

How to submit a hazardous waste request.

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**

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**

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

The screenshot shows a web interface for managing requests. The main section is titled "Request Details" and contains the following information:

- Location:** Asterisk * denotes a required field.
 - * Building: **Petch Building**
 - Room: **035**
 - Location in Room: **fume hood**
 - Comments: **Please call 250-721-8971 for access**
- Next Pickup Date:** **Thursday November 02, 2023**
- Buttons:** "Back to History", "Edit Request", "Delete Request", and "Add Waste Item" (circled in yellow).

- 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)

The screenshot shows a "Request Waste Popup" dialog box with the following fields:

- Waste Type ***: Select Waste Type... (dropdown)
- Volume ***: Select volume.. (dropdown)
- Units ***: Select Units... (dropdown)
- State ***: Select state... (dropdown)
- Description (No formulae) ***: [Text input area]
- No. Containers ***: [Text input field]
- Replacement Container Required? ***: No (dropdown)
- Buttons:** "Cancel" and "Create" (circled in yellow).

Request Waste Popup ✕

Waste Type *

Volume *

Request Volume *

Units *

State *

Description (No formulae) *

No. Containers *

Replacement Container Required? *

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

Location

Asterisk * denotes a required field.

* Building **Petch Building**

Room **035**

Location in Room **fume hood**

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

Request Details

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

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Next Pickup Date

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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"

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	-

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Next Pickup Date

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- 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

Control Break: Contact Name

Control Break: Building

Control Break: Room

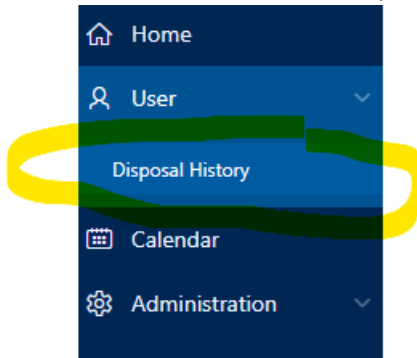
Control Break: Location in Room

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.

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

Thursday November 02, 2023

Asterisk * denotes a required field.

* Building

Room

Location in Room

Comments

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	-

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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 *

Volume *

Request Volume *

Units *

State *

Description (No formulae) *

No. Containers *

Replacement Container Required? *

Cancel **Delete** **Apply Changes**

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

Location Back to History Apply Changes

Asterisk * denotes a required field.

* Building

Room

Location in Room

Comments

Delete Request

Next Pickup Date

Thursday November 02, 2023

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
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