

CampusOptics Hazardous Waste Guide

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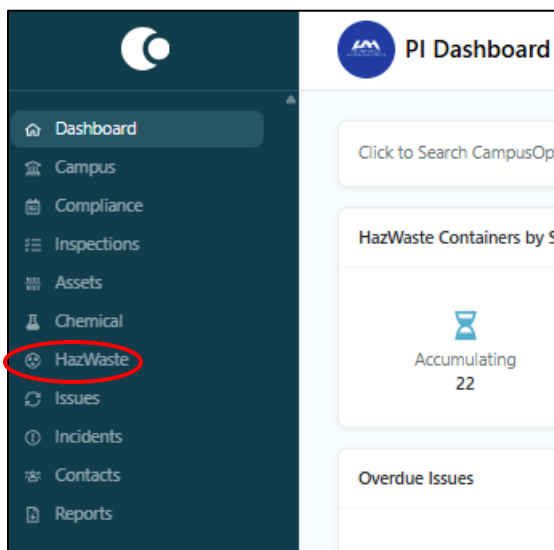
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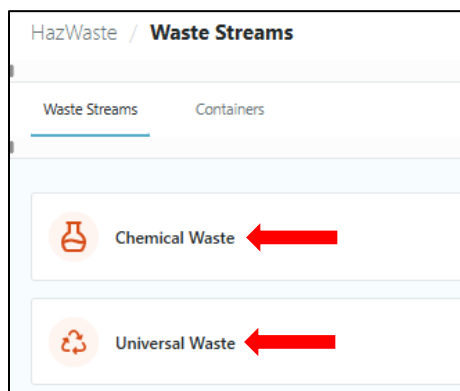
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Creating Hazardous Waste Cards

Start on the Dashboard and select HazWaste on the left sidebar



Select the waste stream of the waste you want to create a waste card for – a waste card is required before you can submit a pickup request.



Click Accumulating on the right side of the Overview page

Overview Board Containers

Chemical Waste Details

Actions

Basic Information

DEFAULT COLLECTOR Daniel Buchanan ⓘ	TRACK PRE-PICKUP ACCUMULATION DATE? Yes ⓘ
PRE-PICKUP WASTE DETERMINATION None ⓘ	TRACK BULKING? No ⓘ
CONTAINER NAME STRATEGY ⓘ By Barcode	DISPOSAL NAME STRATEGY ⓘ By ID
DEFAULT STREAM FOR No Categories	DEFAULT CONTAINER LABEL LAYOUT Roll 4 X 6

Containers by State

- Accumulating**
- Pickup Requested ⓘ
- Pickup Refused ⓘ
- Picked Up ⓘ
- Disposed ⓘ

Then click New Container

HazWaste / Chemical Waste / Containers

New Container 0 0

Overview Board Containers

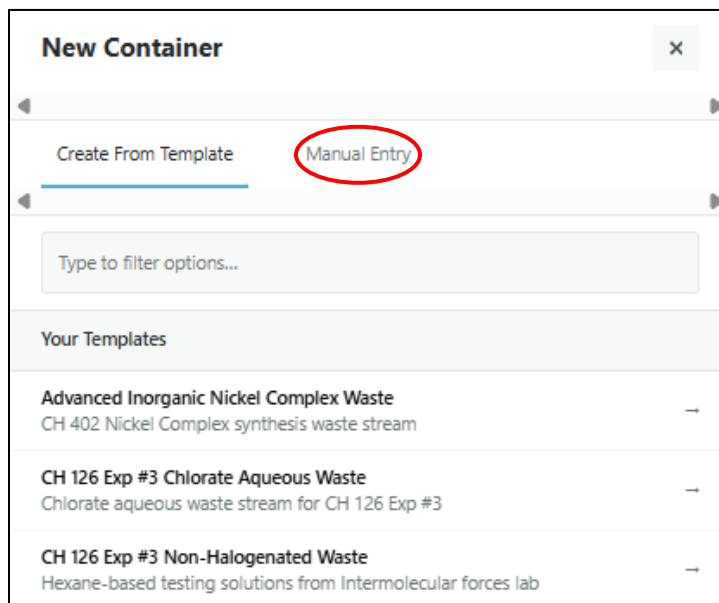
Filtered Chemical Waste Containers ⓘ
1 - 22 of 22

