν	-
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.



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



10. Under "Previous Requests" click "details"

	ntormation			Edit Profile	Next Pickup Date
Asterisk *	denotes a requir	ed field.			
	* First Name	Paraskevi			Thursday November 02, 2023
	* Last Name	Lagaditis			
	* Phone	2507218876			
	* Department	онѕо			
Previous I	Requests		Go Actions ↔		
Previous I Q ~ Details	Requests Request building	Request room	Go Actions ~ Request location		Request commen



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	on					Back to History Apply	Changes N	Next Pickup	Date	
Asterisk	k * denotes	a required field.								
,	* Building	Petch Building			~			Th	ursday November 0	2, 2023
	Room	034 ~								
Location	on in Room	fume hood								
c	Comments	Please call 250-721-8971 for acce	255							
						Delete	Request			
Reques	st Details					Delete	Request		Add Waste Item	Submit Req
Reques	st Details					Deiete	Request		Add Waste Item	Submit Req
Reques Edit	st Details Waste Ty	ре	Volume	Units	State	Delete	Request No. Containers	Replace	Add Waste Item No. Replacements	Submit Req
Reques Edit	st Details Waste Ty Aqueous	ре solutions-Basic (8.1 pH-11.5 pH)	Volume 10	Units litres	State Liquid	Delete Description	Request No. Containers 2	Replace Yes	Add Waste Item No. Replacements	Submit Req
Reques	st Details Waste Ty Aqueous Acidic Sol	pe solutions-Basic (8.1 pH-11.5 pH) lution Concentrated (pH< 2.5)	Volume 10 500	Units litres ml	State Liquid Liquid	Delete Description dilute sodium hydroxide hydrochloric acid	Request No. Containers 2 2 2	Replace Yes No	Add Waste Item No. Replacements 1	Submit Req
Reques	st Details Waste Ty Aqueous Acidic Sol Other Hat	r pe solutions-Basic (8.1 pH-11.5 pH) lution Concentrated (pH< 2.5) zardous Waste	Volume 10 500 4	Units litres ml litres	State Liquid Liquid	Delete Description dilute sodium hydroxide hydrochloric acid acetone	Request No. Containers 2 2 1	Replace Yes No No	Add Waste Item No. Replacements 1	Submit Req

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

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



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Vaste Type *	Other Hazardous Waste	~	
/olume *	Lab User Supplied \vee		
lequest Volume *	4		
Inits *	litres 🗸		
itate *	Liquid 🗸		
Description (No ormulae) *	acetone		
lo. Containers *	2		
leplacement Container lequired? *	No ¥		

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

ocatio	n					Back to History Apply	Changes N	lext Pickup	o Date	
Asterisk	* denotes	a required field.								
	Building	Petch Building			~			Th	ursday November 0	2, 2023
	Room	035 ~								
Locatior	in Room	fume hood								
С	omments	Please call 250-721-8971 for acco	255							
						Delete	Request			
eques	t Details								Add Waste Item	Submit Req
Edit	Waste Ty	pe	Volume	Units	State	Description	No. Containers	Replace	No. Replacements	
Ø	Aqueous	solutions-Basic (8.1 pH-11.5 pH)	10	litres	Liquid	dilute sodium hydroxide	2	Yes	1	
R	Acidic Sol	lution Concentrated (pH< 2.5)	500	ml	Liquid	hydrochloric acid	2	No	-	
Ø	Other Ha	zardous Waste	4	litres	Liquid	acetone	2	No	-	
Ø	Other Ha:	zardous Waste	4	litres	Liquid	acetone	2	No	- 1 - 3	