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#### 1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to provide general information and steps to request a hazardous materials waste, biohazardous waste, or radioactive waste pickup and/or supplies in the EHS Assistant online database. Note that hazardous materials/chemical waste must be removed from the laboratory no later than 270 days from the start of the accumulation date.

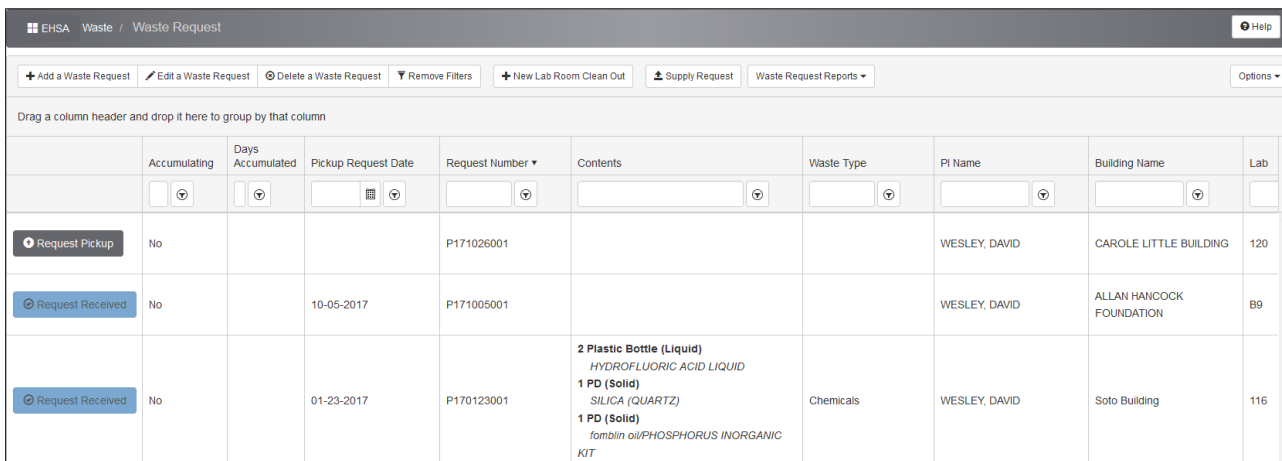
#### 2.0 PROCEDURES

##### 2.1 Login

- Log in at EHSA (<https://adminsafety.usc.edu/ehsaweb/>) and click on the **Hazardous Waste** icon (see image below).



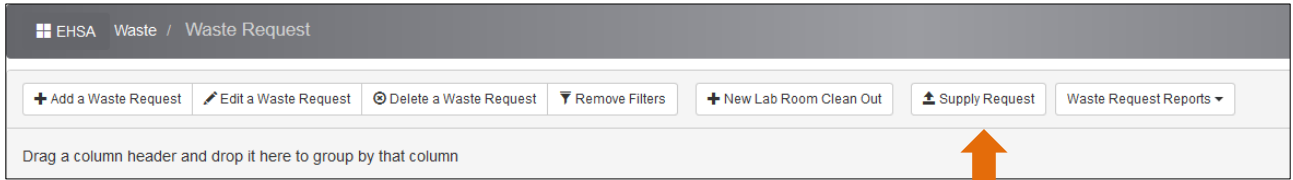
- The Waste Request screen then appears (see image).



EHSA Waste / Waste Request									
Drag a column header and drop it here to group by that column									
	Accumulating	Days Accumulated	Pickup Request Date	Request Number	Contents	Waste Type	PI Name	Building Name	Lab
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="radio"/> Request Pickup	No			P171026001			WESLEY, DAVID	CAROLE LITTLE BUILDING	120
<input checked="" type="radio"/> Request Received	No		10-05-2017	P171005001			WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	89
<input checked="" type="radio"/> Request Received	No		01-23-2017	P170123001	2 Plastic Bottle (Liquid) HYDROFLUORIC ACID LIQUID 1 PD (Solid) SILICA (QUARTZ) 1 PD (Solid) famblin oil/PHOSPHORUS INORGANIC KIT	Chemicals	WESLEY, DAVID	Soto Building	116

### 2.2 Order Replacement Containers/Supplies only

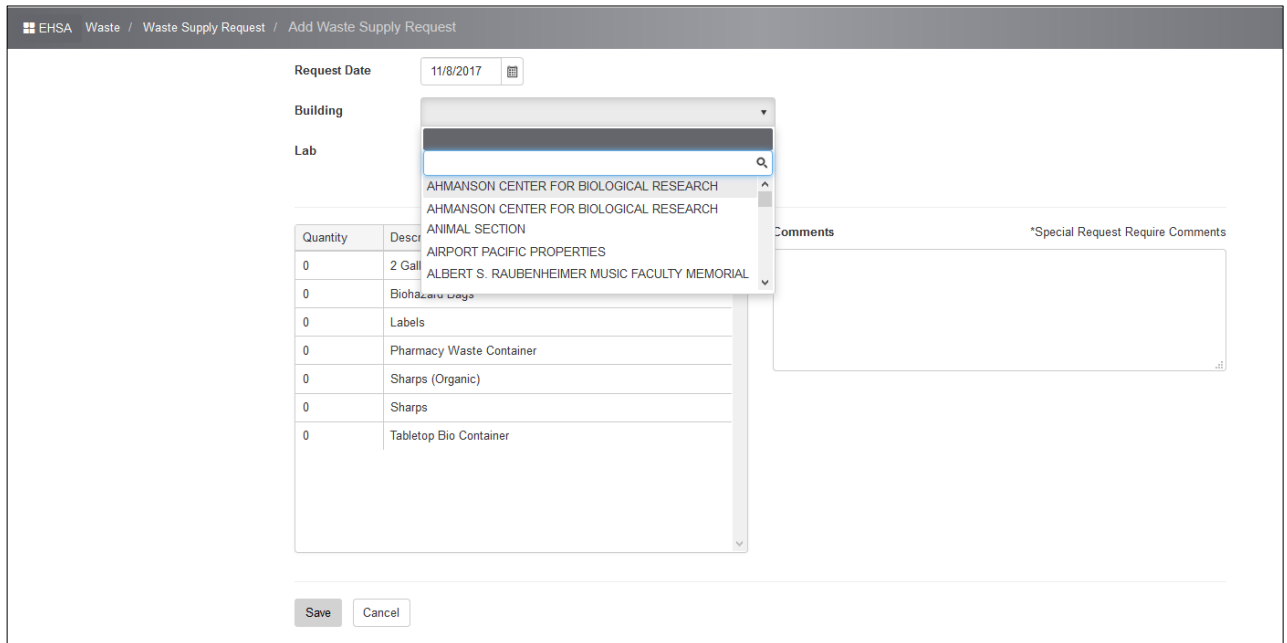
1. Click the “Supply Request” button at the top of the page (see arrow).



