

## Instructions for Requesting Chemical Waste Disposal

The Division of Research Safety uses web-based software for chemical waste management, including pickup requests. Access the tool from the [DRS web site](#) by selecting **Waste Management > Request a Waste Pickup > Chemical Waste**.

To begin your 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 **New pickup request** button or place your cursor over the **Waste** option (on the left) and select **Waste > Waste Disposal Services > Pickup Request** then click the **Add** button.
3. On the Pickup Request page, complete all of the fields from **Requester's Phone** through **Waste Location (Building and Room)**.

The screenshot shows the 'Pickup Request' form with the following details:

- NetID: EMSTEST
- Request #: 49362
- Date: 5/8/2017
- Requester's Last Name: TESSTLASTNAME
- First Name: TESTFIRSSTNAME
- Request Status: IN PROGRESS
- Requester's Phone: [Empty] format: xxx-xxx-xxxx
- Supervisor: [Empty]
- Compl. Date: [Empty]
- Department: [Empty]
- Function: [Empty]
- Approval Status: PENDING
- Waste Location - Bldg: [Empty]
- Room: [Empty]

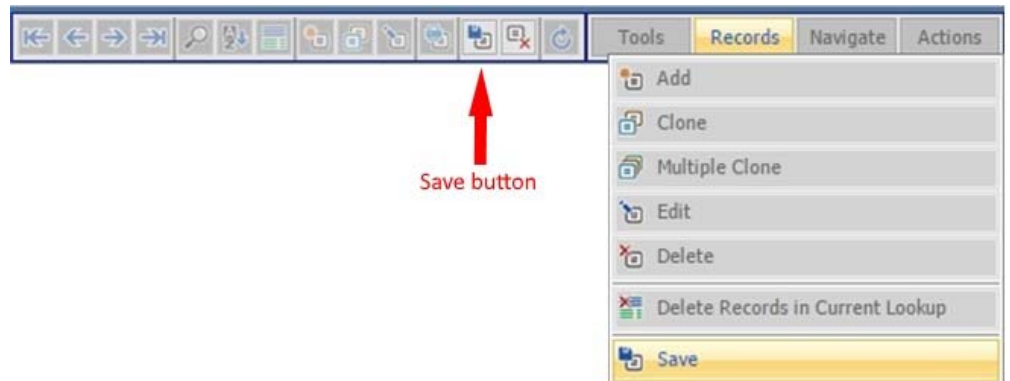
Below the form is an 'ITEMS' table with the following columns: Item No., UI #, Chemical, Cont. Size, Amt., Unit, Color, Phase, Layer. The table currently shows 'No records found. Click here for options.'

For fields with a search button  ..., click this button to see the choices for a list of valid responses. There is a search tool at the bottom of the list to help you find your entry. Click **Seek** to reduce the number of choices displayed. Choose your entry from the list using the select button  on the right.

Item No.	UI #	Chemical	Cont. Size	Amt.	Unit	Color	Phase	Layer
Music Building	0039	UNIVERSITY OF ILLINOIS	Urbana	IL				
Nat Center for Supercomp ...	0564	UNIVERSITY OF ILLINOIS	Urbana	IL				
National Soybean Researc...	0124	UNIVERSITY OF ILLINOIS	Urbana	IL				
Natural History Building	0032	UNIVERSITY OF ILLINOIS	Urbana	IL				
Natural History Survey Gr...	0134	UNIVERSITY OF ILLINOIS	Champaign	IL				

Search bar: Name ▾ Begins with ▾ [ ] Seek

4. In the **Special Instructions** box, provide any special information that will facilitate pick up (e.g., location in the lab).
5. Save the Pickup Request by clicking on the **Records** menu and select **Save** or click on the **Save** button in the toolbar.



- Enter waste items by clicking on **Click here for options** link located below the **Special Instructions** text box and select **Add**. A second window will open (see picture below).

- In the **Pickup Request Item** window, select the **Waste Name** field by typing the chemical, product, or mixture name, but do not hit enter. Instead, select the item from the chemical list that appears. To conduct an advanced search for a waste see [Advanced Instructions for Performing a Chemical Waste Search](#). If you happen to know the UI# for your waste, you may use that field instead. Then complete all of the remaining highlighted fields in the window. Use the **Note** field for any information the waste management staff needs to know about a particular waste item.
  - If you could not find your chemical/product or mixture in the search, enter "1" in the **UI #** field and select **UI # 1 New Chemical**. Complete the remaining highlighted fields in the window and provide additional information about the waste in the **Waste description** text box. If it is an unused chemical or product, provide the product name, manufacturer, and the web address for the Safety Data Sheet. If this is a mixture generated in the lab, list each constituent chemical and the percent by weight of each. Be sure to include any solvent, even if it is water.
  - Click on **Save**. You will return to the **Pickup Request** window but a new waste line will appear under **Items**.
  - You may include multiple waste items on a pickup request. To add another item, right click on the waste line and select **Add**. You may also click on the search button  to the left of the waste line item and select **Add** (see picture on the right). Repeat the process starting at Step 7 above.
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- You can save your pickup request and add more items later. Just be sure the **Request Status** field is **In Progress** and click the **Save** button at the top as shown in Step 5. When you return to the system, log in and click the **Browse pickup requests** button to view your saved request. To find your previously created request click on the **New Search** button, set the **Request Status** field to **In Progress** and click **Search**. Use the select button  to choose your saved request. Continue with Step 10.
  - When you have added all your waste items to the list, click on the **Records** menu and then select **Edit** from the drop-down menu. In the window, change the **Request Status** box to **Completed** (see picture on the right).
  - Click the **Save** button in the toolbar at the top of the window to complete your request.
  - To begin another pickup request, go to Step 2.

