



**Chemical Inventory Database Training**  
**Environmental Health & Safety Division**  
**Chemical Safety Office**



## Module 4: Waste Pickup

### REQUESTING A WASTE PICKUP, ENTERING CONTAINER DETAILS, PRINTING CONTAINER LABELS



*This training module should take no more than 15 minutes to complete.*



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Environmental Health & Safety Division  
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EHSA Chemical Inventory Database  
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# Training Objectives & Agenda

## Upon completion of this training you should know how to:

1. submit a request for pickup of hazardous chemical waste or exchange chemicals
2. print hazardous waste container labels
3. print Exchange labels for your exchange chemicals

## Topics to be covered include:

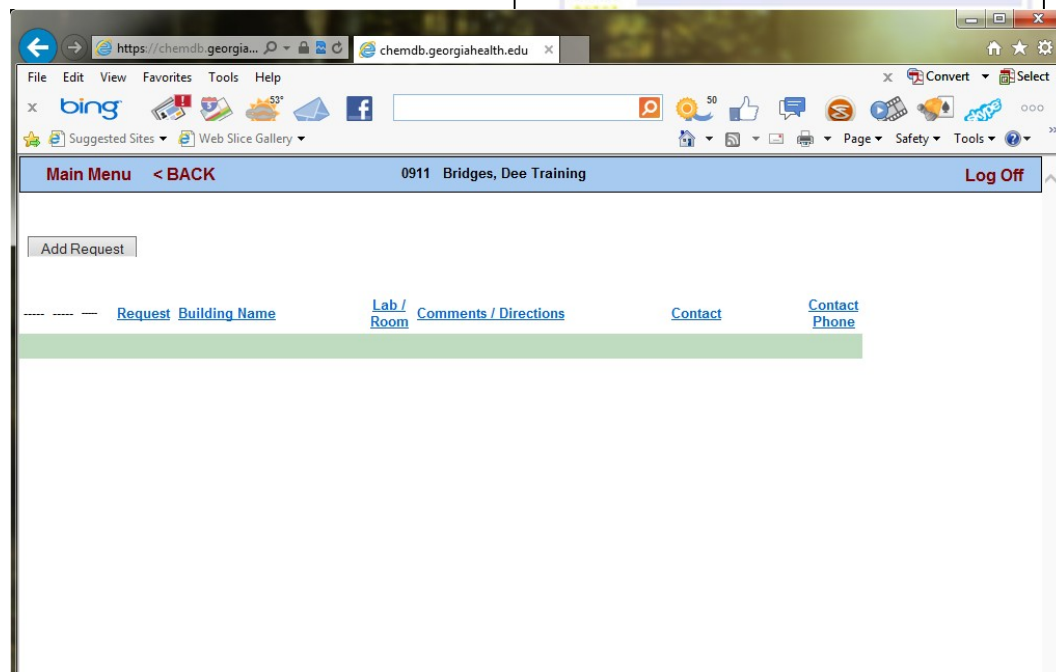
1. Generating a Request for Chemical Waste Pickup
2. Adding Waste Container Details
3. Printing Hazardous Waste labels for labeling containers
4. Editing and Deleting the Container Details
5. Processing Exchange Chemicals for Pickup

PI: 0911: Bridges, Dee Training



**CHEM**

-  [Inventory](#)
-  [Training](#)
-  [Waste Pickup](#)



https://chemdb.georgia... chemdb.georgiahealth.edu

File Edit View Favorites Tools Help

bing

Suggested Sites Web Slice Gallery

Main Menu < BACK 0911 Bridges, Dee Training Log Off

Add Request

Request	Building Name	Lab / Room	Comments / Directions	Contact	Contact Phone
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# Main Menu: Waste Pickup

## Introduction:


All hazardous chemical waste is processed through the Chemical Inventory Database. The Waste Pickup module allows the user to submit a request for pick up of one or more containers of hazardous waste without having to make a phone call to someone in the Chemical Safety Office.

The Waste Pickup module allows the user to submit a request for pickup, identify the contents of the containers, and to print a 'Hazardous Waste Label' to attach to each waste container that is in compliance with all regulatory requirements. It also allows the user access to edit or delete existing waste pickup requests.








## Exchange Chemical Pickup Requests:


The Waste Pickup module is also used to submit a request for pickup of useable, unwanted chemicals for redistribution to other laboratories on campus. The Chemical Exchange Program is part of our Hazardous Waste Minimization Program as submitted to EPA. For more details about the Chemical Exchange Program, see training Module 7: Order from Chemical Stockroom.

PI: 0911: Bridges, Dee Training



**CHEM**

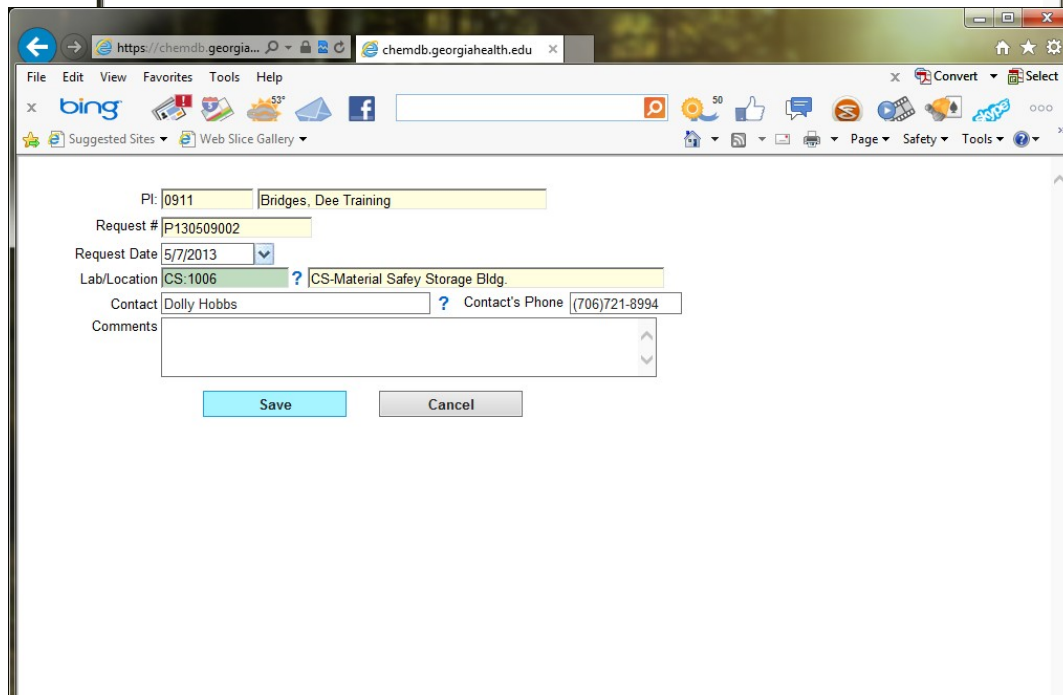
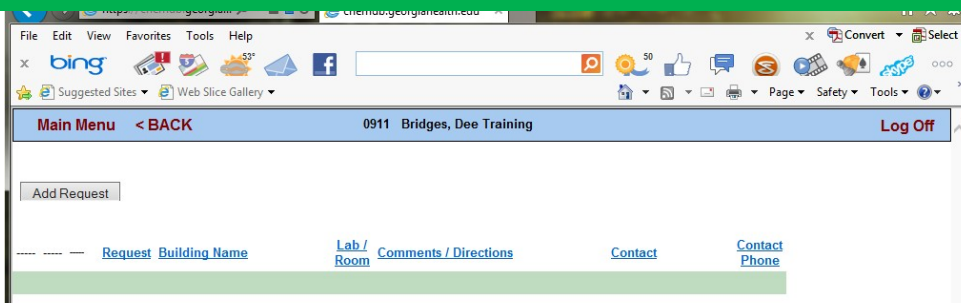
-  [Inventory](#)
-  [Training](#)
-  [Waste Pickup](#)
-  [Permit Worker Registration](#)
-  [Order from Chemical Stockroom](#)
-  [Inventory Semi-Annual Review Statement](#)
- [Last Inventory Review Date: 01/04/2013](#)
-  [Reports](#)