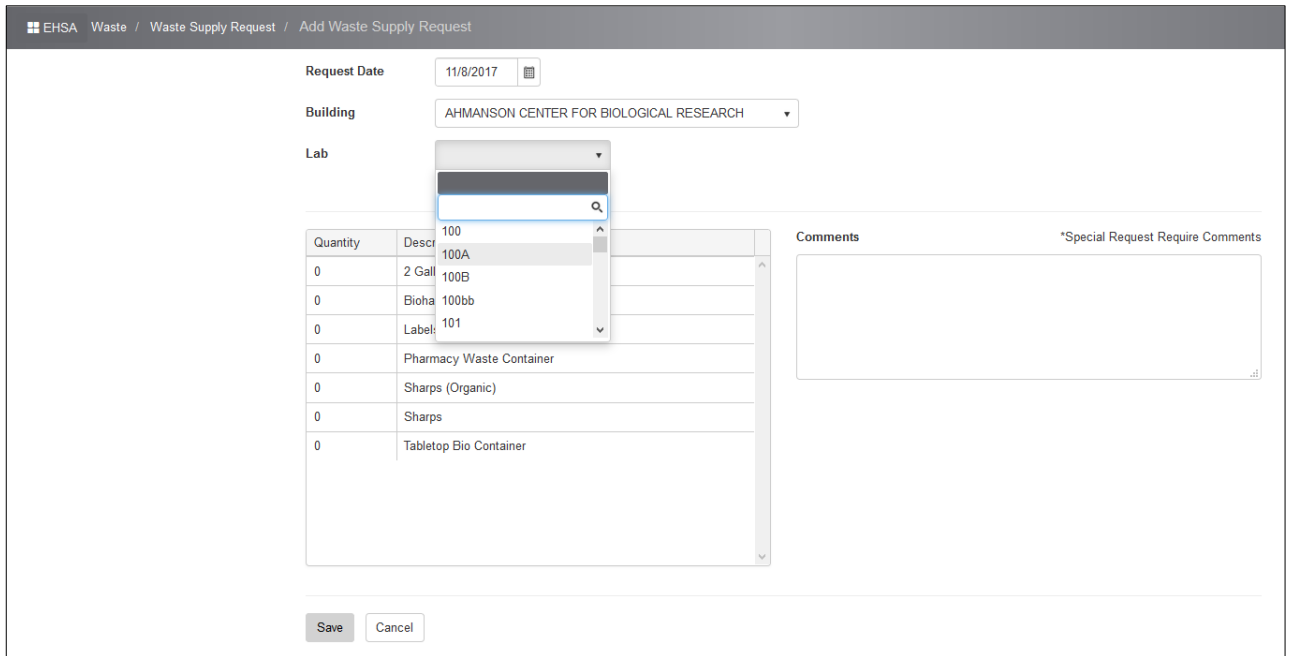
2. The “Supply Request” screen appears. Click “+Add” to initiate a new request (see arrow).



3. Click in the “Building” field to reveal a drop-down menu. Type in the building name or use scroll arrows.



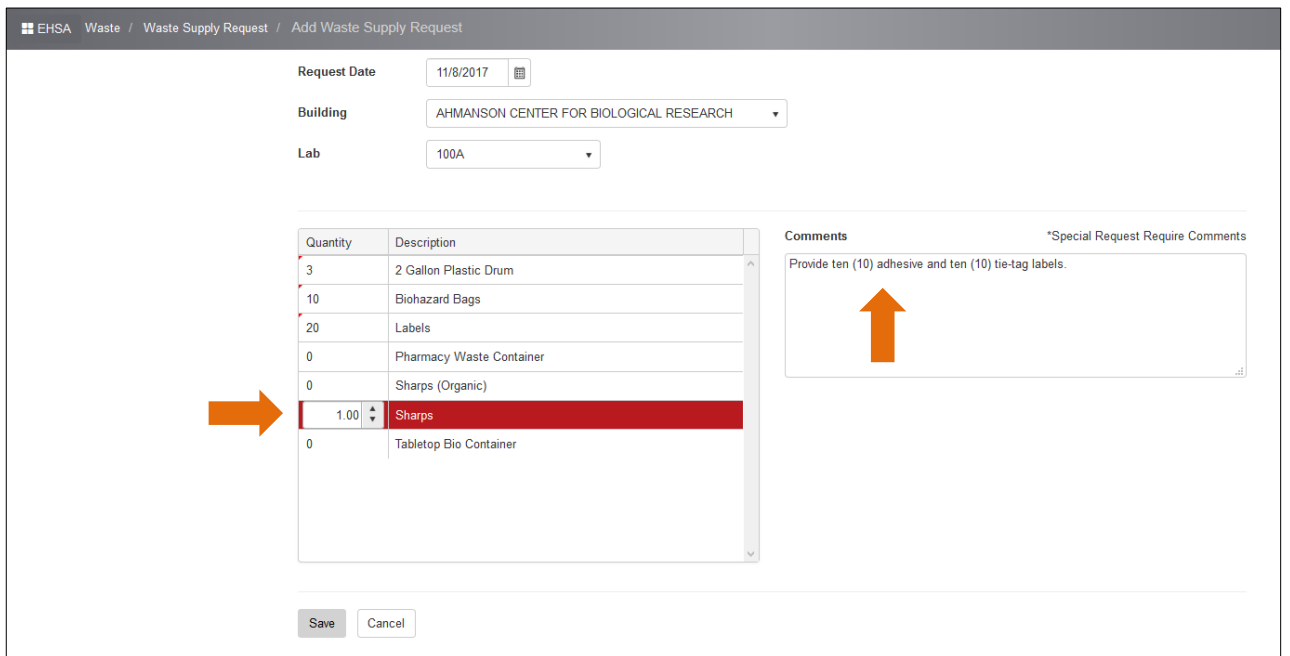
- Click in the "Room" field to reveal a drop-down menu. Select the appropriate room.



