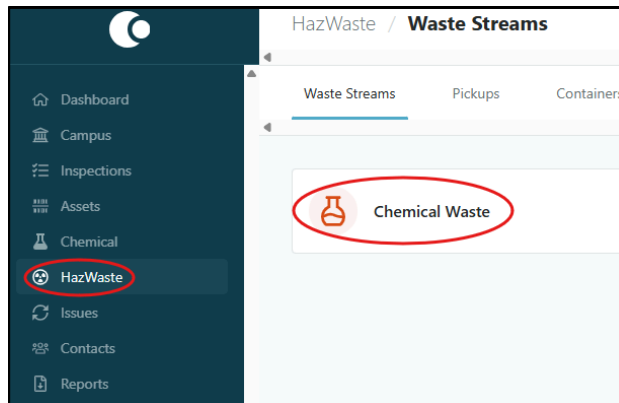


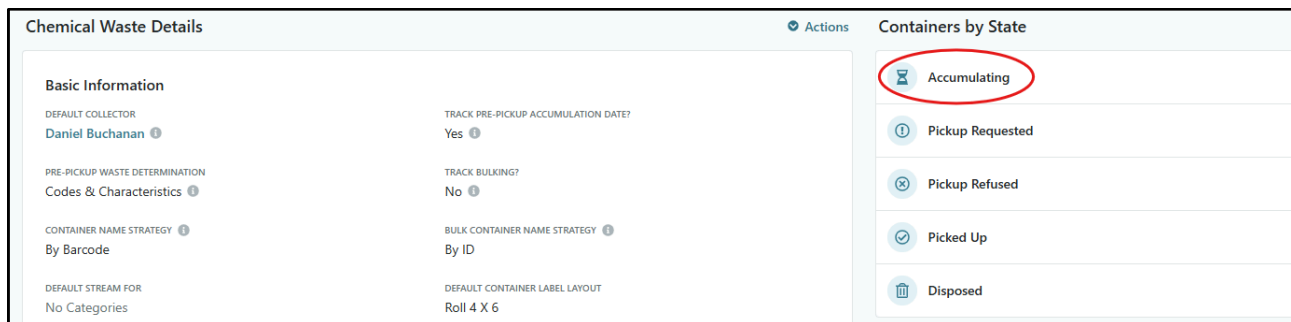
Hazardous Waste Guide

Hazardous Waste Card - Creation

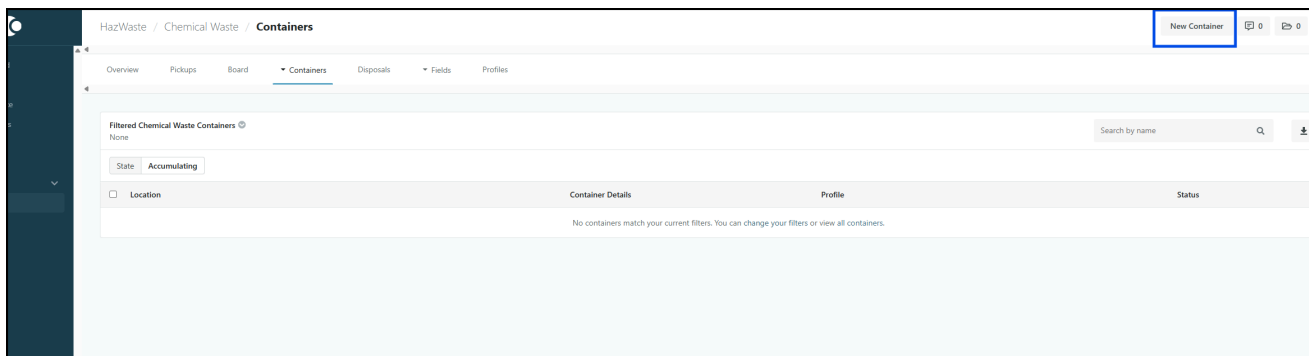
To begin click the HazWaste tab on the left and then select the Chemical Waste icon.