All **buttons** [  ] or **arrows** question marks [ ? ] at the end of a field, will execute a function, activate a search engine, or produce a drop-down pick list.

# Submitting a Request for Pickup

## In the Pickup Request Window:

1. Click on **+Add Request+** to add a request for pickup of chemical waste.
2. **Request Date:** The Current date is inserted
3. **Lab/Location:** Click on **[?]** for a list of your labs. Click on **[Select]** to choose your lab.
4. **Contact** click on **[?]** to insert the name of the lab contact, or type in the name
5. **Contact's Phone** type in the number.



# Pickup Request Window

## In the Pickup Request Window:

7. **Comments:** type any information about the waste. You may use the “Comments” box to tell us where in the lab your waste is located.

8. After you have entered all of your information, Click on

**Save**

to save your pickup request

**Cancel**

to cancel your request

In the screen that follows you will enter the details of your waste containers.

The screenshot shows a web browser window with the URL <https://chemdb.georgiahealth.edu>. The form contains the following fields:

- PI: 0911 | Bridges, Dee Training
- Request #: P130509002
- Request Date: 5/7/2013
- Lab/Location: CS-1006 | CS-Material Safety Storage Bldg.
- Contact: Dolly Hobbs | Contact's Phone: (706)721-8994
- Comments: (empty text area)

Below the form are two buttons: **Save** and **Cancel**.

A calendar for June 2013 is shown, with the 7th highlighted in red. A red arrow points from the calendar to the Request Date field.

A "Select A Contact" dropdown menu is open, showing a list of contacts:

Select	Contact Name	Function	Worker Type	Description	Lab	Phone	Office Fax	Email Address
Select	Chrissy Johnson					(706)721-7866	(706)721-9844	CJOHNSON@gru.edu
Select	Dee Training Bridges					(706)721-2598	(706)721-9844	KERONDU@gru.edu
Select	Dolly Hobbs	DBC	Database Contact			(706)721-8994	(706)721-9844	DBRODGES@gru.edu
Select	James Viebrock					(706)721-7867	(706)721-9844	jviebrock@gru.edu
Select	Kim Hardy							

A "Pick a lab linked to the PI" dropdown menu is also open, showing a list of labs:

Select	Lab/Room	Building Name	Permit Number	Permit Type
Select	1001	CS-Material Safety Storage Bldg.	C-933	CHEM
Select	1002	CS-Material Safety Storage Bldg.	C-933	CHEM
Select	1006	CS-Material Safety Storage Bldg.	C-933	CHEM
Select	1007	CS-Material Safety Storage Bldg.	C-933	CHEM

# Waste Pickup Details

## Adding Container Details:

In this window you will add the details for the waste you would like picked up. All of the information you enter in this window will be for one container. If you have more than one container of chemical waste, you will enter more than one detail for this request.

## Request # and Physical Form:

1. The first field in the Container Details window is **Request #:** [P070201013], this number is selected by the database – do not change this number, Go to the next item.
2. **Physical Form:** (Gas, Solid, Liquid) Click on the radio button that applies
3. **Total Quantity:** this the numerical amount for the container size, in this field, type in the numerical amount. Tab to the next field.

The screenshot shows a web browser window displaying the 'Waste Pickup Request Detail' form. The form includes fields for Request #, Physical Form (Liquid, Solid, Gas), Total Quantity, # of Containers, Empty Replacement Containers, and Container Type. A dropdown menu for Container Type is open, showing a list of container types. Callouts provide instructions: 'For a 1 gallon container enter the number 1 in Total Quantity' points to the Total Quantity field; 'Solid, Liquid, or Gas' points to the Physical Form radio buttons; '# of Containers will always be 1 (one)' points to the # of Containers field; and 'Click on the arrow to the right of the field, when the pick list appears, Click on the unit that applies' points to the Unit dropdown menu.

4. **Unit of Measure:** the unit of measure for the container [Grams, Pounds, Milliliters, **Click on the arrow** to the right of the field, when the pick list appears, Click on the unit that applies
5. **Container Type**, [plastic, glass, metal, etc.] Click on the arrow to the right of the field, when the pick list appears, Click on the item that applies.
6. **The # of Containers - this number will always be 1 [one] for each container detail.**



# Exchange Chemical Option

## Is it waste or exchange?

- The “Exchange Chemical” option is marked only when the request is being made for pickup of chemicals that are useable, unwanted chemicals that are being offered for redistribution to other laboratories on campus.

If you are submitting a request to pick up an Exchange chemical – then all of the details added to this request must be for exchange chemicals only. Do Not combine Exchange chemical pickups with hazardous waste pickup details.

*All Exchange Chemical pickups are to be entered as a separate Pickup Request –*

If this is a request for pickup of Exchange Chemicals - Click on the box to the right of the words [Chemical Exchange] to identify your entry as an exchange chemical and move on to the next blank field.

*There are two label designed specifically Exchange chemicals and three label options for waste containers*

Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
338	64-17-5	ETHANOL	100	

Exchange Chemical?

# Waste vs. Exchange Requests

## Enter a Separate Pickup Request for Exchange Chemicals

Do not enter Exchange chemical and Waste chemical in the same pickup request.

Finish adding the container details for your exchange chemicals under this request, print your exchange labels, then go back to the “**Add Request**” window to enter a request for pickup of hazardous chemical wastes.

To go back to the ‘**Add Request**’ window,

- Click on **<BACK>**
- In the ‘**Add Request**’ window, enter another request for pickup of your hazardous waste containers.