The screenshot shows the 'Add Waste Supply Request' form. The 'Request Date' is 11/8/2017. The 'Building' is AHMANSON CENTER FOR BIOLOGICAL RESEARCH. The 'Lab' dropdown menu is open, showing a search bar and a list of options: 100, 100A, 100B, 100bb, 101, Pharmacy Waste Container, Sharps (Organic), Sharps, and Tabletop Bio Container. The 'Quantity' column in the table below has values 0 for all items. The 'Comments' box is empty, with a note '\*Special Request Require Comments'.

Quantity	Description
0	2 Gall
0	Bioha
0	Labels
0	Pharmacy Waste Container
0	Sharps (Organic)
0	Sharps
0	Tabletop Bio Container

- Select quantity per item by entering a value (or scrolling up/down arrows). Insert instructions (optional) in "Comments" box (e.g., Provide both adhesive and tie-tag labels).



The screenshot shows the 'Add Waste Supply Request' form with the 'Lab' dropdown set to 100A. The 'Quantity' column now has values: 3 for 2 Gallon Plastic Drum, 10 for Biohazard Bags, 20 for Labels, 0 for Pharmacy Waste Container, 0 for Sharps (Organic), 1.00 for Sharps, and 0 for Tabletop Bio Container. An orange arrow points to the '1.00' value in the 'Sharps' row. The 'Comments' box now contains the text 'Provide ten (10) adhesive and ten (10) tie-tag labels.' with another orange arrow pointing to the text.

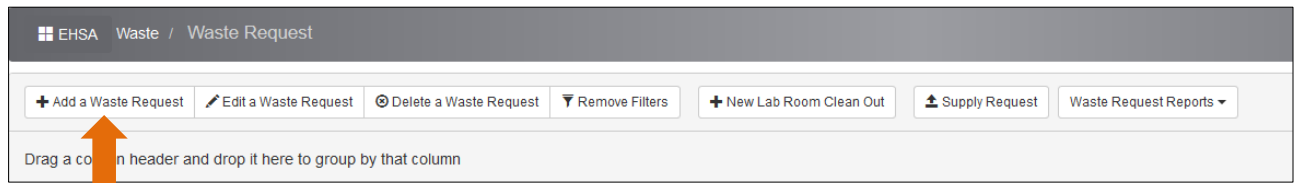
Quantity	Description
3	2 Gallon Plastic Drum
10	Biohazard Bags
20	Labels
0	Pharmacy Waste Container
0	Sharps (Organic)
1.00	Sharps
0	Tabletop Bio Container

- Click "Save" to dispatch a request notification email and save the request (see image).

Supply Request #	Request Date	Part of Waste Pickup Request	Location	Submitted By	Item(s) Requested	Completed	Completion Date	Completed By
SR0000001	11-09-2017	<input type="checkbox"/>	AHMANSON CENTER FOR BIOLOGICAL RESEARCH : 100A	WESLEY, DAVID	3 2 Gallon Plastic Drum 1 Sharps 20 Labels 10 Biohazard Bags	<input type="checkbox"/>		

### 2.3 Add Waste Request

- Click the "+Add a Waste Request" button.



- At the "Waste Profile" screen, you may: (a) generate a waste request by completing information under Container # (Container 1 in image below) and (b) order supplies. Note: please ensure that your Waste Profile displays correct contact and location information.

**Waste Profile** Edit Profile Request Number: TBD

**Contact** Edit  
WESLEY, DAVID (dwesley)

**Contact Phone**  
(213)740-1172

**Contact Email**  
DWESLEY@USC.EDU

**PI** Edit  
WESLEY, DAVID (0139939)

**Department**  
Career and Protective Services: Lab Safe (S00348)

**Location** Edit  
CAROLE LITTLE BUILDING : 120

**Comments** (Please provide details about accessing your building, time constraints or container requirements)

**Order Replacement Containers & Labels** ↑

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**Container 1** **Waste Type** Biological ▼ Template Options

**Accumulating** No ▼

**Biological Waste Type** ▼ **Area within Laboratory**

- Ensure that the location (building and lab/room number) of the waste is correct under "Waste Profile" box. If not, click "Edit" button (see arrow) to select new building and room number (a pop-up window appears). Click "Save" button.