Then click the Accumulating tab under Containers by State on the right side of the page



Next click New Container which is located in the top right corner of the page.



Hazardous Waste Guide

Hazardous Waste Card - Creation

Basic Information Section

New Container ×

Basic Information

Hazwaste Stream

Chemical Waste 🔒

Accumulation Started Date

YYYY-MM-DD

Originating Space

Begin typing to search spaces...

Generator

Begin typing to search contacts...

Collector

Daniel Buchanan ✕

- The Accumulation Started Date is the date on which you started accumulating your waste which should be the same day you fill this out.
- Next is Originating Space which is the lab the waste was generated in.
- Search your name to put in as the generator.
- Collector is automatically set to the OEHS worker who will be collecting your Hazwaste.

Hazardous Waste Guide

Hazardous Waste Card - Creation

Basic Information Section Continued

Container Type Description *

Barcode

HazWaste Container Status *

Accumulating Ready for Pickup

Amount

Unit

- In the Container Type Description, describe the container that is holding the Hazwaste.
 - Examples: 4L Brown Glass, 100 mL Glass, 1 gal Metal Bucket, 5 gal Plastic Pail, etc.
- Don't fill in the Barcode - that is automatically generated by CampusOptics.
- The HazWaste Container Status is where you select whether you are going to continue to accumulate waste in this container, or if you want to immediately submit it for pickup.
- Amount and Unit will be the size of the container and then the units for that size. If you have a 4 L container of waste and it is completely full you would put 4 for the amount and Liters for the unit. If that same 4 L container is only half full, you would put 2 for the amount and Liters for the unit.

Hazardous Waste Guide

Hazardous Waste Card - Creation

Contents Section

The screenshot shows the 'Contents' section of a hazardous waste card creation interface. At the top left, it says 'Contents' with an information icon. At the top right, it says 'Current Total: 0%'. Below this, there are two input fields: 'Name or Description' and 'Percentage'. At the bottom, there is a dashed box containing a button that says '+ Add Container Contents'.

You will type in the Name or Description of your waste and options will show up for you to select. You will select the option that best fits the chemical you are searching.

- If nothing shows up that matches the item you're disposing of, you don't have to select anything and what you typed in will still show up on the label.
- Next put the percentage of the chemical that is in the waste.
- To add more chemicals to your contents click Add Container Contents.
- The Current Total at the top right must equal 100% when you are done putting in Chemicals.




Example filled in Contents Section


The screenshot shows the 'Contents' section of a hazardous waste card creation interface, now filled with data. At the top left, it says 'Contents' with an information icon. At the top right, it says 'Current Total: 100%'. Below this, there are three rows of input fields. The first row has 'Water' in the 'Name or Description' field and '75' in the 'Percentage' field, with a small 'x' icon to the right. The second row has 'Methanol' in the 'Name or Description' field and '15' in the 'Percentage' field, with a small 'x' icon to the right. The third row has 'Ethanol' in the 'Name or Description' field and '10' in the 'Percentage' field, with a small 'x' icon to the right. At the bottom, there is a dashed box containing a button that says '+ Add Container Contents'.


Hazardous Waste Guide

Hazardous Waste Card - Creation

Location Section

Location   

Campus, Building, or Outdoor Area * 

Additional Location Details 

This will be the location from which the waste will eventually be picked up. This can be the same as the originating space or another lab you are associated with that has an already established SAA.

Hazardous Waste Guide

Hazardous Waste Card - Creation

Hazard Information

Next is the Custom Fields section. This is where you will fill in any hazard information, or additional information you think OEHS needs to know about the waste you have generated.

The screenshot shows a form titled "Custom Fields" with three main sections:

- Hazard Information (Required)** with a help icon. It contains five checkboxes:
 - Flammable (D001)
 - Corrosive (D002)
 - Reactive (D003)
 - Toxic
 - Oxidizer
- Additional Information** with a help icon. It contains a single text input field.
- Reactive Information** with a help icon. It contains a single text input field.

