EHS Integrator Chemical Waste Web Form Help Guide

Use the EHS Integrator Chemical Waste Web Form to request a chemical hazardous waste pickup for chemical containers, batteries, gas cylinders, aerosol containers, mercury devices, etc. or to request a chemical waste container delivery.



New Feature: COPY REQUEST

If you have frequently repeated requests that are similar, you can now copy Completed requests. Copying a Completed request will create a copy with Draft status which can be edited as necessary. (See page 8 of this document for further details)



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To request either a chemical hazardous waste pickup (research chemicals, hazardous cleaning products, paint, batteries, mercurycontaining devices, etc.) or chemical waste container/tray delivery, go directly to the EHS Integrator Chemical Waste Web Form using the following address: <u>https://ehsis.yale.edu/EHSIntegrator/WasteChemical</u>

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

Once you are on the EHS Integrator Chemical Waste Web Form main page, you can create a new request or view existing requests and their status. Status Definitions:

- **Draft** Data entry started and saved, but not yet submitted to EHS.
- **Open** Request has been submitted to EHS, but is not yet scheduled for pickup.
- Scheduled EHS has reviewed your request and it is now scheduled for pickup.
- **Completed** EHS has picked up your requested items.
- Cancelled Requests that had been submitted, but not scheduled and have been cancelled.

	ith this web applic									
			-right corner of every page. vironmental Affairs at 203-432-6545. c	r omail wasto rov	mineter	Qualo adu				
			here. Please email completed forms to				s@vale	edu, or fax them to 2	203-432-6148	
	ab/Clinic Request		w Non-Lab Request							
* 5	Draft Requests		Requests that have not been submittee	d.						
Status	Request Date	Chei	nical Lab/Area			Principal		Contact	Comme	nt
Draft	2016-08-29	BRA	DY MEMORIAL LABOR (BML) - 133			Armstrong, Brenda	A a	Bridges, Wesle	iy.	🕼 Edit
Draft	2016-08-24	THE	ANLYAN CENTER (TAC) - S5530			Armstrong, Brenda	A	Bridges, Wesle	iy .	🕼 Edit
* 4	Open Requests		Requests that have been submitted but	it not yet schedule	d for pi	ckup or delivery.				
Status F	Request Date Ch	emical La	b/Area	Principal		Contact		Comment		
Open 2	2016-08-17 ST	ERLING C	HEM LAB (SCL) - 117	Armstrong, Bren	da A	Bridges, Wesley				S View
Open 2	2016-07-27 WC	MOLECI	ILAR INNOV CTR (WMIC) - 216	Armstrong, Bren	da A	Stoddard, Jerem	iy P.	See A. Researcher in	room 220 for access	S View
A 2	Scheduled Reque	sts	Requests that are scheduled for pickup	p or delivery.						
Status	Request	Date	Chemical Lab/Area			Principal		Contact	Comment	
Scheduled	2016-07-1	2	KLINE GEOLOGY LAB (KGL) - 29			N/A)	Bridges, Wesley		S View
Scheduled	2016-07-0	6	RAY TOMPKINS HOUSE (RTH) - I	N/A		N/A	1	Bridges, Wesley		S View
* 7	Completed Reque	sts	Requests that have been picked up or	delivered.						
Status	Request Date	Chemica	il Lab/Area		Princip	lad	Contact		Comment	
Completed	2016-08-16	LAB FOR	R SUR, OBST, GYN (LSOG) - 309		Miller,	George Jr.	Tomaso,	Lucille A (Lucy)		🗹 View 🕇 + Copy
Completed	2016-07-27	101100	(AND STABLES (ARMORY) - Garage Too	Deem	N/A		Bridges,	Master		S View + Copy

From this page you can also **Edit** a request that is still in Draft status, **View** the details of your Open, Scheduled or Completed requests or **Copy** Completed requests.