**Waste Profile** Edit Profile Request Number: TBD

**Contact** Edit  
WESLEY, DAVID (dwesley)

**Contact Phone**  
(213)740-1172

**Contact Email**  
DWESLEY@USC.EDU

**PI** Edit  
WESLEY, DAVID (0139939)

**Department**  
Career and Protective Services: Lab Safe (S00348)

**Location** Edit

**Order Replacement Containers & Labels** ↑

**Edit Location** ×

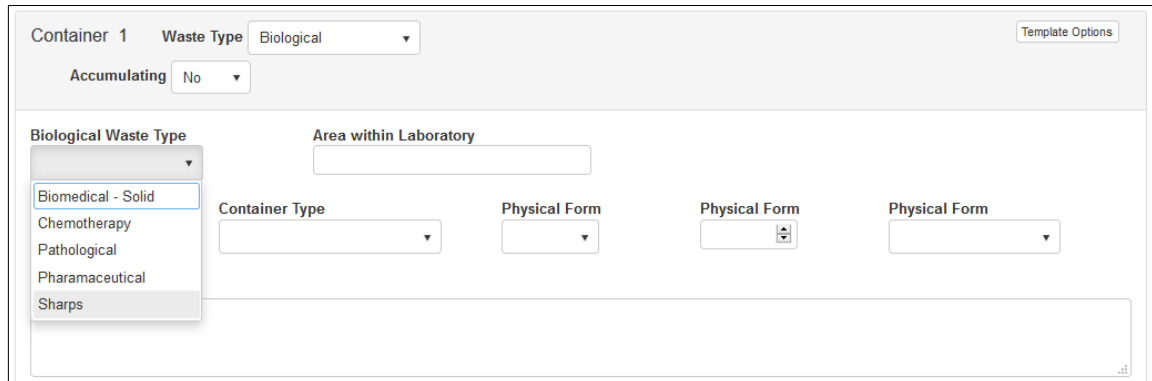
**Building** ▼

**Lab / Room** ▼

Save Cancel

### 2.3.1 Biological Waste

1. “Biological” is the default “Waste Type” when “+Add a Waste Request” button is clicked. Select the “Biological Waste Type” from the drop-down menu.



Container 1 Waste Type: Biological [Template Options]

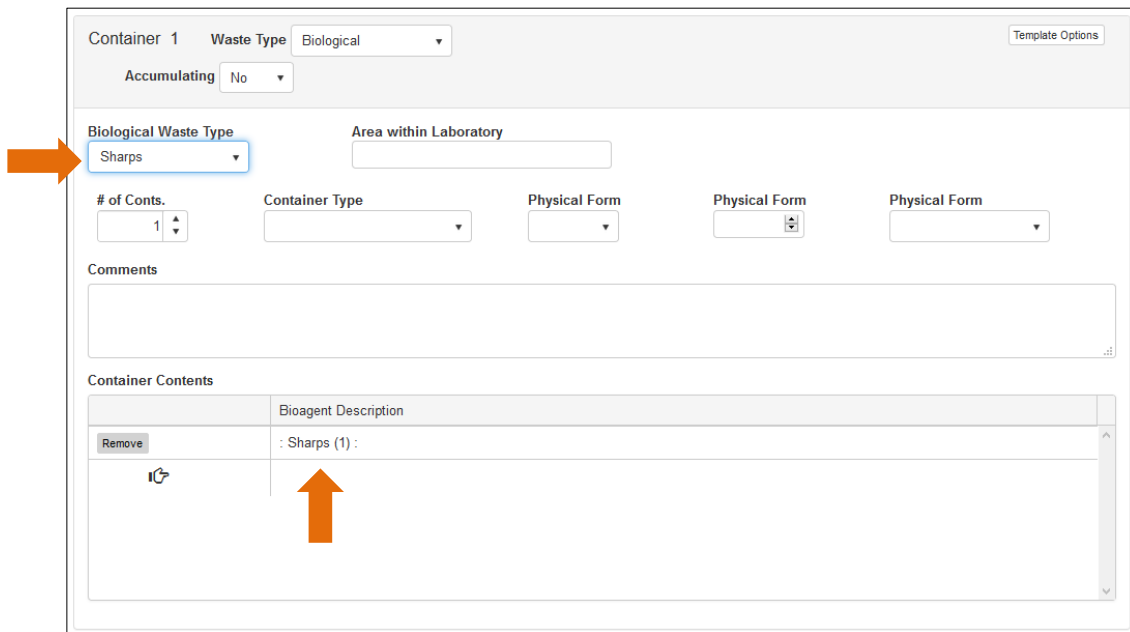
Accumulating: No

Biological Waste Type: **Biomedical - Solid** (selected), Chemotherapy, Pathological, Pharmaceutical, Sharps

Area within Laboratory: [ ]

Container Type: [ ] Physical Form: [ ] Physical Form: [ ] Physical Form: [ ]

2. Once selected, the waste type will appear in the “Biological Waste Type” field as well as under “Bioagent Description” (see arrows).



Container 1 Waste Type: Biological [Template Options]

Accumulating: No

Biological Waste Type: **Sharps** (selected)

Area within Laboratory: [ ]

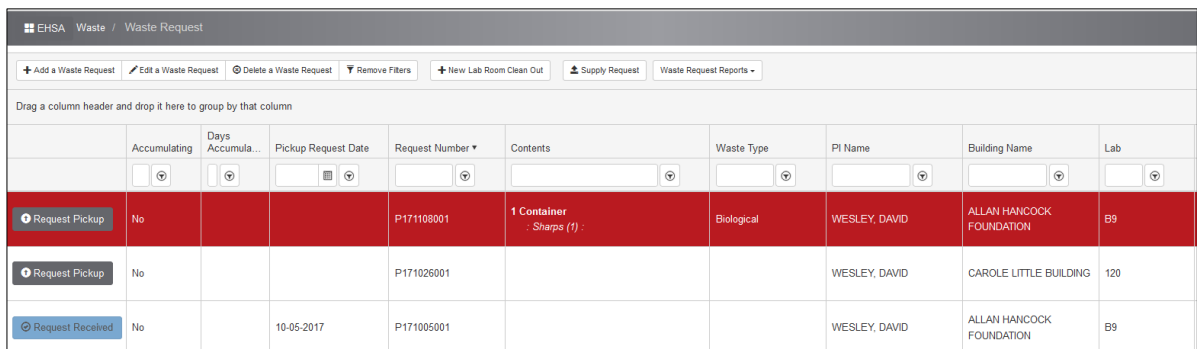
# of Conts.: 1 Container Type: [ ] Physical Form: [ ] Physical Form: [ ] Physical Form: [ ]

Comments: [ ]

Container Contents

	Bioagent Description
[Remove]	: Sharps (1) :

