

EHS Integrator Controlled Substance Waste Pickup Request Help Guide

Use the EHS Integrator Controlled Substance Waste Pickup Form to request a Controlled Substance/Drug waste pickup.

To request a controlled substance waste pickup, from EHS Integrator, click on the Waste tab and select Drug Waste from the drop down - Or you can go directly to the EHS Integrator Controlled Substance Waste pickup web Form using the following address: <https://ehsis.yale.edu/EHSIntegrator/WasteDrug>

To access EHS Integrator, you will be prompted to log into the Yale CAS system

To create a New Controlled Substance Waste Pickup Request

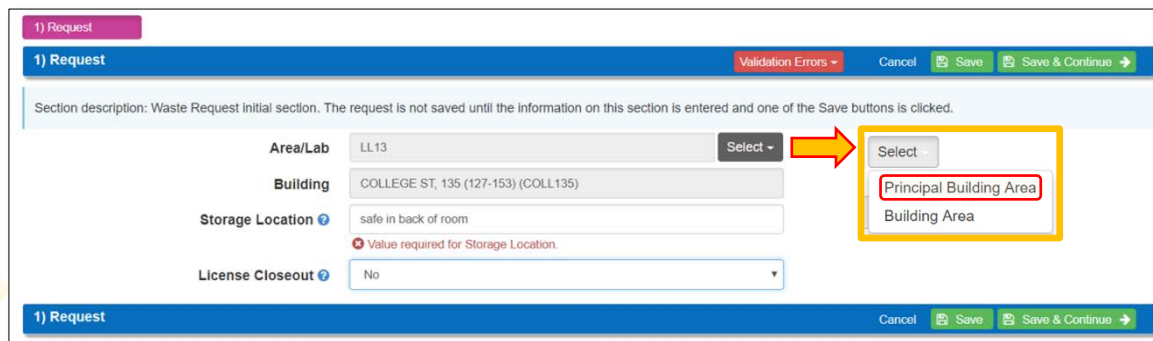
1. Click the “New Drug Waste Pickup Request” button

2. Select the Principal

- Enter part of the first and/or last name and click **Search**.
- Click the **Select** Button to choose name.
- If Principal not found, email EHS@Yale.edu or call 203-785-3550

Complete the Waste Request initial section

- In the Area/Lab field, click the **Select** drop down to designate the **Principal Building Area**.



1) Request

1) Request Validation Errors Cancel Save Save & Continue

Section description: Waste Request initial section. The request is not saved until the information on this section is entered and one of the Save buttons is clicked.

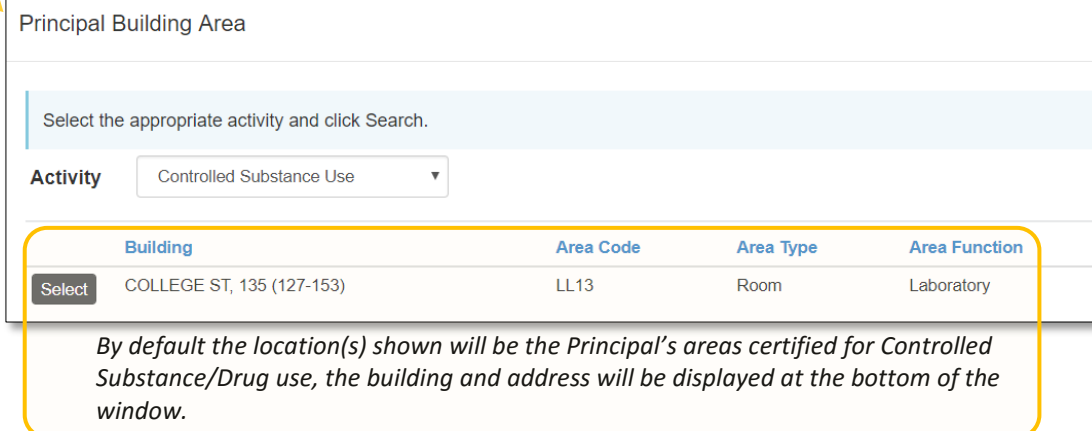
Area/Lab LL13 Select

Building COLLEGE ST, 135 (127-153) (COLL135)

Storage Location safe in back of room
Value required for Storage Location.

License Closeout No

1) Request Cancel Save Save & Continue



Principal Building Area

Select the appropriate activity and click Search.

Activity Controlled Substance Use

Building	Area Code	Area Type	Area Function
Select COLLEGE ST, 135 (127-153)	LL13	Room	Laboratory

By default the location(s) shown will be the Principal's areas certified for Controlled Substance/Drug use, the building and address will be displayed at the bottom of the window.