Search by name

State Accumulating

☐	Location	Container Details	Profile	Status
☐	Container QWKKBEAZYP	Glass Bottle - 4 Liter	No Profile Applied	Accumulating ⓘ

If you have created a waste card template you can select that template to create a waste card from it. To create a new waste card select Manual Entry at the top.



The screenshot shows a web form titled "New Container" with a close button (X) in the top right corner. Below the title is a horizontal tab bar with two options: "Create From Template" and "Manual Entry". The "Manual Entry" tab is selected and highlighted with a red circle. Below the tabs is a search bar with the placeholder text "Type to filter options...". Underneath the search bar is a section titled "Your Templates" which contains a list of three waste templates, each with a right-pointing arrow:

- Advanced Inorganic Nickel Complex Waste**
CH 402 Nickel Complex synthesis waste stream
- CH 126 Exp #3 Chlorate Aqueous Waste**
Chlorate aqueous waste stream for CH 126 Exp #3
- CH 126 Exp #3 Non-Halogenated Waste**
Hexane-based testing solutions from Intermolecular forces lab

Instructions on how to create a Container Template are at the end of this guide.

Basic Information

HazWaste Stream

Chemical Waste 

Accumulation Started Date

YYYY-MM-DD 1

Originating Space

Begin typing to search spaces... 2

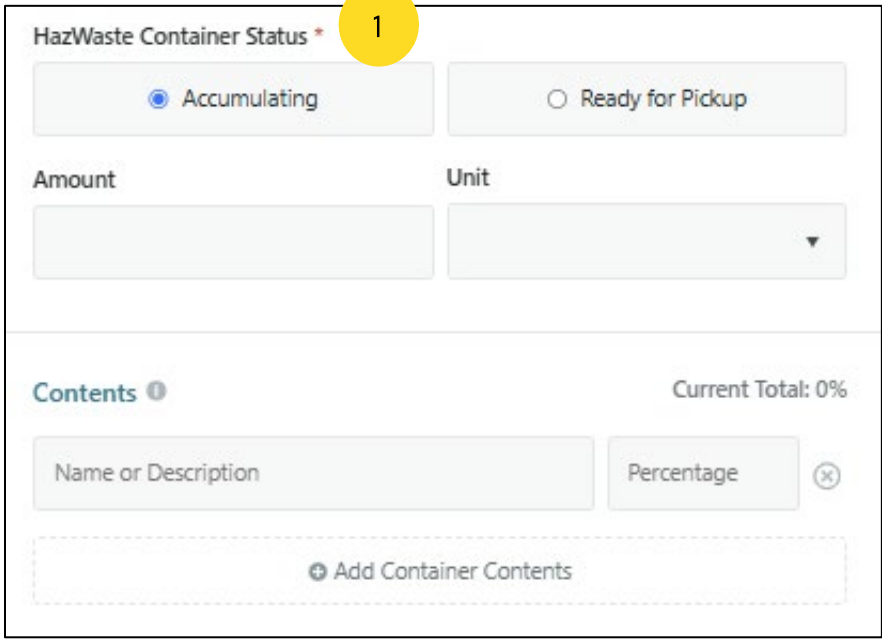
Generator

Begin typing to search contacts... 3

Container Type *

Choose a container... 4 

- 1 Enter the accumulation start date for this waste. This should be the date that you are creating the waste card.
- 2 The Originating Space is where the waste was created.
- 3 Usually the person creating the waste card is the generator, but if that isn't the case enter the name of the person that generated it here.
- 4 Select the container type of the waste here. If none of the pre-populated container types fit the container you have you can create a new container type.