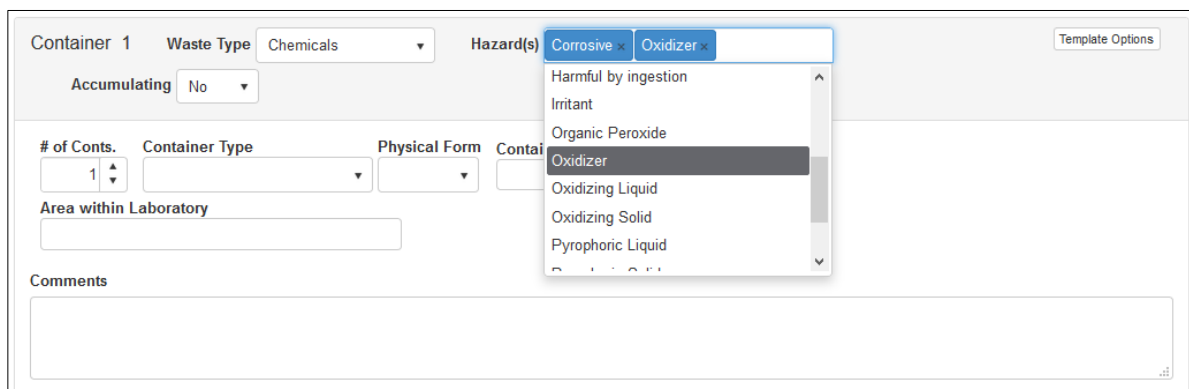
3. Complete the remaining fields (e.g., # of Conts; Container Type) and click “Save” button. The request will be added to the Waste Request page.



	Accumulating	Days Accumulation	Pickup Request Date	Request Number	Contents	Waste Type	PI Name	Building Name	Lab
Request Pickup	No			P171108001	1 Container : Sharps (1) :	Biological	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9
Request Pickup	No			P171026001			WESLEY, DAVID	CAROLE LITTLE BUILDING	120
Request Received	No		10-05-2017	P171005001			WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9

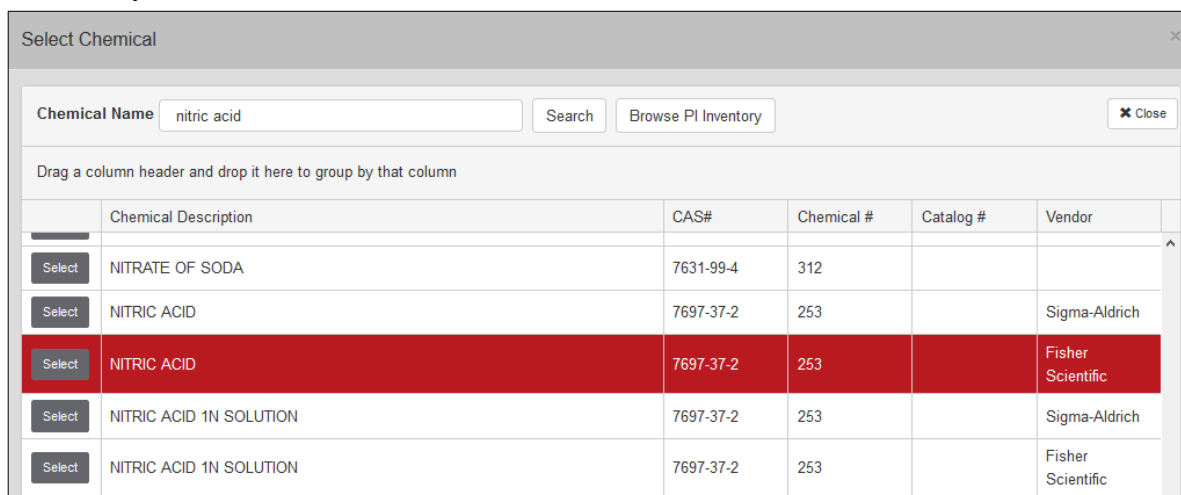
### 2.3.2 Chemical Waste

1. Select “Chemicals” at the “Waste Type” field. Highlight and select the hazard or hazards associated with the waste by clicking on the hazard from the drop-down list in Hazard(s) field. This will automatically add the hazard to the field. Add as many as needed.



The screenshot shows a web form for waste pickup. The 'Waste Type' is set to 'Chemicals'. The 'Hazard(s)' dropdown menu is open, showing a list of hazards: Corrosive, Oxidizer, Harmful by ingestion, Irritant, Organic Peroxide, Oxidizer (highlighted), Oxidizing Liquid, Oxidizing Solid, and Pyrophoric Liquid. Other fields include 'Container 1', 'Accumulating' (No), '# of Conts.' (1), 'Container Type', 'Physical Form', 'Area within Laboratory', and 'Comments'.

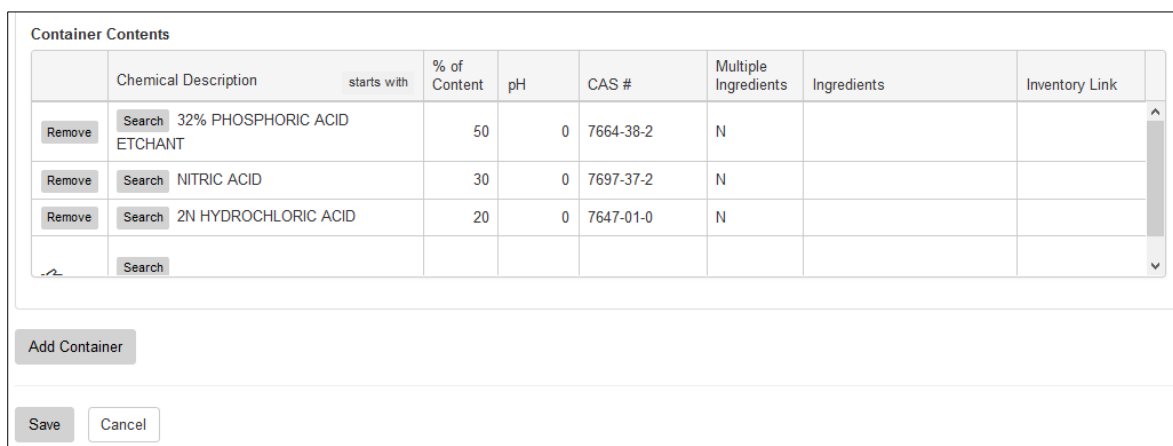
2. Complete the remaining fields (e.g., Container Type, Container Size).
3. List the contents of the container in “Container Contents” section. Click **Search** to get started; a pop-up window appears. Enter chemical in “Chemical Name” field and click “Search” to comb the chemical catalog OR click **Browse PI Inventory** to locate the chemical.



