Making an On-line Waste Pick-up Request using EHS Assistant

Office of Environmental Health and Safety
December, 2017
Must Submit Hazardous Material Pick-Up Request

- Request must be submitted Online
  - If you cannot access the system or do not have a PAWS account
  - Contact Lisa (578-5146) or Ryan (578-5756)
- Hazardous Materials Management
  - EHS Web Site

- Effective March 2014 – HMM will only have a Direct Link to EHS Assistant Log in.
Waste Disposal Process

- Environmental Assistant
  - Better Tracking
  - Associated with Chemical Inventory
  - Drop Down Pick Menus
  - Allows Lab to Print Labels
  - Historical Pick Up Information

- On-line System Available
EH&S Webpage
www.ehs.lsu.edu

Environmental Health and Safety

About Us  General Safety  Emergency Info  Environmental  Research Safety  Occupational Safety  Training  Safety References

Chemical Safety
The Chemical Hygiene Plan describes the safe and proper use, handling practices, and procedures to be followed by personnel working in University laboratories necessary to protect them from potential health and physical hazards presented by chemicals used in the workplace, and to keep chemical exposures below specified limits.

Biological Safety
All biological research at LSU/LSU AgCenter is to be conducted using accepted biological safety practices and in full compliance with university policies and all applicable federal rules and regulations relating to such activities.

HazMat
The Office of Environmental Health and Safety (EHS) is responsible for management of LSU’s Hazardous Waste Program. EHS has a primary duty of helping the LSU community with waste management. EHS collects waste and ensures its disposal in a safe and regulatory compliant manner.

EHS Assistant
Environmental Health Safety Assistant (EHSA) is an environmental management database that is available online to researchers and staff within the LSU community. EHSA is user friendly and provides strong inventory and training programs with compliance features.

June Meeting IBRDSC

| Submission Deadline | Wednesday, June 21, 2017 |
| Meeting Date        | Thursday, June 29, 2017  |
| Time                | 1:30 PM                   |
| Location            | Efferson Hall, Room 212   |

Online Training
The LSU web based training package for laboratory safety works in conjunction with the EHS Assistant (environmental management database) to meet the regulatory based training requirements. The assigned training and video ذات can be seen from the main EHS Assistant Screen. Email reminders are sent out on a monthly basis.

Click here to access the Hazardous Material Managements
Hazardous Materials Management

The Office of Environmental Health and Safety (EHS) is responsible for management of LSU’s Hazardous Waste Program. EHS has a long history of helping the LSU community with waste disposal. EHS collects waste and ensures is disposal in a safe and regulatory compliant manner.

EHS is an environmental management database that is available online to researchers and staff within the LSU community. EHS is a web based program and a link is provided below for your waste disposal request. Waste requests are submitted online through EHS. Below is a link to the EHS waste module tutorial. Your PAWS ID and password allow access to the system. If you have difficulty accessing the system, please contact EHS and we can adjust the internal security settings so that you should be able to see information relating to your research group.

Containers must be in good condition and properly labeled. Each container must be labeled with the contents. Each different chemical or mixture to be collected must be listed on the waste request as a separate line item. All information must be completed on waste request.

Upon receipt of the request, your waste should be picked up within ten working days. The EHS waste disposal is associated with the chemical inventory program and will allow better tracking of waste. Waste profiles have been created within the system and users will be able to use drop down menus to describe their waste. Another significant feature is that the lab can generate a printed waste label that is regulatory compliant.

If you have questions or concerns:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Pepitone</td>
<td>578-5146</td>
</tr>
<tr>
<td>Ryan Still</td>
<td>578-6756</td>
</tr>
<tr>
<td>Jerry Steward</td>
<td>578-4314</td>
</tr>
</tbody>
</table>

Important Links

- WASTE Disposal Request
- Hazardous Waste Disposal Information
- Hazardous Waste Label Form
- EHSA Waste Disposal Request Tutorial
Log In Sequence

- Will flash EHS Chemical Logo
- Redirects to MyLSU Login Screen
  - Enter PAWS ID and Password
- Displays a list of your PIs
- Select PI of Choice
Add Request

Current Waste Pickups

Waste Pickup History

Click to submit a Waste Request
Request Detail

Use the pick lists to fill in information

Enter Pickup Detail
Choose the physical state
Indicate the amount in the container - this is not the size of the container but the number of units of measure in the container (1-gallon equals 1, and 1/2-gallon would equal .5).