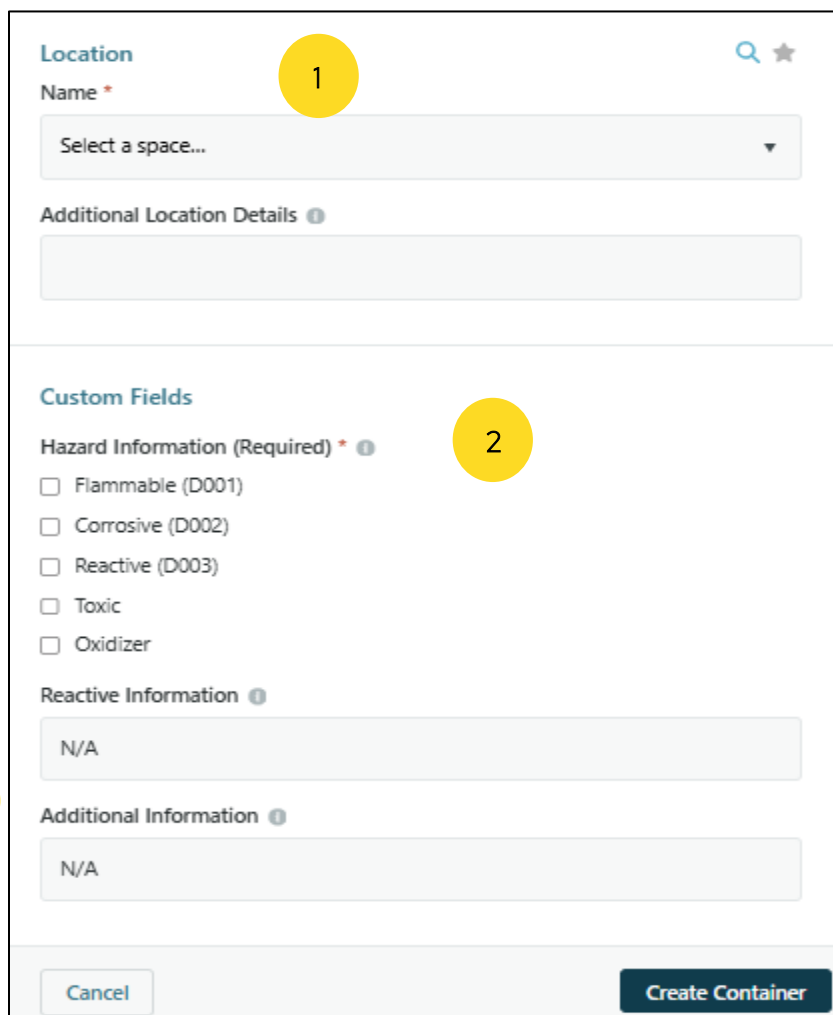
The screenshot shows a web form titled "HazWaste Container Status *". It has two radio buttons: "Accumulating" (selected) and "Ready for Pickup". Below this are two input fields: "Amount" and "Unit". At the bottom is a section titled "Contents" with a "Current Total: 0%" indicator. It contains a table with two columns: "Name or Description" and "Percentage". There is a dashed box below the table with a plus icon and the text "Add Container Contents".

1 If you are creating a waste card for waste that you will continue to add waste to and keep in your lab, select Accumulating. If you are ready for OEHS to collect this waste select Ready for Pickup.

2 Enter the amount of the waste in the container and its units (ex. 4 Liters).

3 CampusOptics uses a percentage method for all waste. If you have a pure chemical waste enter in the name of the chemical and then type 100% for the percentage.

If you have multiple chemicals in your waste enter in each chemical along with the estimated percentage that chemical makes up in the total waste mixture.



The screenshot shows a web form titled "Create Container". It has several sections: "Location" with a "Name" dropdown menu (callout 1), "Additional Location Details" text input, "Custom Fields" with a "Hazard Information (Required)" section (callout 2) containing five checkboxes (Flammable, Corrosive, Reactive, Toxic, Oxidizer), a "Reactive Information" text input (callout 3) with "N/A", and an "Additional Information" text input (callout 3) with "N/A". At the bottom are "Cancel" and "Create Container" buttons (callout 4).

