


Instructions for Cloning a Waste Pickup Request

Some users generate the same waste chemicals repeatedly. Rather than starting their pickup requests from scratch, it may be easier to copy (clone) an old request and modify the details (container size, number of containers, etc.). Access the waste database from the [DRS web site](#) by selecting **Waste Management > Request a Waste Pickup > Chemical Waste**.

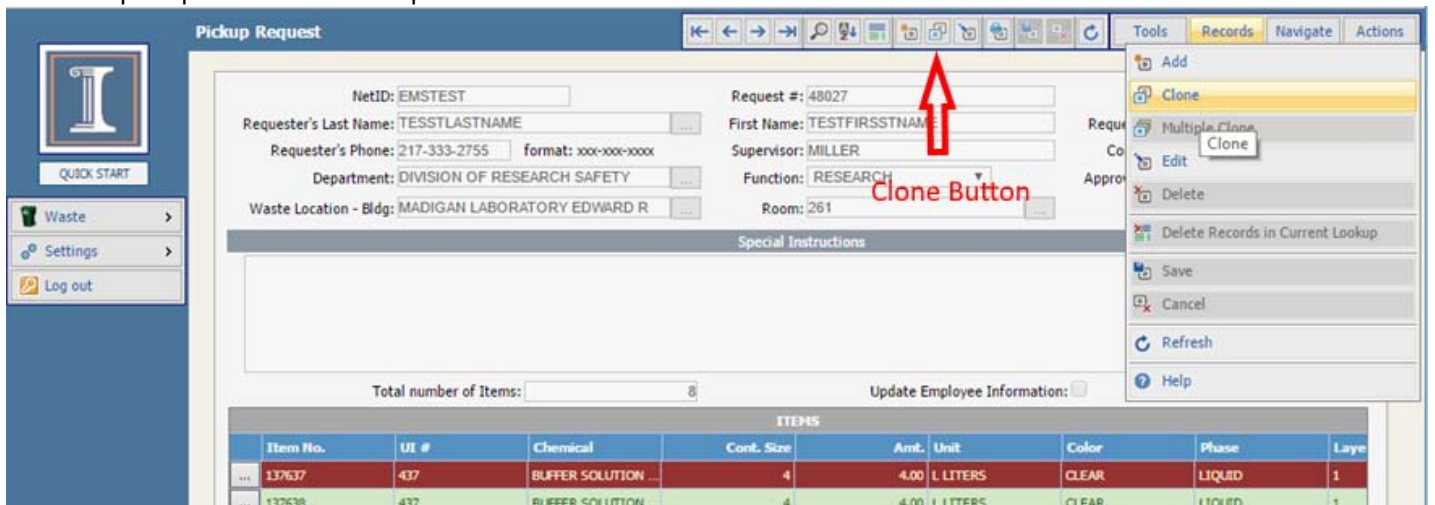
To begin cloning a pickup request:

1. Click the **Illinois Sign On** button in the left column of the page. Log in with your NetID and password.
2. Click the **Browse pickup request** button.
3. A list of old pickup requests will open. Choose the one you want to clone using the select button  on the right.



REQUEST #	REQ. LAST NAME	REQ. FIRST NAME	PICKUP DATE	APPR. STATUS
44381	TestLastName	TestFirstName	7/22/2016	APPROVED
44399	TestLastName	TestFirstName	7/22/2016	APPROVED
44457	TestLastName	TestFirstName	8/1/2016	APPROVED
44458	TestLastName	TestFirstName	8/1/2016	APPROVED
44496	TestLastName	TestFirstName	7/27/2016	APPROVED
45286	TestLastName	TestFirstName	9/15/2016	APPROVED
48027	TestLastName	TestFirstName	2/23/2017	APPROVED
48555	TestLastName	TestFirstName		PENDING
48891	TestLastName	TestFirstName	4/14/2017	APPROVED

4. The Pickup Request window will open. Click on **Records > Clone** or click the **Clone** button in the toolbar.



NetID: EMSTEST Request #: 48027

Requester's Last Name: TESSTLASTNAME First Name: TESTFIRSNAM

Requester's Phone: 217-333-2755 format: xxx-xxx-xxxx Supervisor: MILLER

Department: DIVISION OF RESEARCH SAFETY Function: RESEARCH

Waste Location - Bldg: MADIGAN LABORATORY EDWARD R Room: 261

Special Instructions

Total number of Items: 8 Update Employee Information:

Item No.	UI #	Chemical	Cont. Size	Amt.	Unit	Color	Phase	Layer
137637	437	BUFFER SOLUTION	4	4.00	L LITERS	CLEAR	LIQUID	1
137638	437	BUFFER SOLUTION	4	4.00	L LITERS	CLEAR	LIQUID	1

5. You will be asked if you want to “Clone current record?” Click the **Yes** button to confirm. A new Pickup Request will appear. To modify a waste item for your new request click on the search button [...] to the left of the line with waste line items and select the desired option (**Add, Edit, Delete, Copy**).

Pickup Request

NetID: EMSTEST Request #: 49371 Date: 5/8/2017

Requester's Last Name: TESSTLASTNAME First Name: TESTFIRSTNAME Request Status: IN PROGRESS

Requester's Phone: 217-333-2755 format: xxx-xxx-xxxx Supervisor: MILLER Compl. Date: 2/23/2017

Department: DIVISION OF RESEARCH SAFETY Function: RESEARCH Approval Status: PENDING

Waste Location - Bldg: MADIGAN LABORATORY EDWARD R Room: 261

Special Instructions

Total number of Items: 8 Update Employee Information:

Item No.	UI #	Chemical	Cont. Size	Amnt.	Unit	Color	Phase	Layer
146258	437	BUFFER SOLUTION ...	4	4.00	L LITERS	CLEAR	LIQUID	1
146257	437	BUFFER SOLUTION ...	4	4.00	L LITERS	CLEAR	LIQUID	1
...	437	BUFFER SOLUTION ...	4	4.00	L LITERS	CLEAR	LIQUID	1
...	437	BUFFER SOLUTION ...	4	4.00	L LITERS	CLEAR	LIQUID	1
...	437	BUFFER SOLUTION ...	4	4.00	L LITERS	CLEAR	LIQUID	1
...	437	BUFFER SOLUTION ...	4	4.00	L LITERS	CLEAR	LIQUID	1
...	437	BUFFER SOLUTION ...	4	4.00	L LITERS	CLEAR	LIQUID	1

Help

6. When you have completed all of the changes to the cloned request, change the **Request Status** box to **Completed** and then click on **Records > Save** on the top right to complete your request.