*The data entry process is the same for the details of an Exchange Chemical and Hazardous Waste Containers – the only difference is marking the exchange chemical identifier – And printing the container labels.*

Waste Pickup Request Detail

Request # P130509002

Physical Form  Liquid  Solid  Gas

Total Quantity 1 Unit ML: Milliliters

# of Containers 1 Container Type PLAST: Plastic Container

Empty Replacement Containers  Replacement Containers Description (if required)

Exchange Chemical?

Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
338	64-17-5	ETHANOL	100	

100.00

Add Another Container Submit Done

Main Menu <BACK 0911 Bridges, Dee Training Log Off

Add Request

Request	Building Name	Lab / Room	Comments / Directions	Contact	Contact Phone
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a> #: P130509002 Date: 2013-05-07	CS-Material Safety Storage Bldg.	1006		Dolly Hobbs	(706)721-8994




# Container Details

## Identifying your Container contents:

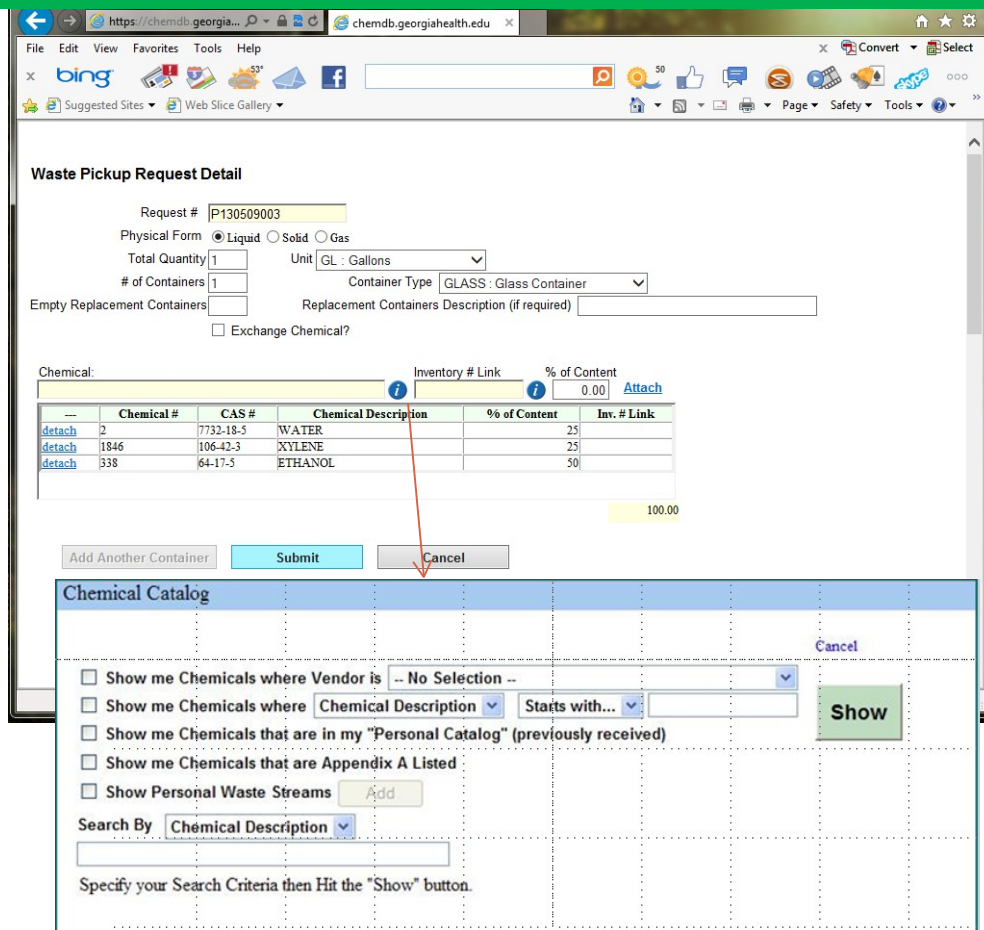
You've finished adding the Physical form of the chemicals being wasted (solid, liquid, or gas), and you've added the total quantity and unit (1 liter) - the # of containers is always one (1) because there is one container detail for each container, you've entered the container type (glass container), and now you're ready to enter the details about the contents of your container.

The contents of your container, with % of Content is entered using the table at the bottom of the <Waste Pickup Request Detail> window.

You will use the blank field under 'Chemical' to search for the name of the chemical or chemicals in your container.

To activate the search engine, Click on the icon [  ] following the blank 'Chemical' field. A search window will appear.

*Notice you have several search options for identifying the constituents of your chemical waste.*



The screenshot shows the 'Waste Pickup Request Detail' window. The form includes fields for Request # (P130509003), Physical Form (Liquid selected), Total Quantity (1), Unit (GL: Gallons), # of Containers (1), and Container Type (GLASS: Glass Container). Below the form is a table for chemical contents:

Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
2	7732-18-5	WATER	25	
1846	106-42-3	XYLENE	25	
338	64-17-5	ETHANOL	50	

At the bottom, a 'Chemical Catalog' search window is open, showing various search filters and a 'Show' button. A red arrow points from the 'Chemical' field in the main form to the search window.

# Searching for Chemical Name

## To search for chemical names:

You must execute one of the search options to enter the chemical name or the names of each constituent of a mixture to the details of your waste container.

You may Not type in a chemical name for this field.

9. For now, you should Not use the “**Show me Chemicals where Vendor is**” unless you have entered the vendors who supply each of the chemicals in your chemical inventory, And you also going to use the “**Show me Chemicals in my Personal Catalog (previously received)**” to execute a search for chemical names

Go to the next search option: **Show me Chemicals where [Chemical Description] [Starts with].**

*We have over 15,000 chemicals in our database Chemical Catalog – we currently do not have vendors identified for all of the chemicals in the catalog.*

Chemical #	CAS #	Chemical Description	% of Content	In # Link
			100.00	Attach
			0.00	

Chemical Catalog

Show me Chemicals where Vendor is -- No Selection --

Show me Chemicals where Chemical Description Starts with...

Show me Chemicals that are in my "Personal Catalog" (previously received)

Show me Chemicals that are Appendix A Listed

Show Personal Waste Streams Add

Search By Chemical Description

Specify your Search Criteria then Hit the "Show" button.

Chemical Description

- CAS #
- Catalog #
- Chemical #
- Vendor Name

Starts with...

- Contains...
- Equals...

No Selection...