At the bottom of the form, there are two buttons: "Cancel" on the left and "Create Container" on the right.

You are **required** to select at least one of the Hazard Information fields. If you have any questions about this section reach out to Daniel Buchanan (dpb0008@uah.edu) for assistance.

If you selected Reactive (D003) in the Hazard Information field, fill in the substance or state that causes a reaction with the waste. If you aren't sure, leave it blank.

- Examples: reacts upon exposure to air, water, or is shock sensitive.

Once you have filled those in you are done with the waste card, select Create Container in the bottom right corner.

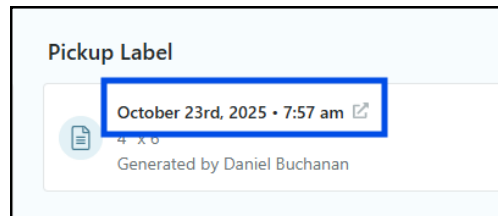
Hazardous Waste Guide

Hazardous Waste Card - Creation

You will now be in the Containers area and it will show the containers you have created.

Location	Container Details	Profile	Status
Container OT3WZF7UKG Test Building - Daniel's Lab	Brown Glass 4 L (8.818 lb)	No Profile Applied D001	Accumulating @ October 23rd, 2025

To print the waste label click the blue container name, and then on the Container details page click the date listed under Pickup Label in the top right.



This will generate a printable label that you will print and attach to your waste container.

HAZARDOUS WASTE
Test Building - Daniel's Lab
Container OT3WZF7UKG
Daniel Buchanan • (256) 824-2171
Accumulating • Brown Glass

Additional Information
This is a test waste creation

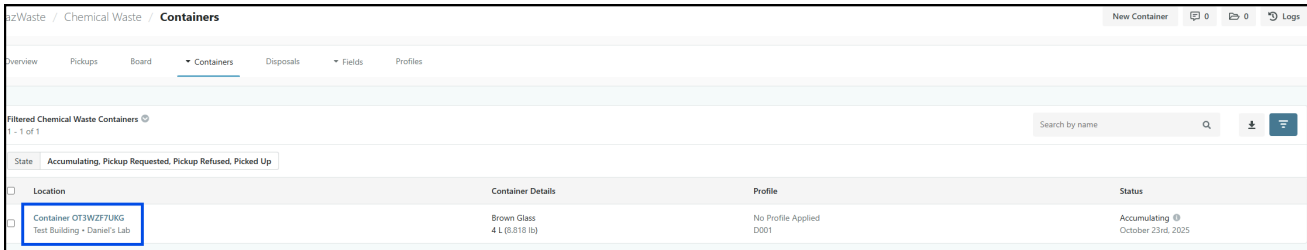
Reactive Information
No Response

methanol	50.0%
water	50.0%

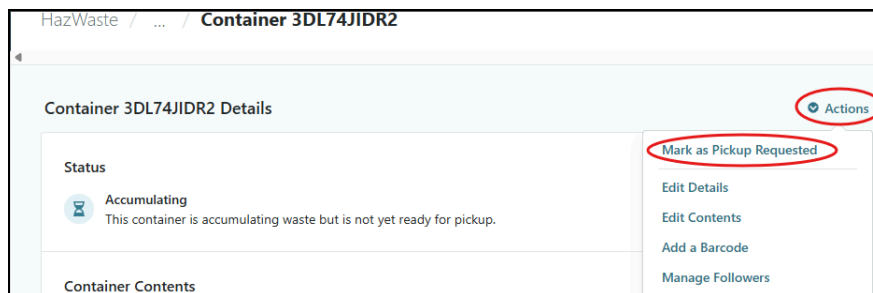
Hazardous Waste Guide

Submit for Pickup

Accumulating waste can be requested for pickup by going back to the Containers page, and select the blue container name to go to that container's detail page.



Next select Actions, and then **Mark as Pickup Requested**.



You can leave the Pickup Requested date as is or you can select a different date, and also fill in any notes you may have.

Then select **Update Container**, and OEHS will be notified you have requested a pickup.