1) Request

+ New Lab/Clinic Request New Non-Lab Request To create a new request, choose your request type: New Lab/Clinic Request - for those who report to a Principal Investigator New Non-Lab Request - for waste generated in an area not under control of a Principal Investigator To create a New Non-Lab Request 1) Re Click the "New Non-Lab Request" button 1. To enter your pickup location, click quent sections will appear after clicking "Save and Continu-Section Description: Select in the Chemical Lab/Area The Chemical Lab/A ation for pickup of field to search for your location. In the Contact Comment field, you may optionally ent ar additional informat tion about this request (i.e. pickup instructions) ote that waste information will be entr red subsequent sections, so it does not need to be in the Contact Co 2. Enter search criteria into any of Alternate Contact and Alternate Pho on to what is listed at ne fields, you may op stact inform · In the Access Contact and Access Room fields, you may optionally enter access contact information in the event that the Chi nical Lab/Area is locker the fields and click Search. ance, click the Help m enu, call Enviror ental Affairs at 203-432-6545, or email wa 3. To pick your location from the Chemical Lab/Area 0 Q A Lab/Area must be specifier search results list, find the row with your specific building/area and address listed and click Select. Alternate Contact 🕤 Select Building Area 4. Complete any additional contact Alternate Phone O or access comments and/or Access Contact O To begin, enter search criteria into any of the fields and click 'Search'. At least one search criteria is required. Access Room () alternate contact information that 0 Building @ golf Function will assist the technician in Area/Room 🕤 Area Type locating your items. 5. Click Save or Save & Continue. Seiner GCOURSE GOLF COURSE + YALE N/A N/A CONBAD DRIVE 200 H GOURSE GOLF COURSE - YALE Garaor Once your initial request information is Room Shop - M CONRAD DRIVE, 200. GCCLUB GOLF COURSE CLUB HSE MIA NIA NA CONRAD DRIVE 200 saved and you click Save & Continue, Stat GCCLUB GOLF COURSE CLUB HSE Kitcher CONRAD DRIVE, 200.1 you will be moved to the Delivery GCCLUB GOLF COURSE CLUB HSE Outside Pro Sh CONRAD DRIVE 200 N OCSNACK GOLE C 9TH HOLE SNACK CONRAD DRIVE 200 N section page. See "Delivery" on page 4 N/A N/A NIA Select for more information. Cancel / Back 🛛 Save

0

To create a New Lab/Clinic Request

Click the "New Lab/Clinic Request" button

- Designate your Principal Investigator (PI) by entering part of their first and/or last name and click Search.
- 2. Locate your PI name in the list and click **Select**.
- To enter your pickup location, click Select in the Chemical Lab/Area field to search for your location.
- 4. Enter search criteria into any of the fields and click **Search**.
- 5. To pick your location from the search results list, find the row with your specific building/area and address listed and click **Select**.
- 6. Complete any additional contact or access comments and/or alternate contact information that will assist the technician in locating your items.
- 6. Click Save or Save & Continue.

Once your initial request information is saved and you click Save & Continue, you will be moved to the Delivery section page. See "Delivery" on page 4 for more information.