- 3M Center
- 5 PRIME 3 PRIME
- AAK PHARMACHEM
- Aspen
- Abbott Laboratories
- ABC COMPOUNDING
- Abcam Inc.
- AbD Serotec
- ABNOVA
- Acros Organics N.V.
- Aegle Environment
- AFFYMETRIX
- AG SCIENTIFIC
- AGFA CORPORATION
- AGTC Bioproducts
- Airgas Inc.
- ALCIDE CORPORATION
- Alexis Corporation
- Alfa Aesar/Johnson Matthey
- Aligotts Fine Chemicals
- ALLEGRO MEDICAL
- Atomone Labs Ltd.
- Alpha-Tec Systems, Incorporated
- ALUWAX DENTAL PRODUCTS
- Ambion Inc.
- Ameresco Inc.
- American Biosynthetic
- American Dental Supply
- American Peptide Company

# Show me Chemical Where

## Show Me Chemicals Where [Chemical Description] [Starts with]

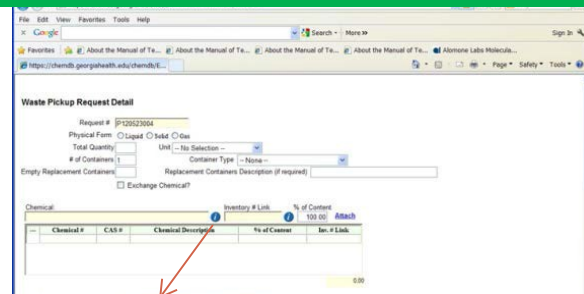
10. The Show Me Chemicals Where [Chemical Description]  
[Starts with] – allows you to search the Database Chemical  
Catalog for the identity of the chemical(s) by

- **Chemical Description** – chemical name
- **CAS#** - Chemical Abstract Service #
- **Chemical #** - database catalog #

For now, do not use the **Catalog #** or the **Vendor Name** search options – unless you are also using you're the 'Show me Chemicals that are in my **'Personal Catalog'** (previously received) option and you have entered this information in your personal chemical inventory.

11. The second field allows you to select: **Starts with, Contains, or Equals**

12. In the third field, type in the **Chemical name or CAS#** - then Click on



Chemical Catalog

Show me Chemicals where Vendor is -- No Selection --

Show me Chemicals where Chemical Description Starts with...

Show me Chemicals that are in my "Personal Catalog" (previously received)

Show me Chemicals that are Appendix A Listed

Show Personal Waste Streams

Search By Chemical Description

Specify your Search Criteria then Hit the "Show" button.

Chemical Description  
CAS #  
Catalog #  
Chemical #  
Vendor Name

Chemical Description  
CAS #  
Catalog #  
Chemical #

Starts with...  
Contains...  
Equals...

No Selection --  
3M Center  
5 PRIME 3 PRIME  
AAA PHARMACHEM  
Asper  
Abbott Laboratories  
ABC COMPOUNDING  
Abcam Inc.  
ABDSerotec  
ABNOVA  
Acros Organics N.V.  
Regis Environment  
AFFYMETRIX  
AG SCIENTIFIC  
AGFA CORPORATION  
AGTC Bioproducts  
Airgas Inc.  
ALCIDE CORPORATION  
Alexis Corporation  
Alfa Aesar/Johnson Matthey  
Aligotts Fine Chemicals  
ALLEGRO MEDICAL  
Alsomone Labs Ltd.  
Alpha-Tec Systems, Incorporated  
ALUWAX DENTAL PRODUCTS  
Ambion Inc.  
Ameresco Inc.  
American Bioanalytical  
American Dental Supply  
American Peptide Company

# Personal Catalog & Appendix A Listed

## Personal Catalog Search Functions:

13. The “**Personal Catalog**” is created by the database as you enter chemicals in your inventory. It contains all of the chemicals you have ever entered in your inventory and any corresponding information such as vendor and catalog #. You may use this alone or with the following options:

- “Show me chemicals where Vendor is”
- “Search by [Chemical Description], selecting Chemical Description, CAS#, Catalog #, or Vendor name”

The screenshot shows the 'Chemical Catalog' search interface. It includes several search options and a search box. Callouts point to the following elements:

- Chemical Description**: A dropdown menu with options: Chemical Description, CAS #, Catalog #, Chemical #, and Vendor Name.
- Chemical Description**: A dropdown menu with options: Chemical Description, CAS #, Catalog #, and Chemical #.
- Starts with... Contains... Equals...**: A dropdown menu for the 'Starts with...' search criterion.
- No Selection ...**: A dropdown menu showing a list of vendor names, including: 3M Center, S PRIME 3 PRIME, A&A PHARMACHEM, Aaper, Abbott Laboratories, ABC COMPOUNDING, Abcam Inc., AbDSerotec, ABRIVA, Acros Organics N.V., Aegis Environment, AFFYMETRIX, AG SCIENTIFIC, AGFA CORPORATION, AGTC Bioproducts, Airgas Inc., ALCLIDE CORPORATION, Alexis Corporation, Alfa Aesar/Johnson Matthey, Aliquots Fine Chemicals, ALLEGRO MEDICAL, Alomone Labs Ltd., Alpha-Tec Systems, Incorporated, ALLPIXAR DENTAL PRODUCTS, Ambion Inc., Ameresco Inc., American Bioanalytical, American Dental Supply, and American Peptide Company.

## Show me Chemicals that are Appendix A Listed

14. **Show me Chemicals that are Appendix A Listed** - this is a list of the Department of Homeland Security (DHS) Appendix A listed chemicals that are in the database catalog.

# Show Personal Waste Streams

## Show Personal Waste Streams

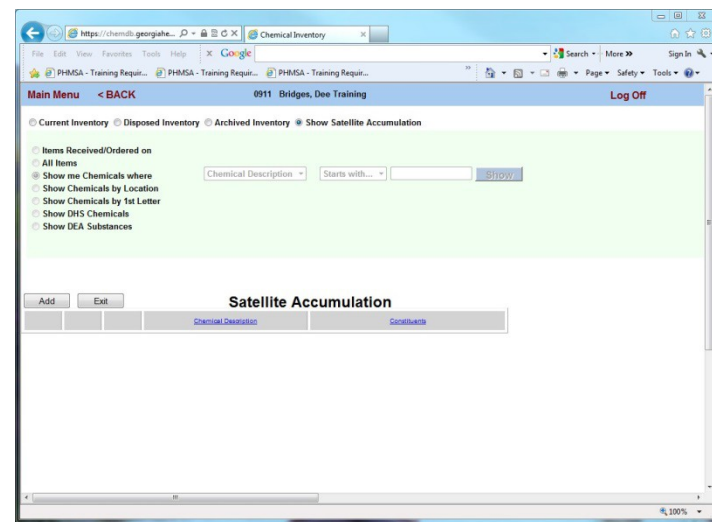
15. You may use the ‘**Show Personal Waste Streams**’ – If you’ve entered Hazardous Waste Streams in your Chemical Inventory for Satellite Accumulation inventory.

Using this search option, you may pull up your Hazardous waste streams and select from the list to identify the contents of your hazardous waste container.

- Mark the **Show Personal Waste Streams**, then
- Click on **Show** to select from your personal waste streams.