Use the drop down and click on unit of measure that best describes your waste.
Enter the number of containers of this waste

Choose the best description of the container
Waste Entry Methods

- Waste profile from chemical inventory (EHS will create reoccurring waste profiles). Contact Lisa (578-5146)
- Add barcoded chemicals to waste pickup request
- Add unbar coded chemicals to waste pickup list.
- Create non reoccurring waste streams by typing in waste components
- Duplicate previous pick requests.
Waste Profile from Chemical Inventory

Click in this icon to find your waste profile using your chemical inventory.
Show Chemicals where the Inventory # starts with W.

Select the correct waste profile.
First attach and then submit. You can either stop or add another container.
Type in waste in the chemical description block and you get all the current waste profiles.
Add Barcoded Chemicals to Waste Pickup Request

<table>
<thead>
<tr>
<th>Request Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
</tr>
<tr>
<td>Request Date</td>
</tr>
<tr>
<td>Lab/Location</td>
</tr>
<tr>
<td>Contact</td>
</tr>
<tr>
<td>Contact's Phone</td>
</tr>
</tbody>
</table>

This will remove the Barcoded chemical from the lab inventory
A way to enter chemicals is to pick them from a master list – click on this ICON.
On this page we’re only going to use this line (the other lines are reserved for future use or other functions)
We’re looking for Hexane so we simply enter

And click “SHOW”
We get a list of chemicals “Starting with HEXANE”

Select the best one and click on it
Our choice from the list appears here

Then “Attach” it
If the chemical is not found in the master list then type in the name of waste and attach.
Create Nonrecurring Waste Streams by Typing in Waste Components

- Our choice from the list appears here
- Adjust the percentage to show how much HEXANE is in the waste
- Follow instructions for adding unbarcoded chemicals
- Then "Attach" it
Two elements in the list

Entering chloroform with 30 percent
Four chemicals are present in the list.

This waste stream is 100% complete.
Simply switch to the waste pickup history screen.

Click the duplicate button.
Click the ok button.

Return to current pickup screen.

Adjust any quantities as needed, and you have created a current pickup.

You can also print waste labels, as shown, onto regular paper or Avery labels.
Label Printing Option

Select reports option and select label size.
Regulatory Approved Label

Label # : P170201003 1  HAZARDOUS CHEMICAL WASTE
Principal Investigator : VALSARAJ, KALLIAT T
Lab Location : TX:115  Lab Phone : 123456789

1  WASTE HALOGENATED SOLVENTS - NESTEROV  100%

Primary DOT Class 3  FLAMMABLE LIQUID  UN 1992
Secondary DOT Class 6.1  TOXIC

Ingredients | % Content | DOT Hazard
--- | --- | ---
DIMETHYLFORMAMIDE | 10 - 25 | 6.1 TOXIC
ETHYL ACETATE | 10 - 25 | 3 FLAMMABLE
DIETHYL ETHER | 10 - 25 | 3 FLAMMABLE
TOLUENE | 10 - 25 | 3 FLAMMABLE
HEXANES | 10 - 25 | 3 FLAMMABLE
TETRAHYDROFURAN | 10 - 25 | 3 FLAMMABLE
ACETONE | 10 - 25 | 3 FLAMMABLE
CHLOROFORM | 10 - 25 | 6.1 TOXIC
DICHLOROMETHANE | 10 - 25 | 6.1 TOXIC

Total Container Amount : 4 LITER
If you’re done, click here

If you have another waste stream from the same location, click here
If you're done, simply log off.

EHS will visit you and collect your waste.
QUESTIONS?

Office of Environmental Health and Safety
578-5640

Lisa Pepitone (578-5146)
Ryan Still (578-5756)
Jerry Steward (578-4314)