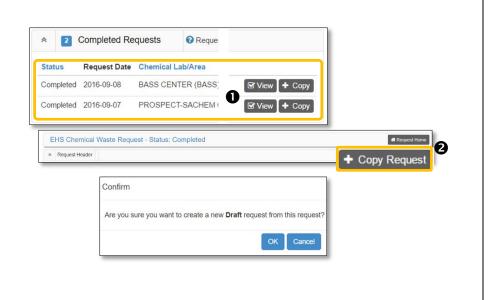
earch F	Principals										
		irst and/or last n	ame and click S	Search. At least 2	characte	ers are required					
Last 🕼			irst 🕑		Searc						
	Principal	c	Organization								
Select	Acar, Murat	F	ASMCB Adminis	tration		_					
Select	Ardito, Rachel E	B. N	IYARC Human R	lesources							
Select	Armstrong, Brei	nda A A	ACSEHS Env Hea	alth and Safety							
Select	Arnsten, Amy F.	T N	INBIO Administra	ation							
		Vaste Request	- Status: Open				<u> </u>	A Rec	uest Home		
	Request Header						V				
	equested 9/9/20 rincipal Armstro Q Sea	16 ong, Brenda A rch Principals	Cont								
1) R	equest										
1) R	Request					Validation Errors +	Cancel 🔡 S	iave 🛛 🖹 Save & C	ontrue 🗲		
This	s is the initial section	of a new waste reques	st. Subsequent sectio	ons will appear after clie	king "Save	and Continue".					
For a	In the Alternate Cor In the Access Contr	ntact and Alternate Phe act and Access Room	one fields, you may op fields, you may option. I evitronmental Affa	ally anter access cortact are at 203-432-6545, or e at be specified.	ontact inform information i mmail wasto re Building A	aton in addition to what is Fator in the event that the Chemical L Goott Gyalo cok.	ab/Area is locked.	Secold At least		de la constand	
_		<u> </u>			uilding 😡		neus and circk		ction		Search
	4			220240	Room 😡			Area		•	0
					Building Code	Building	Area	Are Location Typ		Address	
				Select	BC	Brady Courtyard	N/A	MED N/A	N/A	310 Ceda	er Street, Nei
				Select	BML	BRADY MEMORIAL LABOR	R FLR SUBBSM	T MED Hall	Hallway	CEDAR S	STREET, 310
				5 Select	BML	BRADY MEMORIAL LABOR			m Office		STREET, 310
				Select	BML	BRADY MEMORIAL LABOR	8 801		m N/A	CEDAR S	STREET, 310
				Select	BML	BRADY MEMORIAL LABO			m N/A		STREET, 310
				Select	BML	BRADY MEMORIAL LABOR			m Laboratory		STREET, 310
				Select	BML	BRADY MEMORIAL LABO	R 804	MED Roo	m N/A	CEDAR S	STREET, 310
						Cancel / B	ack 🖹	Save	Save &	Return to List	•

COPY REQUEST

If you have frequently repeated requests that are similar, you can copy a previously Completed request.

On the page where all your requests are displayed, you will see a **Copy** button [1] available for Completed requests. Or you can first View the request and then click the **Copy Request** button [2] that will appear in the request header.

Clicking the Copy button on a Completed request will create a new version in Draft status, which can then be edited for quantities or other modifications as needed.



2) Delivery

Request delivery of chemical waste trays for secondary containment or carboy containers.

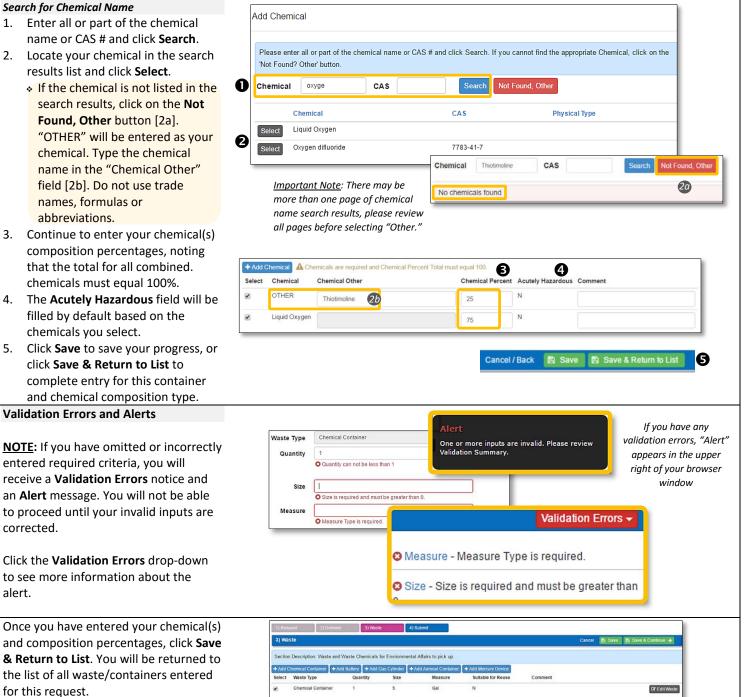
- Enter the number of Trays for Secondary Containment or Carboy Containers you need delivered and click **Save** or **Save & Continue**.
- If you do not need any chemical waste containers delivered at this time, leave fields blank click Save & Continue.