*Review Module 2 for Satellite Accumulation Inventory and Waste Stream details*

A screenshot of a web application interface for searching chemical inventory. The interface includes several search criteria options, each with a checkbox and a dropdown menu. The options are: 'Show me Chemicals where Vendor is -- No Selection --', 'Show me Chemicals where Chemical Description', 'Show me Chemicals that are in my "Personal Catalog" (previously received)', 'Show me Chemicals that are Appendix A Listed', and 'Show Personal Waste Streams' with an 'Add' button. Below these options is a 'Search By' dropdown menu set to 'Chemical Description' and a text input field. A 'Show' button is located to the right of the search criteria. A 'Cancel' button is in the top right corner. At the bottom, there is a note: 'Specify your Search Criteria then Hit the "Show" button.'



*When you select the chemical name from your Personal Waste Streams – you do not have to enter the constituents of your waste – they are automatically imported from the information you entered in your Satellite Accumulation waste streams*



# Selecting the Chemical Name

## Enter the Parameters of your Search & Click on Show:

- A list of Chemicals that match your search specifications will appear at the bottom of the screen
- Click on the **Chemical name** or **CAS #** to select your chemical from the list that appears
- Repeat the search until you have identified all the components of your waste.
- If you selected “**Show Personal Waste Streams**”, Click on the name of the Waste Stream to select - *no additional search is required - all of the constituents/components of the waste will be included with the waste stream information—See Module 2 for Satellite Accumulation/Hazardous Waste Streams for details.*
- Skip ‘**Inventory Link**’ should only be used when you want to Remove a chemical from your inventory as you waste it, because you no longer intend to keep it in stock

The screenshot shows a search interface with several options: "Show me Chemicals where Vendor is -- No Selection --", "Show me Chemicals where Chemical Description Starts with... ethanol", "Show me Chemicals that are in my 'Personal Catalog' (previously received)", "Show me Chemicals that are Appendix A Listed", and "Show Personal Waste Streams". The search results show 53 found items, with a table listing chemical descriptions, catalog numbers, vendors, expiration periods, molecular weights, and chemical formulas. Below the table is a form for adding waste pickup request details, including physical form, total quantity, number of containers, and a table for selecting chemicals to be added to the request.

Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
<a href="#">ETHANOL</a>		Acros Organics N.V.	46.06900		C2H6O
<a href="#">ETHANOL</a>			46.06900		C2H6O
<a href="#">ETHANOL</a>			46.06900		C2H6O
<a href="#">ETHANOL</a>			46.06900		C2H6O

Chemical #	CAS #	Chemical Description	% of Content	In. # Link
---	---	---	---	---
<a href="#">detach</a>	7732-18-5	WATER, STERILE	40	
<a href="#">detach</a>	65-17-5	ETHANOL	50	
<a href="#">detach</a>		isid chemgen	10	



# Concentration & % Content

## Concentration per ingredient in the container:

### 21. % Content = Concentration

This remains at 100% if this is not a mixture.

If it is a mixture, you must identify the percent (%) content or concentration for each chemical in the container:

Calculate the approximate percentage, and type it in the box beneath **% Content** for each chemical in the mixture. This information does not have to be precisely accurate, unless the chemical is Highly Toxic, Extremely Hazardous. However, it does have to be close enough in approximation for CSO staff to determine how to handle the waste.

Request # P090615002  
Physical Form  Liquid  Solid  Gas  
Total Quantity 1 LT: Liters  
# of Containers 1 Container Type GLASS: Glass Container  
Empty Replacement Containers Replacement Containers Description (if required)  
 Exchange Chemical?

**Adding Waste Pickup Request Detail**

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link ? % of Content ? Attach

	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
<a href="#">detach</a>	338	64-17-5	ETHANOL	25	
<a href="#">detach</a>	2	7732-18-5	WATER	50	
<a href="#">detach</a>	1302	67-56-1	METHANOL	25	
				100.00	

Add Another Container Submit Exit

**The total in the lower left corner below the ingredients table should equal 100%, therefore you should include Inert, or Nonhazardous materials such as Water when identifying the contents of a mixture.**

# Attach or Detach Ingredients

## Attaching or Detaching a Chemical Ingredient:

If you need to correct the data in your details list:

- Use the **'Attach'** command to add
- Use the **'Detach'** command to remove

When you have searched for and attached each of the chemicals in your mixture, the total in the lower left corner below the table should equal 100%.

22. Click on **Submit** to save the detail.

23. If you have more than one container of waste. **Click on "Add Another Container"** to enter your next Detail and repeat the previous instructions. *Remember – there should be one Detail for each Container of waste.*

24. Click on **Done** when you are finished adding all of your waste containers – the **Add Request** window will appear.

Request # P090615002  
Physical Form  Liquid  Solid  Gas  
Total Quantity 1 LT: Liters  
# of Containers 1 Container Type GLASS: Glass Container  
Empty Replacement Containers Replacement Containers Description (if required)  
 Exchange Chemical?

**Adding Waste Pickup Request Detail**

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link % of Content [Attach](#)

	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
<a href="#">detach</a>	338	64-17-5	ETHANOL	25	
<a href="#">detach</a>	2	7732-18-5	WATER	50	
<a href="#">detach</a>	1302	67-56-1	METHANOL	25	

100.00

[Add Another Container](#) [Submit](#) [Exit](#)