The screenshot shows a 'Select Chemical' pop-up window. The 'Chemical Name' field contains 'nitric acid'. Below the search bar is a table with columns: Chemical Description, CAS#, Chemical #, Catalog #, and Vendor. The table lists several entries for nitric acid, with the entry 'NITRIC ACID' from 'Fisher Scientific' highlighted in red.

	Chemical Description	CAS#	Chemical #	Catalog #	Vendor
Select	NITRATE OF SODA	7631-99-4	312		
Select	NITRIC ACID	7697-37-2	253		Sigma-Aldrich
Select	NITRIC ACID	7697-37-2	253		Fisher Scientific
Select	NITRIC ACID 1N SOLUTION	7697-37-2	253		Sigma-Aldrich
Select	NITRIC ACID 1N SOLUTION	7697-37-2	253		Fisher Scientific

4. Click “Select” button to add chemical to the “Container Contents” table. Add additional chemicals to the table as needed to document container contents. Adjust percentages under “% of Content” column for each item added.



The screenshot shows the 'Container Contents' table with columns: Chemical Description, % of Content, pH, CAS #, Multiple Ingredients, Ingredients, and Inventory Link. Three entries are listed: 32% PHOSPHORIC ACID ETCHANT (50% content), NITRIC ACID (30% content), and 2N HYDROCHLORIC ACID (20% content). Below the table are buttons for 'Add Container', 'Save', and 'Cancel'.

	Chemical Description	starts with	% of Content	pH	CAS #	Multiple Ingredients	Ingredients	Inventory Link
Remove	Search 32% PHOSPHORIC ACID ETCHANT		50	0	7664-38-2	N		
Remove	Search NITRIC ACID		30	0	7697-37-2	N		
Remove	Search 2N HYDROCHLORIC ACID		20	0	7647-01-0	N		
	Search							

- If additional containers are needed, click “Add Container” button and repeat Steps 1 to 4. Otherwise, click “Save” button to add request.

	Accumulating	Days Accumula...	Pickup Request Date	Request Number	Contents	Waste Type	PI Name	Building Name	Lab	Complete Date
<input type="button" value="Request Pickup"/>	No			P171108002	1 Glass Bottle (Liquid) 2N HYDROCHLORIC ACID/32% PHOSPHORIC ACID ETCHANT/NITRIC ACID	Chemicals	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
<input type="button" value="Request Pickup"/>	No			P171108001	1 Container : Sharps (1)	Biological	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
<input type="button" value="Request Pickup"/>	No			P171026001			WESLEY, DAVID	CAROLE LITTLE BUILDING	120	

### 2.3.3 Radioactive Waste

Consult the [EHSA SOP Radioactive Waste Management](#) for procedures on how to request waste pickup.

### 2.3.4 Universal Waste

- Select “Universal” at the “Waste Type” field (see arrow).

The screenshot shows the 'Container 1' form. The 'Waste Type' dropdown menu is open, showing options: Biological, Chemicals, Universal (highlighted with an orange arrow), and Unknown. Other fields include 'Accumulating' (No), 'Biological Waste Type', '# of Conts.' (1), 'Container Type', 'Physical Form', and 'Comments'.

- Complete the remaining fields (e.g., Container Type, Container Size).
- Click in the field below “Description” of the “Container Contents” table to add universal waste items. Add additional items to the table as needed.

The screenshot shows the 'Container Contents' table with the following items:

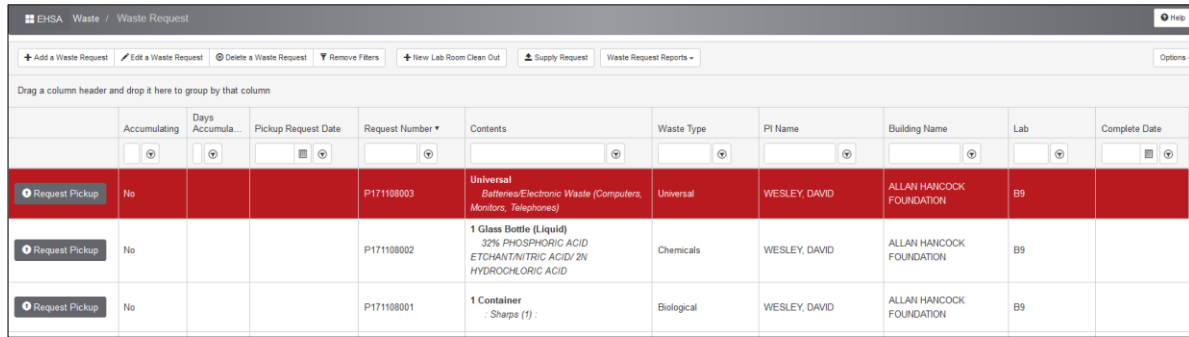
	Description
<input type="button" value="Remove"/>	Electronic Waste (Computers, Monitors, Telephones)
<input type="button" value="Remove"/>	Batteries

A dropdown menu is open, showing the following options:

- Aerosol Cans (non empty)
- Batteries
- Cathode Ray Tube Glass
- Cathode Ray Tubes
- Electronic Waste (Computers, Monitors, Telephones)
- Lamps
- Mercury-containing Equipment

Buttons for 'Add Container', 'Save', and 'Cancel' are visible at the bottom.

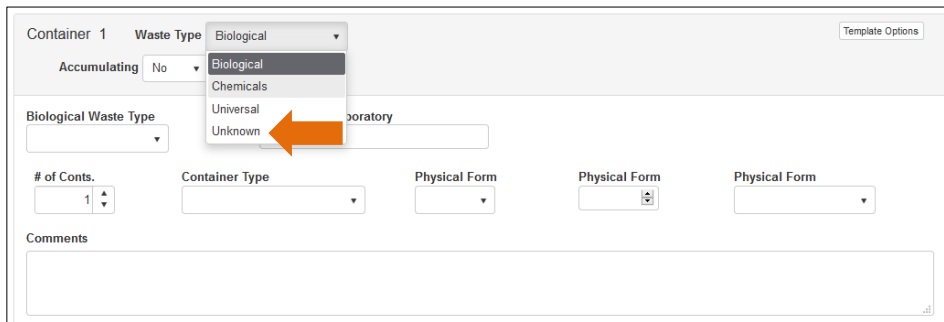
- Click "Save" button to add request.