Once you click Save & Continue, you will be moved to the Waste section page.

HS Che	mical Waste Request - S	tatus: Draft				# Request Home	
Request H	Header					X Delete Reques	đ
Requested	9/2/2016	Contact	Bridges, Wesley				
Principal	Armstrong, Brenda A Q Search Principals	Phone	203-432-9644				
) Request	2) Delivery 3) Wasie	4) Submit					
) Request () Delivery	2) Delivery 3) Waste	4) Submit		Cancel	a Save	🗟 Save & Continue 🔶	
) Delivery	2) Dolivery 3) Waste	2 *		 Cancel	B Save	🕄 Save & Continue 🔶	
) Delivery		2 *		Cancel	D Save	🖻 Save & Continue 🔶	
) Delivery	ion: Trays and Containers for Environ Trays for Secondary	mental Affairs to deliver.		Cancel	D Save	🕄 Save & Continue 🍦	

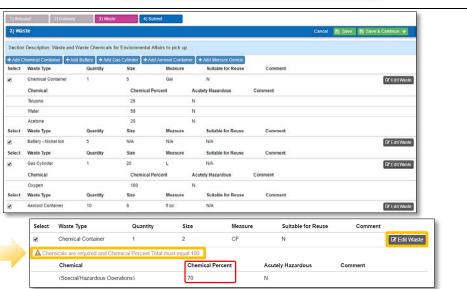
3) Waste

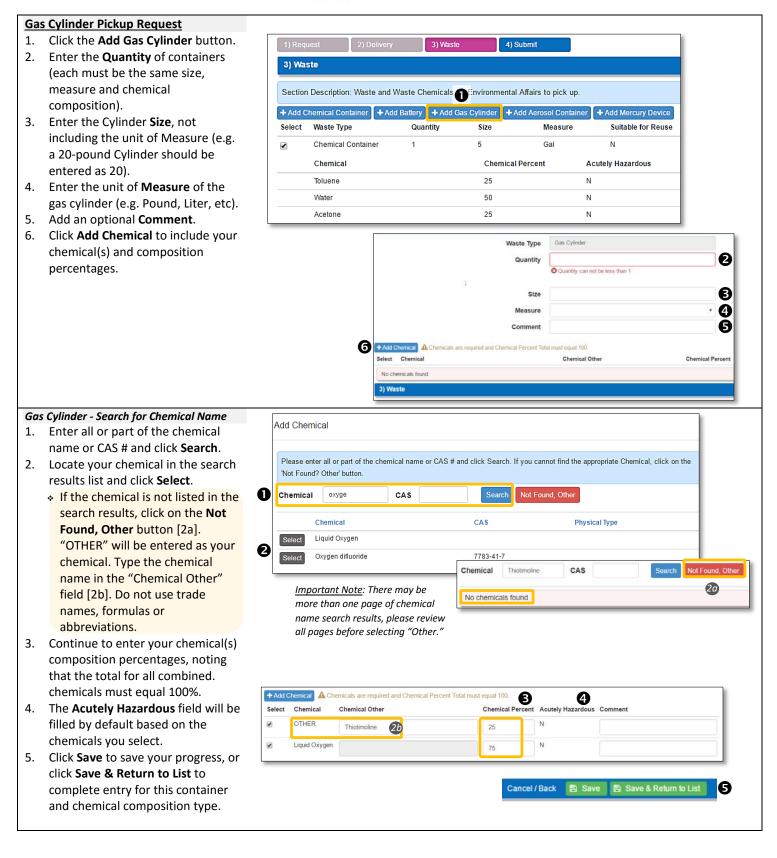
Ree	uest chemical waste items picked up.						
Wa	ste Types: Chemical Container, Battery, Gas	Cylinder,	Aerosol Contai	ner, Mercu	ıry Devi	ce	
	emical Container Pickup Request	_			_		
1.	Click the Add Chemical Container	1) Reg	uest 2) Delivery	3) Waste		4) Submit	
	button.			5) Waste		4) Submit	
2.	Enter the Quantity of containers	3) Wa	ste				
	(each must be the same size,	Section	n niption: Waste and V	Naste Chemicals f	or Environme	ental Affairs to pick up.	
	measure and chemical					+ Add Aerosol Contair	
	composition).	Select	Waste Type	Quantity	Size	Measure	Suitable for Reuse
3.	Enter the container Size, not		Chemical Container	1	5	Gal	Ν
	including the unit of Measure (e.g.		Chemical		Chen	nical Percent	Acutely Hazardous
	a 1 Liter container should be		Toluene		25		N
	entered as 1).		Water		50		N
4.	Enter the unit of Measure of the		Acetone		25		Ν
	containers (e.g. Liter, Gram, etc).		[Chemical Container)
5.	If the chemicals can be reused				Waste Type Quantity	Chemical Container	2
	check Suitable for Reuse.					Cuantity can not be less than 1	
6.	Add an optional Comment.				Size		B
7.	Click Add Chemical to include your				Measure	Size is required and must be g	rreater than 0.
	chemical(s) and composition			•		Measure Type is required.	v
	percentages.			5 Suita	ble for Reuse	0	6
			6			L	U
	the "Search for Chemical Name"		+ Add Ghemical A Select Chemical	Chemicals are required and	Ghemical Percent	Total must equal 100. Chemical Other	Chemical Percent Au
	tion on page 5 for the steps on how		No chemicals foun	d.			
to d	add your chemicals.		3) Waste				