# Add, Edit, or Delete Container Details

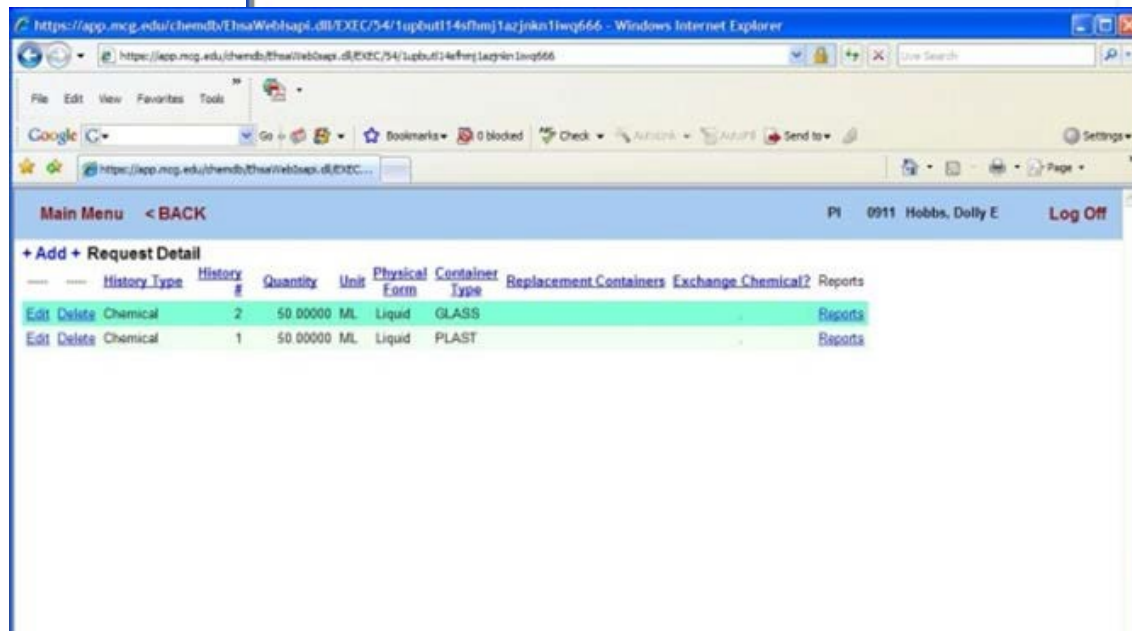
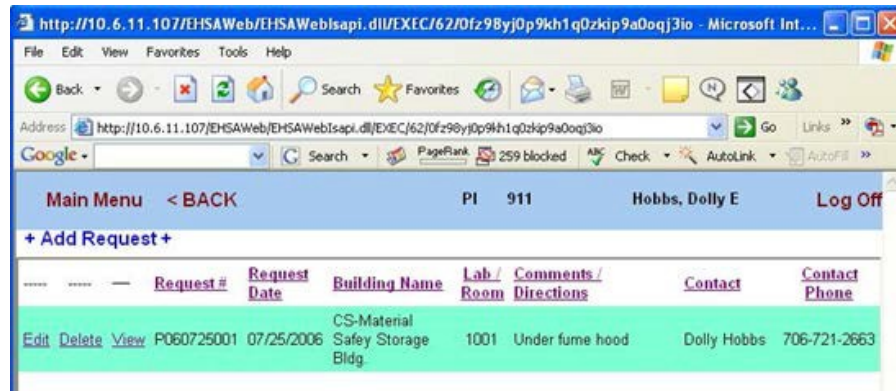
To add, edit, or delete the details of your containers:

Click on **View** to open the **Waste Detail Window**.

Here you will see the list of container details you have entered for pickup.

From this window you may ‘**Add, Edit, or Delete**’ your waste containers details, and you can print the container labels.

- Add another detail by clicking on **+Add+ Request Detail**
- Edit an Detail you entered by clicking on **Edit** to the left of the item you wish to change,
- Delete any Detail you entered by clicking on **Delete**.



# Printing Container Labels

## Printing Labels

- You will also **Print a Hazardous Waste Container Label for each container** by Clicking on the word “**Reports**” in the far left column.

## Selecting a Label size:

- a. Avery 8163 – 10 up - 2” x 4”, ten per page
- b. Avery 5164 – 6 up – 3.3” x 4”, six per page
- c. Avery 5124 – 2 up – 5” x 8”, two per page
- d. Chemical Exchange Label Avery 8163 (10 up)
- e. Chemical Exchange Label Avery 5164 (6-up)

Click on the label size [Avery 8163] to select the label you wish to use

The screenshot shows a web browser window with the URL <https://chemdb.georgiahealth.edu>. The page displays a table with columns for History Type, History #, Quantity, Unit, Physical Form, Container Type, Replacement Container, Exchange Chemical?, and Reports. A red arrow points from the 'Reports' column to a dropdown menu that lists several label options: 'Cancel', 'Chemical Waste Label-Avery 8163 (10-up)', 'Chemical Waste Label-Avery 5164 (6-up)', 'Chemical Waste Label-Avery 5126 (2-up)', 'Chemical Exchange Label-Avery 8163 (10-up)', and 'Chemical Exchange Label-Avery 5164 (6-up)'.

### Exchange Label

EXCHANGE CHEMICAL

Container #: \_\_\_\_\_ Date: 05/09/2013

Label #: P130509002 1

Principal Investigator : Bridges, Dee Training  
Lab Location : CS:1006 Lab Phone : (706)721-2663

1	ETHANOL	64-17-5	100 %
	DOT Class 3	UN 1170 D001	

Total Container Amount : 1 ML

Place label on clear area of container - DO NOT DEFACE OR COVER ORIGINAL CONTAINER LABEL

### Hazardous Chemical Waste Label

Label #: P130509003 1 HAZARDOUS CHEMICAL WASTE

Principal Investigator : Bridges, Dee Training  
Lab Location : CS:1006 Lab Phone : (706)721-2663

1	ETHANOL	64-17-5	50 %
2	XYLENE	106-42-3	25 %
3	WATER	7732-18-5	25 %
	DOT Class 3	UN 1307 F003	
	DOT Class NRM	UN 0000	

Total Container Amount : 1 GL

Accumulation Start Date: 05/15/2013

# Container Label Choices

## Selecting a Label size:

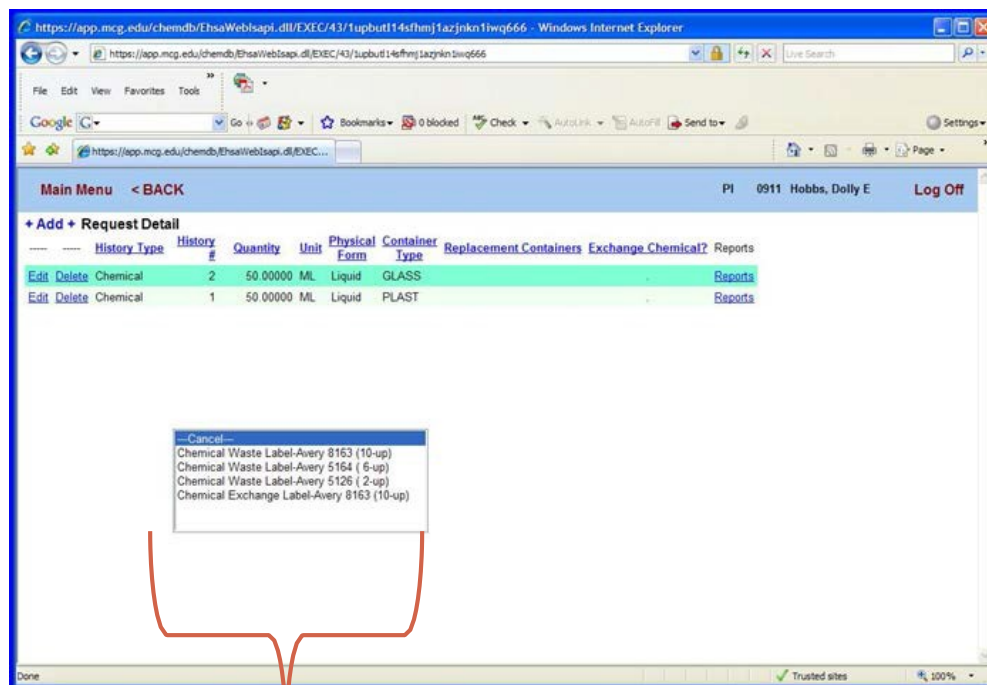
**10 up is a small label**, use this when you have **no** more than one or two chemicals in the container. – Small size 10 per page – three across the top and 10 down