	Accumulating	Days Accumula...	Pickup Request Date	Request Number *	Contents	Waste Type	PI Name	Building Name	Lab	Complete Date
	No			P171108003	Universal Batteries/Electronic Waste (Computers, Monitors, Telephones)	Universal	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
	No			P171108002	1 Glass Bottle (Liquid) 32% PHOSPHORIC ACID ETCH/ANTINITRIC ACID/ 2N HYDROCHLORIC ACID	Chemicals	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
	No			P171108001	1 Container : Sharps (1) :	Biological	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	

### 2.3.5 Unknown Waste

- Select "Universal" at the "Waste Type" field (see arrow).



Container 1    Waste Type: Biological (dropdown menu open showing: Biological, Chemicals, Universal, Unknown)    Template Options

Accumulating: No

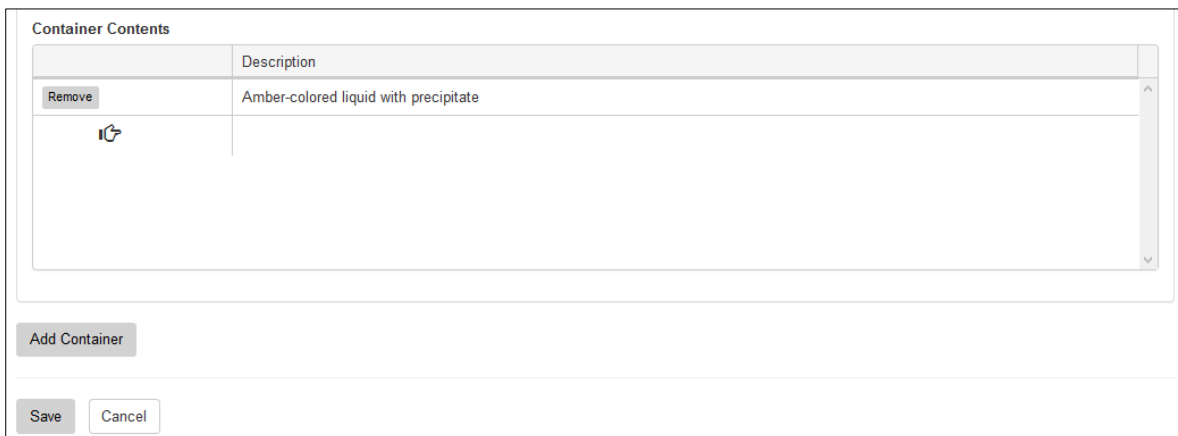
Biological Waste Type: [dropdown]

# of Confs.: 1

Container Type: [dropdown]    Physical Form: [dropdown]    Physical Form: [dropdown]    Physical Form: [dropdown]

Comments: [text area]

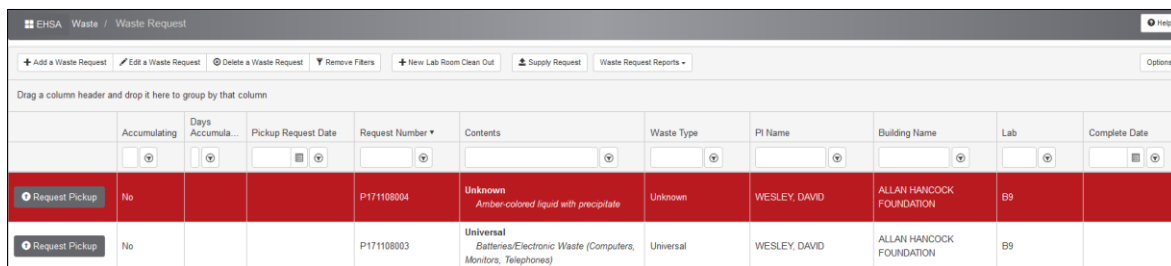
- Complete the remaining fields (e.g., Container Type, Container Size).
- Click in the field below "Description" of the "Container Contents" table to type in description of unknown item. Add additional items to the table as needed.



	Description
	Amber-colored liquid with precipitate

Buttons: Add Container, Save, Cancel

- Click "Save" button to add request.

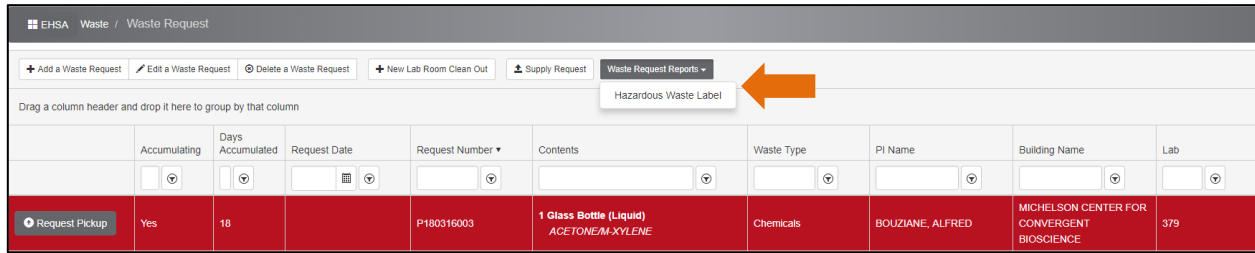


	Accumulating	Days Accumula...	Pickup Request Date	Request Number *	Contents	Waste Type	PI Name	Building Name	Lab	Complete Date
	No			P171108004	Unknown Amber-colored liquid with precipitate	Unknown	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
	No			P171108003	Universal Batteries/Electronic Waste (Computers, Monitors, Telephones)	Universal	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	