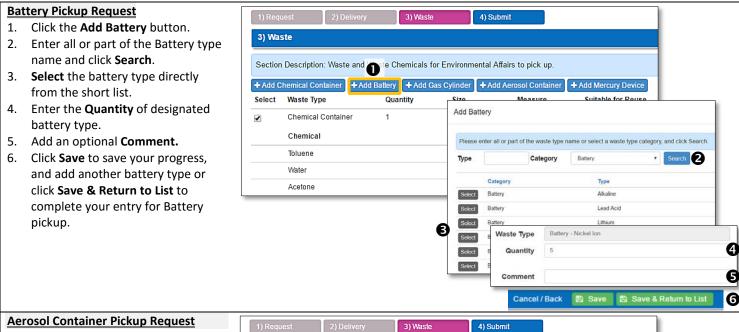


You may add another waste type or edit a waste type you have previously entered. Click **Save & Continue** once you are ready to finalize the request.

TIP: Before you submit your request, review the list to confirm all your chemical container composition totals equal 100%. If the total of combined chemicals in a chemical container is less than 100%, click **Edit Waste** to correct.







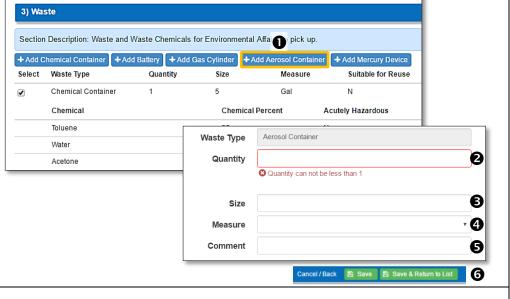
- 1. Click the Add Aerosol Container button.
- 2. Enter the **Quantity** of the Aerosol Container (each must be the same size, measure).
- Enter the container Size, not including the unit of Measure (e.g. a 5-ounce aerosol container should be entered as 5).
- 4. Enter the unit of **Measure** of the aerosol container (e.g. Ounce, Liter, etc).
- 5. Add an optional Comment.
- Click Save to save your progress, and add another aerosol container type or click Save & Return to List to complete your entry for aerosol container pickup.

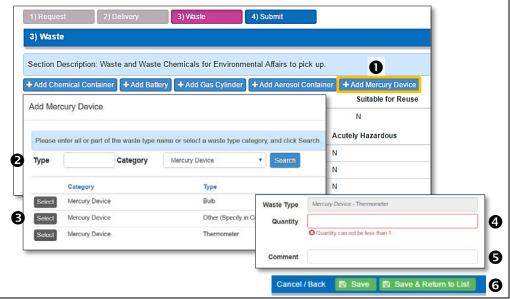
Mercury Device Pickup Request

- 1. Click the **Add Mercury Device** button.
- 2. Enter all or part of the Mercury Device type name and click **Search**.
- 3. **Select** the Mercury Device Type directly from the short list.
- 4. Enter the **Quantity** of the designated Mercury Device type.