Click the **Select** button to choose from the listed building locations.

4. Enter free-form text to note the **Storage Location** of the drug waste that need to be picked up

5. License Closeout Field

Examples of License Closeout:

Researcher is leaving the University

Researcher is terminating use of the controlled substances

Select a response from the **License Closeout** drop down list:

No

Yes – Drugs on Hand

Yes – No Drugs on hand



NOTE: The request is not saved until the required information in this section is entered and one of the **Save** buttons is clicked. Click **Save** to Save your draft and return to complete the request at a later time - or **Save & Continue** to enter the remaining request information.

Controlled Substance/Drug Details

6. Note the section description text in blue

1) Request 2) Drug(s) 3) Submit To EHS

2) Drug(s) Cancel Save Save & Continue

Section description: Controlled Substances to be picked up. **Important Notes:**

- Used drugs/containers are any drug/packaging/container that has been used or partially-used (container/contents not in original state).
- Used drugs/containers must be added individually (single container) for each line and each must have a unique identifier.
- Unused drugs can be combined into a single line by changing the Quantity field. All must have the same attributes (physical form, container type, units, etc). A Unique identifier in this case is not required.

Add Drug One or more drugs required when Closeout is 'No' or 'Yes - Drugs On Hand'

Select	Drug	Physical Form	Container Type	Used	Container Unique Identifier	Quantity	Units	Measure Type	Comment
No drugs exist on this request.									

2) Drug(s) Cancel Save Save & Continue

Important Notes:

- Used drugs/containers must be added individually (single container) for each line and each must have a unique identifier.
- Unused drugs can be combined into a single line by changing the Quantity field. All must have the same attributes (physical form, container type, units, etc). A Unique identifier in this case is not required.

7. Click the **Add Drug** button – and select category of **Used** or **Unused** from the dropdown list.

“Used” – Any drug/packaging/container that has been used or partially-used (container/contents not in original state).

“Unused” – Any drug/packaging/container of a controlled substance that has not been opened or used in anyway, e.g. - i.e. vials, ampoules, bottles, boxes, injectables, cigarettes, etc.

Add Drug One or more drugs required when Closeout is 'No' or 'Yes - Drugs On Hand'

Used

Unused

Note: One or more drugs are required to be added to this request when Closeout status is “No” or “Yes – Drugs on Hand”

Used

Please enter all or part of the controlled substance name and/or select a category and click Search.

Drug ket Category Search

Drug	Category	Schedule(s)
Select Dronabinol in an oral solution in a drug product approved for marketing by the U.S. Food and Drug Administration	N/A	CT 2, DEA 2
Select Ketazolam	Depressant	CT 4, DEA 4
Select Ketamine	Hallucinogen	CT 3, DEA 3
Select Ketobemidone	Narcotic	CT 1, DEA 1

Enter all or part of the drug name and/or select a category and click **Search**.

Click the **Select** button in front of the correct drug name from the search results list.

8. Complete all required fields

- Drug (*completed in previous step*)
- Physical Form
- Container Type
- Container Unique Identifier
- Units and Quantity
- Any additional details or comments

1) Request 2) Drug(s) 3) Submit To EHS

2) Drug(s) Validation Warnings Cancel / Back Save Save & Return to List

Section description: **Used** controlled substance to be picked up: Ketamine

Drug Ketamine

Physical Form Liquid Select

Container Type Ampoules Select

Container Unique Identifier 12345678901234567890

⚠ Container Unique Identifier is required when Used is checked.

Units 1 Milliliters

⚠ Value required for Units. ⚠ Value required for Measure Type.

Comment

2) Drug(s) Cancel / Back Save Save & Return to List

Click **Save & Return to List** to enter additional drugs.

Click **Save** if you have no additional drugs to add to this request.

9. Submit to EHS

Request is in Draft status – Important Notes:

- Once the request is submitted, the status will be set to Open.
- To edit an Open request, you must first restore the request back to Draft.
- You will not be able to edit the request once EHS changes the status from Open to Scheduled.

If you need to make additional changes to a submitted/Open request, you must restore the request to Draft before EHS changes the status to Scheduled.



Note any Errors & Warnings in the validation summary that must be resolved before submission.

Click **Submit to EHS** when ready to finalize your request

Please note, a printed/signed Drug Destruction Form is required at the time of inspection. You can print the form from your Open request. Click the **View/Print Drug Destruction Form** button to print the form