### 2.4 Print Hazardous Waste Label

1. Select the waste pickup for which you would like to print a hazardous waste label by clicking on the row.
2. Select "Waste Request Reports" and select "Hazardous Waste Label" from the drop down

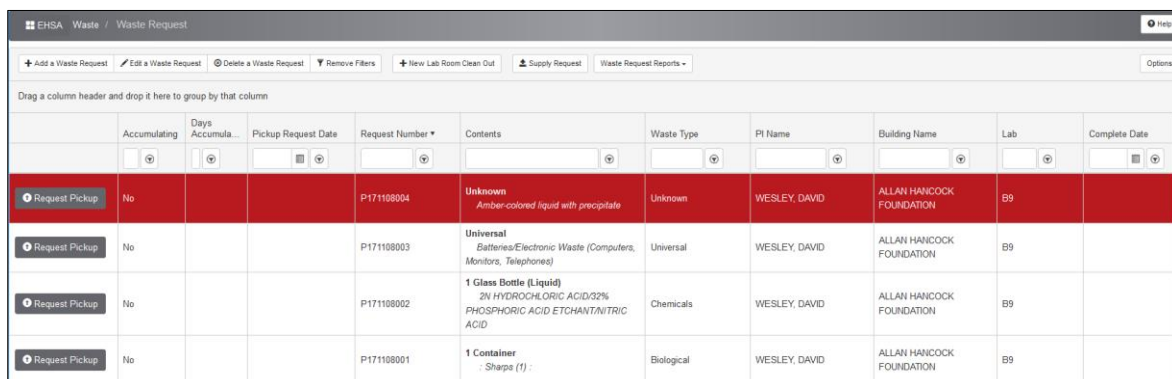


3. The hazardous waste label will pop up as a report where you will have the option to print the label, following the instructions for displaying it on your waste container.

Additional Information				HAZARDOUS WASTE															
<b>WASTE YARD START DATE:</b> 3/16/2018		<b>CONTAINER SIZE:</b> 4 LT		<b>START DATE:</b> 3/16/2018		<b>SEALED:</b> 4/16/2018													
<b>CAMPUS CODE:</b> UPCO	<b>BUILDING:</b> CAL	<b>REUESTED BY:</b>		<b>CONTENTS (COMMON NAME):</b>															
<b>DEPARTMENT:</b>				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>ACETONE</b></td> <td style="width: 45%;"></td> <td style="width: 15%; text-align: right;"><b>50 %</b></td> </tr> <tr> <td>3</td> <td>UN 1090 II</td> <td></td> </tr> <tr> <td><b>M-XYLENE</b></td> <td></td> <td style="text-align: right;"><b>50 %</b></td> </tr> <tr> <td>3</td> <td>UN 1307 III</td> <td></td> </tr> </table>				<b>ACETONE</b>		<b>50 %</b>	3	UN 1090 II		<b>M-XYLENE</b>		<b>50 %</b>	3	UN 1307 III	
<b>ACETONE</b>		<b>50 %</b>																	
3	UN 1090 II																		
<b>M-XYLENE</b>		<b>50 %</b>																	
3	UN 1307 III																		
<b>ADD'L INFO:</b> This is a one time request.				<b>HAZARD(S):</b> Flammable Liquid		<b>PHYSICAL STATE:</b> Liquid													
				<b>LOCATION:</b> CAL: 127		<b>PHONE:</b> (555) 555-5555													
Submit waste pickup request at <a href="http://www.adminsafety.usc.edu/ehsaweb" style="color: black; text-decoration: underline;">www.adminsafety.usc.edu/ehsaweb</a>				<b style="color: red;">Handle with Care!</b> 															

### 2.5 Request Waste Pickup

1. At the "Waste Request" screen, click on the "Request Pickup" button for the waste item created.



	Accumulating	Days Accumulated	Pickup Request Date	Request Number	Contents	Waste Type	PI Name	Building Name	Lab	Complete Date
Request Pickup	No			P171108004	Unknown Amber-colored liquid with precipitate	Unknown	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
Request Pickup	No			P171108003	Universal Batteries/Electronic Waste (Computers, Monitors, Telephones)	Universal	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
Request Pickup	No			P171108002	1 Glass Bottle (Liquid) 2N HYDROCHLORIC ACID/32% PHOSPHORIC ACID ETCHANT/NITRIC ACID	Chemicals	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	
Request Pickup	No			P171108001	1 Container Sharpe (f)	Biological	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9	

2. A “Confirm” pop-up window will appear. Click “Yes” button to initiate a request notification email.
3. The “Request Pickup” button will change to a greyed out “Request Received” banner.

EHSA Waste / Waste Request									
<span>+ Add a Waste Request</span> <span>✎ Edit a Waste Request</span> <span>🗑 Delete a Waste Request</span> <span>⌵ Remove Filters</span> <span>+ New Lab Room Clean Out</span> <span>⬆ Supply Request</span> <span>Waste Request Reports ▾</span>									
Drag a column header and drop it here to group by that column									
	Accumulating	Days Accumula...	Pickup Request Date	Request Number *	Contents	Waste Type	PI Name	Building Name	Lab
<span>📌 Request Received</span>	No		11-08-2017	P171108004	<b>Unknown</b> <i>Amber-colored liquid with precipitate</i>	Unknown	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9
<span>📌 Request Pickup</span>	No			P171108003	<b>Universal</b> <i>Batteries/Electronic Waste (Computers, Monitors, Telephones)</i>	Universal	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9
<span>📌 Request Pickup</span>	No			P171108002	<b>1 Glass Bottle (Liquid)</b> <i>32% PHOSPHORIC ACID ETCHANT/NITRIC ACID/ 2N HYDROCHLORIC ACID</i>	Chemicals	WESLEY, DAVID	ALLAN HANCOCK FOUNDATION	B9

4. Repeat Steps 1 to 3 for all waste items created.

### 3.0 SOP REVIEW/REVISION

Date prepared: 11/2017 By: Alfred M. Bouziane

Date revised: 03/2018 By: Brent Pantell