How to Request a Waste Pick-up

Sign into EH&S Assistant using your NetID by going to the following address;
https://ehs.fpm.wisc.edu/ehsa
You will either be shown the screen above or automatically forwarded to the NetID
sign in screen, shown below, depending on how your browser is set up.

Click on the "Inventory" icon

Click on the "View-In-Lab Waste Containers" link

			Container / Drain # / Shelf ▲	Container Category	Contents Description	Isotope	Storage Type	Container Type	Waste Type	PI Name	Opened Date	Est. Disposal Date
▸	Seal	⊕ Add Container Survey	⊕ Request Pickup	2017B7232	RAM		C-14	I	B	S	TEST, TEST	08-22-2017	

← Ram Inventory Usage + Add ✎ Edit View Archived In Lab Container Reports ▾ PI: TEST, TEST ▾ View: In-Lab Waste ▾ Container Category: RAM ▾ Options ▾

Drag a column header and drop it here to group by that column

This page will show all of your lab's waste containers. You can click the small arrow next to the "seal" button to see the containers contents. If no containers are listed, refer to the "Inventory Usage" instructional for how to create a container.
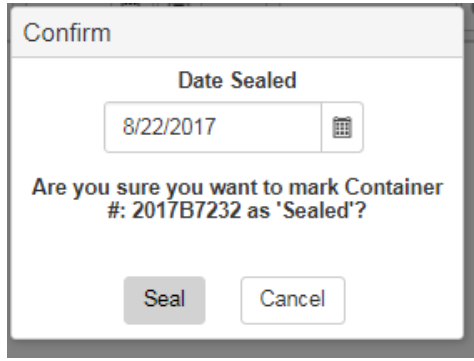
Seal	⊕ Add Container Survey	⊕ Request Pickup	2017B7232	RAM		C-14	I	B	S	TEST, TEST	08-22-2017

+ Add ✎ Edit

Isotope ▲	PI Origin	PI Name	Orig Inventory #	Disposal Date	Est. Disposal Date	Waste Code	Disposed?	Receipt Activity	Unit	Volume	Volume Unit	Inventory #
C-14	0700	TEST, TEST	170816000	08-22-2017	12-31-9999		☐	1.5	mCi	0	uG	W17082200

To request a waste pick up of a container you must click the Seal button. A pop up box will show to confirm you would like to seal that container.

Confirm

Date Sealed

8/22/2017

Are you sure you want to mark Container #: 2017B7232 as 'Sealed'?

[Seal] [Cancel]

Seal	⊕ Add Container Survey	⊕ Request Pickup	2017B7232	RAM		C-14	I	B	S	TEST, TEST	08-22-2017		

+ Add   ✎ Edit

Isotope ▲	PI Origin	PI Name	Orig Inventory #	Disposal Date	Est. Disposal Date	Waste Code	Disposed?	Receipt Activity	Unit	Volume	Volume Unit	Inventory #
C-14	0700	TEST, TEST	170816000	08-22-2017	12-31-9999		☐	1.5	mCi	0	uG	W17082200

Once sealed, perform a swipe of the container. After the swipe has completed, click on the "Add Container Survey" button

Container Survey

Container / Drain # / Shelf: 2017B7232   ✎ Autofill

Survey Date: 8/22/2017 📅

Background [   ] [▼]

Surface [   ] [▼]

Survey Instrument [▼]

Liquid Scint. Counter [▼]

Surveyor [   ]

Comments [   ]

⊕ Save   Cancel

This will bring up a pop up box asking for the information. Fill in the following information. Background (in dpm), Surface (in dpm). Select the LSC you used from the dropdown list, enter in who competed the survey and finally, if there are any comments about the survey they can be written in the comments section.

Unseal	⊘ View Container Survey	⊕ Request Pickup	2017B7232	RAM		C-14	I	B	S	TEST, TEST	08-22-2017

+ Add   ✎ Edit

Isotope ▲	PI Origin	PI Name	Orig Inventory #	Disposal Date	Est. Disposal Date	Waste Code	Disposed?	Receipt Activity	Unit	Volume	Volume Unit	Inventory #
C-14	0700	TEST, TEST	170816000	08-22-2017	12-31-9999		☐	1.5	mCi	0	uG	W17082200

Finally, click the "Request Waste Pickup" button. If this is your first time requesting a waste pick-up. The program will ask you to make a waste profile, Select Yes. You will only need to do this once.

Missing Waste Request Profile   ✕

No waste request profile was found for your ID: TEST.

Would you like to create a profile now?

No   Yes

User Information

*Waste Profile TEST

*First Name testy   *Last Name mctesterson

*Phone #

*Email

Confirm Email

Waste Request Information

+ Add   ✓ Edit   ⊗ Delete   Options ▾

Default	PI ▲	Department	Building	Lab / Room	Cost Center

Comments

Save   Cancel

Enter in the required information in the top box. Then in the "Waste Request Information" box, select Add

After clicking add, select your PI from the dropdown menu under PI, then select your department and building. Choose if you want this to be your default waste profile and select your lab room. Once complete, click save.

	Isotope ▲	PI Origin	PI Name	Orig Inventory #	Disposal Date	Est. Disposal Date	Waste Code	Disposed?	Receipt Activity	Unit	Volume	Volume Unit	Inventory #	License Line #	Original Container
+ Add ✎ Edit															
	C-14	0700	TEST, TEST	170816000	08-22-2017	12-31-9999		☐	1.5	mCi	0	uG	W170822000	16B	2017B7232

Click the Request Pick up button again.

A waste confirmation box will pop up with your new waste profile already selected. Click Yes

A pickup request confirmation box will pop up. Click ok. This will send an email to you.

Radiation Waste Label

Date Generated	Auto Fill		Contact Number	Auto Fill
Principal Investigator	Auto Fill		Container Type	Auto Fill
Contact Name	Auto Fill		Container Size	Auto Fill

Lab Container #	Requested Pick Up Date	Isotope	Activity (mCi)	Comments
AutoFill	Auto Fill	Auto Fill	Auto Fill	Auto Fill

Container Survey (by Lab)

Instrument Make/Model	SN	DOC	Background	Surface
Autofill	Auto fill	Auto fill	dpm	dpm

Office of Radiation Safety Use Only

Lab Container #	Exposure @ 1 (M)	Exposure @ Surface	Background
Autofill			
Meter Make/Model	SN	DOC	

Waste Collected by: _____
(Print name)

Lab Container #	Moved to ORS Shelf/Container #
Autofill	

Entered into HPA (Initial & Date): _____//_____

Final Disposal Survey					Final Disposal Method			
GM Meter Make/Model	SN	DOC	Background (cpm)	Surface (cpm)	☐ Decay in Storage (MERI)	☐ Incineration	☐ Sewer	☐ Shipped Via Waste Vendor
NaI Meter Make/Model	SN	DOC	Background (cpm)	Surface (cpm)	Disposed By:_____		Entered into HPA: _____//_____	
					(Print name)		(Initial & Date)	

That email will contain attachment(s) for each item of waste that you entered. Print the waste label(s) and attached them to the proper container. The Office of Radiation Safety will then stop by to collect the container(s).