**6 up is a bit larger**, use this when you have 3 to 6 chemicals in the mixture. – like shipping labels – two across the top and three down

**2 up is 1/2 page** – use this when you have more than 6 chemicals in the mixture – 1/2 page labels with one on top and one on the bottom – two per page

**Exchange labels** - there are only 2 choices, the labels are the same size as the **10 up** and **6 up** labels as identified above

**Click on the label size to select**



- Avery 8163** – 10 up - 2" x 4", ten per page
- Avery 5164** – 6 up – 3.3" x 4", six per page
- Avery 5124** – 2 up – 5" x 8", two per page
- Chemical Exchange Label Avery 8163** (10 up)
- Chemical Exchange Label Avery 5164** (6-up)



# Printing the Label

## To Print the Container Labels for your Waste Containers:

Click on **Reports** in the last column to produce a container label.

A label selection list will appear – **Click on the Label Size to Select [Avery 5164]**

- a. Avery 8163 – 10 up - 2" x 4", ten per page
- b. Avery 5164 – 6 up – 3.3" x 4", six per page
- c. Avery 5124 – 2 up – 5" x 8", two per page
- d. Chemical Exchange Label Avery 8163 (10 up)
- e. Chemical Exchange Label Avery 5164 (6-up)

A window will appear asking you: **“What Label # Would you like to start Printing on?”** You would enter a numerical value for the label position – this option allows you to use all of the labels on an Avery sheet of sticky labels or mailing labels. Using this you may identify the label. Labels on the Avery 5164 sheet are counted 1 to 10 in the first column, 11 to 20 in the second column, and 21 to 30 in the last column

The screenshot shows a web browser window displaying a table of waste containers. The table has columns for 'Quantity', 'Unit', 'Physical Form', and 'Container'. A row is highlighted in green, showing '1', '1.00000 GL', 'Liquid', and 'GLASS'. A red arrow points from the 'Reports' link in the top right of the table to the 'Reports' link in the table header. Below the table, a dialog box is open, showing a list of label options: 'Cancel', 'Chemical Waste Label-Avery 8163 (10-up)', 'Chemical Waste Label-Avery 5164 ( 6-up)', and 'Chemical Waste Label-Avery 5126 ( 2-up)'. A red arrow points from the 'Chemical Waste Label-Avery 5164 ( 6-up)' option to a second dialog box. This second dialog box is titled 'You may use % as a wildcard' and contains the text 'What Label # would you like to start Printing on?' followed by an empty input field and an 'OK' button. A red arrow points from the text 'What Label # Would you like to start Printing on?' in the text block to this dialog box.



# Printing the Labels Continued

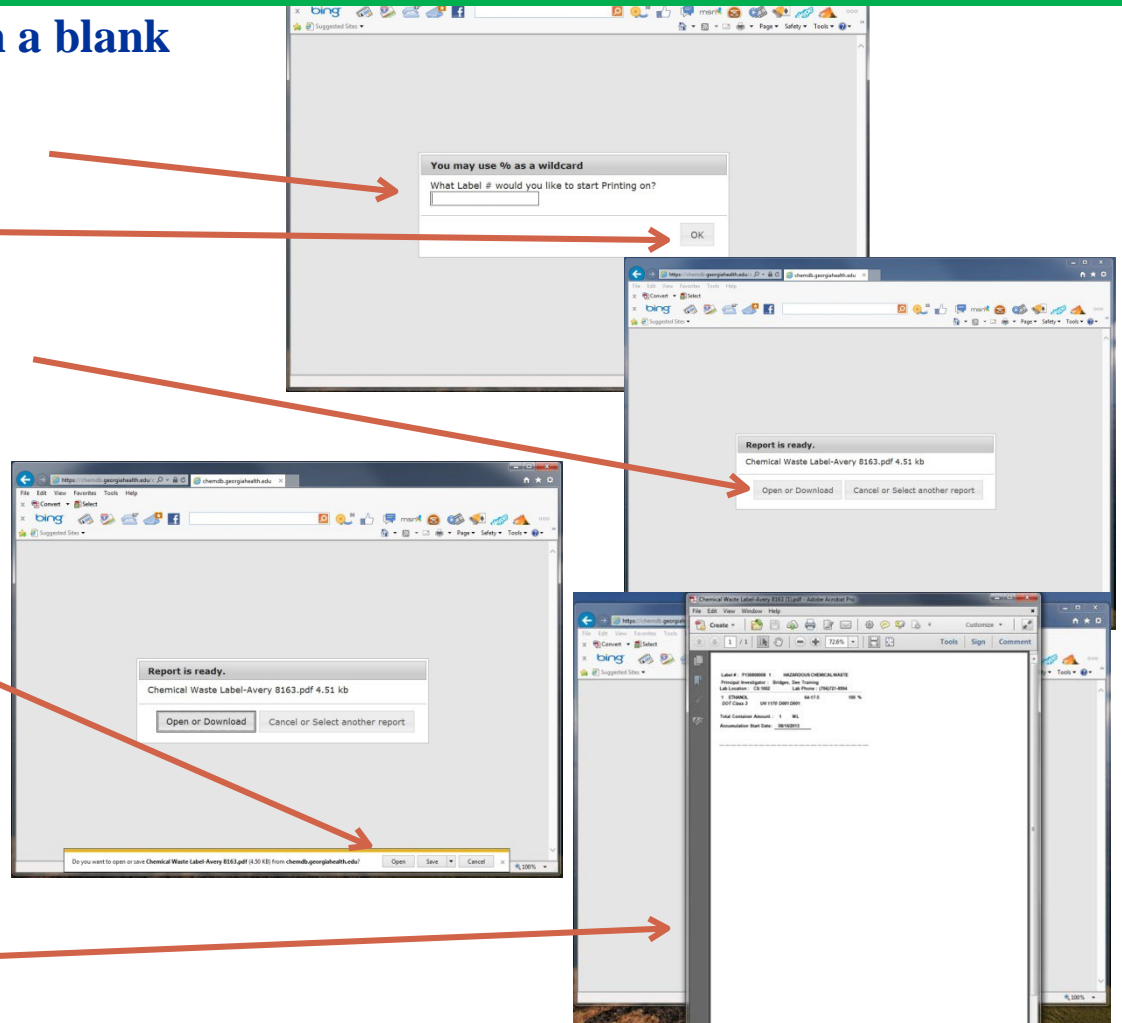
You can also print your labels on a blank sheet of paper

To begin printing the first Label , **Enter the number 1** in the blank field following the question, then **Click on OK**

When the Report is ready, Click on “Open or Download”

Then **Click on Open** at the bottom of the window

The labels will open in PDF format



# Placing the Label on the Container

**Attach each individual label to the appropriate container**

**Do not use adhesive labels for Exchange chemicals – print on plain paper and cut out the label**

If you used a sheet of paper to print your labels, cut out each label, and tape it to the corresponding container.