1

This is the space where the waste is actually located – OEHS will go to this location to collect the waste.

2

Select the hazard that applies to the waste. This area is required – you can't generate the waste card without selecting one of these options.

3

If there is information OEHS needs to know about the waste enter it here – this section is not required.

4

Click Create Container to finish.

You will need to label the waste container you just created. After you click Create Container you will be taken back to the Container Overview page. Click the blue container name to be taken to the Container Details page.

HazWaste / Chemical Waste / **Containers** New Container

Overview Board **Containers**

Filtered Chemical Waste Containers 1 - 22 of 22 Search by name

State Accumulating

☐	Location	Container Details	Profile
☐	Container QWKKBEAZYP Shelby Center for Science & Technology • Floo...	Glass Bottle - 4 Liter 3.5 L (7.716 lb)	No Profile Applied No Waste Codes

Click the Pickup Label section to generate a PDF of the label you can then print out and adhere to the waste container.

Container QWKKBEAZYP Details Actions

Status

Accumulating
This container is accumulating waste but is not yet ready for pickup.

Container Contents Manage

Methanol • D001, F003, U154 59.98%

Pickup Label Actions

April 23rd, 2026 • 3:29 pm 4" x 6"
Generated by Joseph Noletto

State Timeline Mark As...

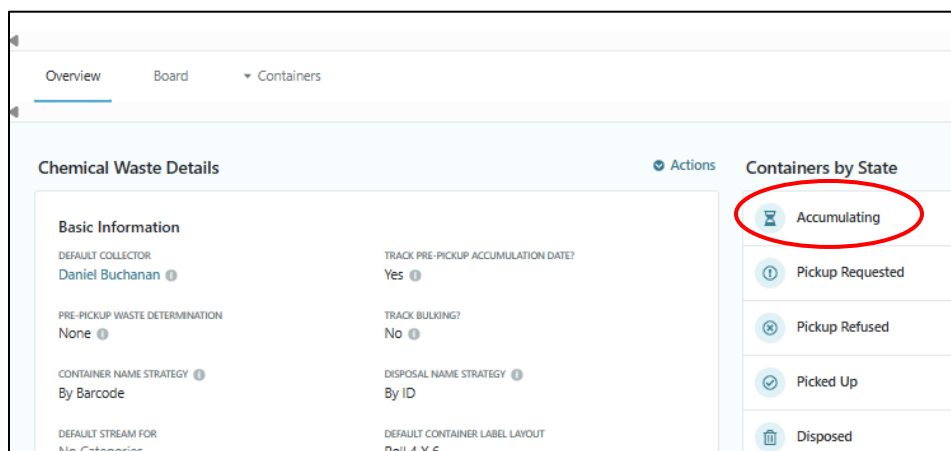
Accumulating
April 23rd, 2026 • 3 months

Example of hazardous waste label

HAZARDOUS WASTE	
SST • 232 • Floor 2	
Container QWKKBEAZYP	
Joseph Noletto • 256-824-2417	
Accumulating • Glass Bottle - 4 Liter	
Hazard Information (Required)	
Flammable (D001)	
Additional Information	
N/A	
Reactive Information	
N/A	
Originating Space	
SST 232	
Methanol	59.98%
Water	40.0%
Activated Charcoal	0.01%
2-ethoxynaphthalene (Nerolin)	0.01%
	

How to Submit a Pickup Request

Accumulating waste can be submitted for pickup by going back to the HazWaste page, then Chemical Waste, and click Accumulating under Containers by State.