5. Add an optional **Comment**.

 Click Save to save your progress, and add another Mercury Device type or click Save & Return to List to complete your entry for Mercury Device pickup.





EDIT REQUEST

You can continue to edit any request with a status of Draft or Open.

- To make changes to a request that has been submitted, but is still has a status of Open (not yet Scheduled), click the View button [1] and then click Restore to Draft [2]. You will then be able to edit the request.
- If you need to change a request that has a status of Scheduled, please contact Environmental Affairs at 203-432-6545.

pen Re	quests	Requ	ests that have been submitted but not yet scheduled for	pickup or delivery.
Status	Reque	st Date	Chemical Lab/Area	
Open	2016-0	8-17	STERLING CHEM LAB (SCL) - 117	🖾 View
Open	2016-0	7-27	WC MOLECULAR INNOV CTR (W-MIC) - 216	S View

4) Submit

Review, finalize and submit your request.	1) Request 3) Waste	2) Delivery	3) Waste	4) Submit	Cancel 🖺 Save 🗒	Save & Continue 🗲	0
Review your request from the Waste		cription: Waste and Waste	Chemicals for Envi	ronmental Affairs to pick			
section page and when you are ready to	+ Add Chemic	cal Container 🕇 Add Batter	Add Gas Cyline	der 🚺 🕂 Add Aerosol Cont	ainer + Add Mercury Device		
finalize and submit, click Save &	Select Was	ste Type	Quantity	Size Meas	ure Suitable for Rec	use	
Continue [1].	Cher	emical Container	1	1 Gal	N	C Edit Waste	
	A Chemicals	are required and Chemical F	ercent Total must equ	ual 100.			
If you have overlooked any validation or	0.503	emical		Chemical Percent	Acutely Hazardous		
input errors you will receive an error	4-Di	Dimethylaminoazobenzene		10 80	N		
message, "This waste is not valid for	12220	ste Type 1) Request	2) Deliver		4) Submit		<u> </u>
submission" [2]. Please review the		tery - Nickel 4) Submit				4 Prev	vious Section
validation summary and click the	3) Waste						
Previous Section link [3] to edit the	3) Waste	Section Des	cription:				
waste item(s) and correct your request.		2 This waste re	quest is not valid	for submission - pleas	e review Validation Summa	ry.	
		Validat					
	Errors 0 Warnings 1						ggestions 0
		Waste					13
		A Chemi	cal Percent Total	- Chemicals are requ	uired and Chemical Perce	nt Total must equal 1	00.
		4) Submit		onomous are requ		,	
		4) Submit				♦ Pre	vious Section
1) Request 2) Delivery 3) Waste 4) Suit	ıbmit						
4) Submit		, 				← Previou	s Section
							beccuon
Section Description:							
The status of the request is currently Draft. Once the request is submit	tted, the status	s will be set to Open.	To edit an Oper	n request, you must	first restore the reaues	t back to Draft . You	will not be
able to edit the request once Environmental Affairs changes the statu		-					
For additional assistance, click the Help menu, call Environmental Aff	fairs at 203-43	32-6545 or email wa	ste requests@v	ale edu			
	🕒 Su	ubmit to Environme	ntal Affairs				
4) Submit						🗲 Previou	s Section

To Submit your request

- If you do not have any validation errors, from the Submit section page you will notice that the status of the request is still Draft.
- <u>Click</u> the Submit to Environmental Affairs button to finalize and complete your request.
- Once the request is submitted, the status will be set to Open.
- If you find need to make changes after submitting, you can restore an Open request back to Draft to status for additional editing.

NOTE: You will not be able to edit the request once Environmental Affairs changes the status from Open to Scheduled. Please contact Environmental Affairs if you need to make changes to a scheduled request.

For additional assistance:

Click the Help menu Call Environmental Affairs at 203-432-6545 Email <u>waste.requests@yale.edu</u>