**Do not cover or damage the original Vendor's label on an Exchange chemical container.**

**Waste & Exchange chemicals are picked up on Wednesday of every Week.**

**After you have labeled the container, Place it in a designated area, where Chemical Safety can find it on Wednesday.**

Remember Wastes & Exchange Chemicals are processed under Separate Requests

To not enter Exchange and Waste under the same Pickup Request

The screenshot shows a PDF form titled "Chemical\_Waste\_Label\_Avery\_5164[1].pdf" in Adobe Acrobat Professional. The form contains two sections for hazardous chemical waste labels. The top section is for Label # P30653005 2, listing 100% METHANOL, 30% WATER, and 20% ETHYL ALCOHOL. The bottom section is for Label # P30653005 1, listing 100% METHANOL. A red dashed line separates the two sections, and a red arrow points downwards from the top section to the bottom section.

Label #	Principal Investigator	Lab Location	Lab Phone
P30653005 2	Hobbs, Dolly E	C3-1062	(706)721-2663
1	METHANOL	UN 1230 U154 D001	47-56-1 50 %
2	WATER	7732-18-5	30 %
3	ETHYL ALCOHOL, USP 100%	64-17-5	20 %
Total Container Amount : 1 PT			
Accumulation Start Date : 3/29/2009			
P30653005 1	Hobbs, Dolly E	CB-1062	(706)721-2663
1	METHANOL	UN 1230 U154 D001	47-56-1 100 %
Total Container Amount : 1 LT			
Accumulation Start Date : 3/29/2009			

Label 1 – Waste



Label 2 – Waste



*Exchange Label placement should be the same as Label 2 – do not cover or damage the original label*

**All containers must have a label attached for pickup.**

# Place the Labeled Container for Pickup

**You should have a designated area for Chemical Safety to Pickup your Waste**

**After labeling your container(s), place them in your hazardous waste pickup location**

Chemical Safety Pickups up every Wednesday. All containers must be labeled for pickup.

Hazardous Waste Labels should be securely attached to the container, as shown in Label 1 below.

Label 1 – Waste



Label 2 – Waste



*Exchange Label placement should be the same as Label 2 – do not cover or damage the original label on chemical containers being offered for Exchange*

Hazardous Waste labels must have the words “Hazardous Waste” on the label.

Exchange Chemicals will have the words “Exchange Chemical”

**All containers must have a label attached for pickup.**

# Log Off When Finished

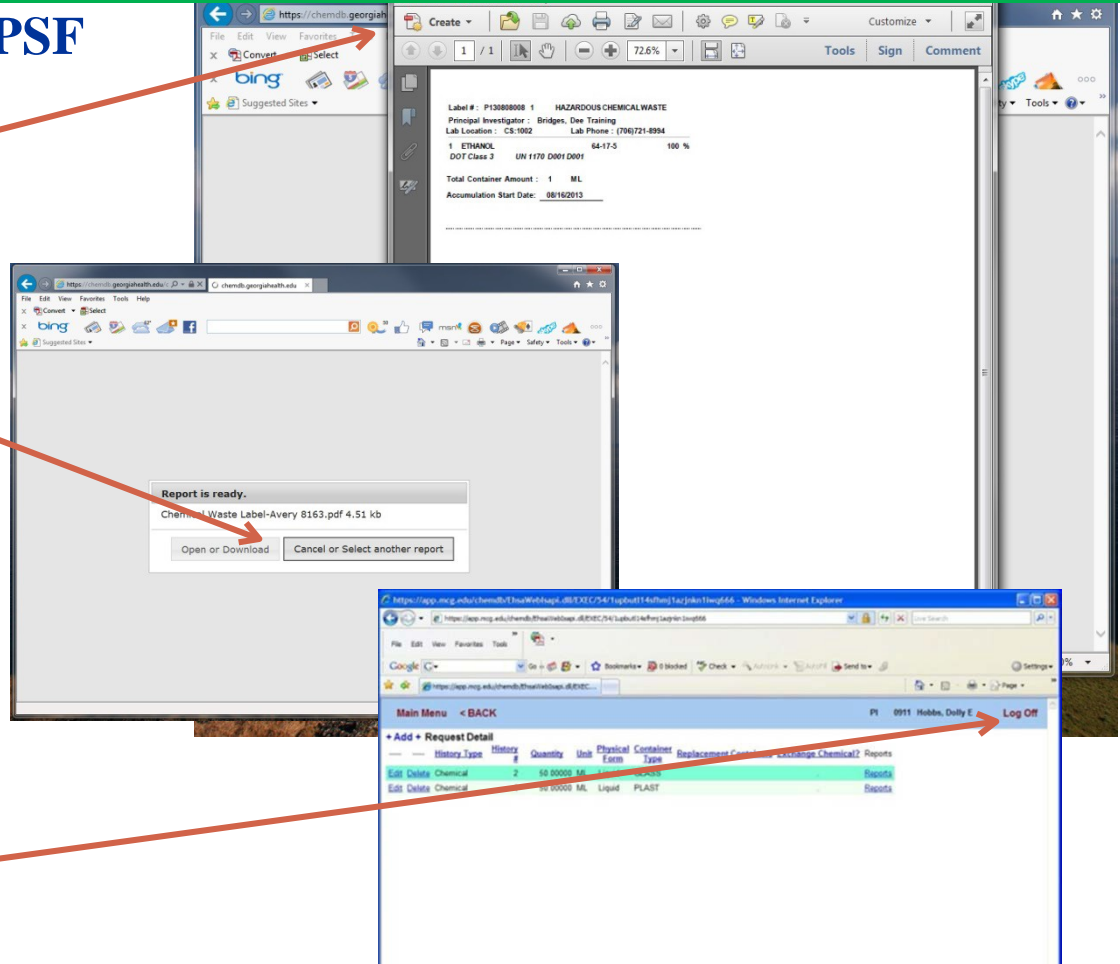
Use the menu at the top of the PSF page to execute commands

After you have printed your labels, Select **File Exit** to exit the PDF document.

Click on **“Cancel or Select Another Report”** to exit the label printing application

This will take you back to the Details window –  
When you have completed entering the container information, printed your labels, and attached the labels to the container, you’re finished with the pickup request.

Click on **Log Off** to exit the program.



# Contact Information

For additional information or assistance, contact Chemical Safety at:

**Phone: 706-721-2263**

**FAX: 706-721-9844**

**email: [CHEMSAFETY@augusta.edu](mailto:CHEMSAFETY@augusta.edu)**