Overview Board Containers

Chemical Waste Details Actions Containers by State

Basic Information

DEFAULT COLLECTOR Daniel Buchanan ⓘ	TRACK PRE-PICKUP ACCUMULATION DATE? Yes ⓘ
PRE-PICKUP WASTE DETERMINATION None ⓘ	TRACK BULKING? No ⓘ
CONTAINER NAME STRATEGY ⓘ By Barcode	DISPOSAL NAME STRATEGY ⓘ By ID
DEFAULT STREAM FOR No Categories	DEFAULT CONTAINER LABEL LAYOUT Roll 4 X 6

Containers by State

- Accumulating**
- Pickup Requested
- Pickup Refused
- Picked Up
- Disposed

Click the checkbox by each container that you want collected

Filtered Chemical Waste Containers 1 - 22 of 22

State Accumulating

2 Selected • Actions

☒	Container QWKKBEAZYP Shelby Center for Science & Technology ...	Glass Bottle - 4 Liter 3.5 L (7.716 lb)
☒	Container QNKK8AM9YL Shelby Center for Science & Technology ...	Solid Waste Bucket - 5.0 4.5 gal (37.554 lb)

Then click the Actions dropdown menu and select Mark as Pickup Requested

Filtered Chemical Waste Containers 1 - 22 of 22

State Accumulating, Pickup Requested, Pickup Refused, Picked Up

1 Selected • Actions

- Review Selected
- Update Location
- Generate Labels
- Mark As Accumulating
- Mark As Pickup Requested**
- Mark As Pickup Refused

	& Technology • Floor 2 • 232	Glass Bottl 3.5 L (7.716
	& Technology • Floor 2 • 236	Solid Wast 4.5 gal (37
	& Technology • Floor 2 • 236	Glass Bottl 2 L (4.409 l
	Container D11XYW1YGI	Glass Bottl

Click Update Containers at the bottom of the page to notify OEHS you are ready for your hazardous waste to be collected.

Edit Container Statuses

×

Updating Status for 2 Containers

New Status

Pickup Requested

These 2 containers will be marked as "Pickup Requested". You can add additional information below. Please verify the container's location and details before submission.

Additional Details

Pickup Requested Date

Pickup Requested Time

2026-08-05

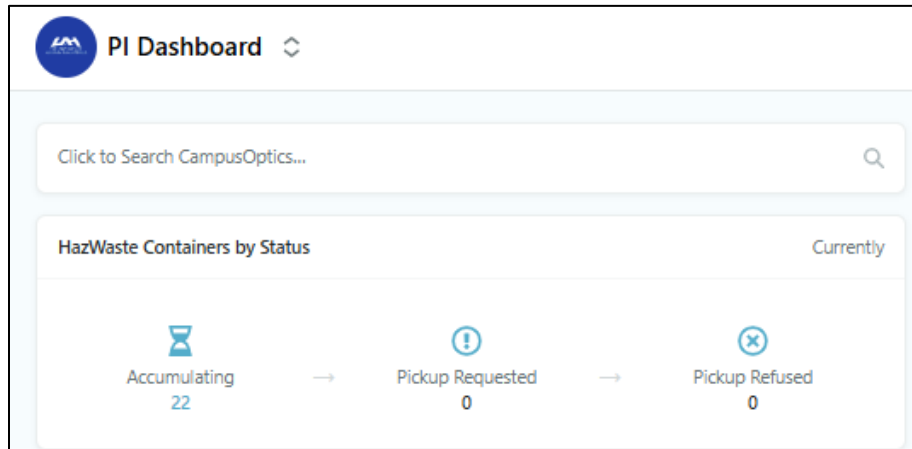
11:27 AM

Container Note

Cancel

Update Containers

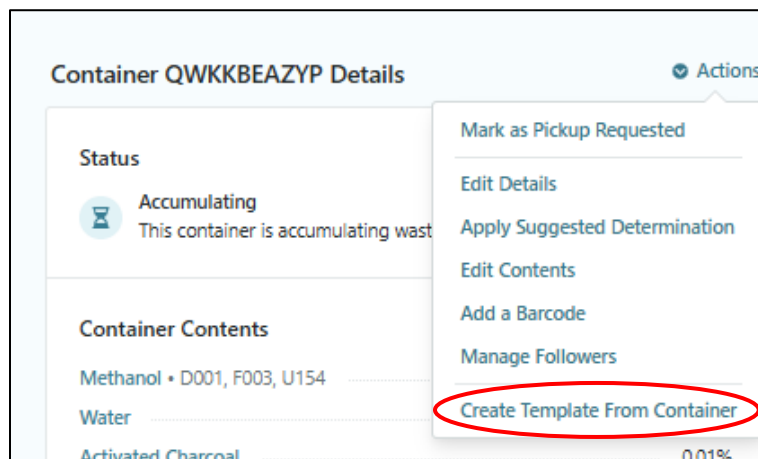
On the Dashboard you can view all the hazardous waste by status in your spaces. Once you request a pickup the container(s) will move from Accumulating to Pickup Requested.



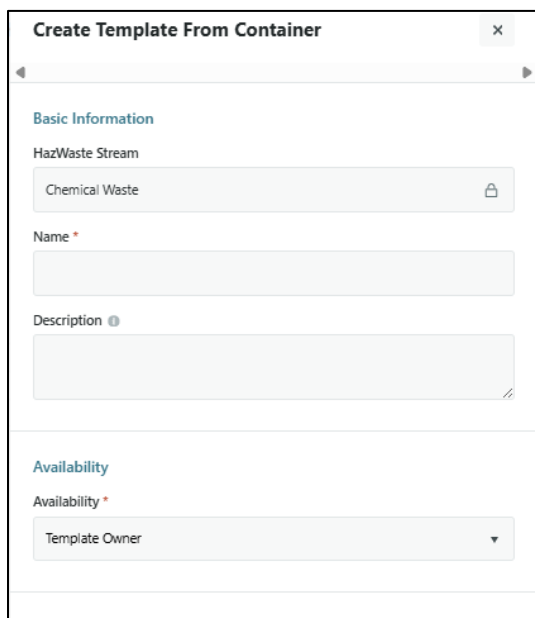
Container Templates

If you will be generating the same type of waste often, you can create a Container Template to prepopulate all of the waste information so you don't have to recreate the same waste card multiple times. You can do this using a waste card you've already made, or create an entirely new template.

To create a template from a waste card you've already made, go to the Container Detail page of the waste card you want to create a template from. Click the Action dropdown menu and select Create Template From Container.

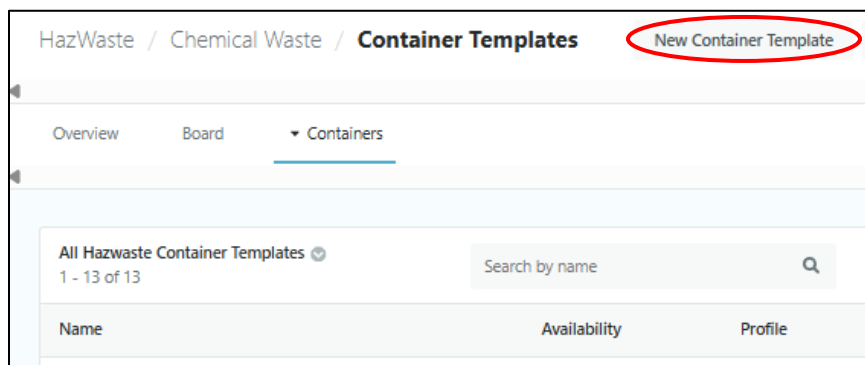


Create a name for the template that you will remember – it can be as detailed as you want. You can also make this template available to all members of your spaces or keep it restricted to only the template creator.



Click Create Container Template at the bottom of the popup window to finalize the template.

To create a new blank Container Template click HazWaste from the Dashboard menu, then the waste stream you want to create the template for, and finally click Containers at the top of the page, and then Container Templates.



This will take you to the list of Container Templates you have created. To make a new one, click New Container Template at the top of the page.