Waste Pickup Request for Chemical, Biological, and Radioactive Wastes

Access the tool from the DRS web site by selecting **Waste Management > Request a Waste Pickup**.

1. Click the **Illinois Sign On** button on the left column, then log in with your NetID and password.

2. Click the **New Pickup Request** icon.

3. Fill out all the fields on the top portion of the Pickup Request form:

For the Department, Waste Location – Bldg and Room fields, please select answers from the options offered. Do not just type your response and hit return. Type the beginning of your response to view a short selection of valid choices. Select the entry by using the **>** button on the far right. You may also use the magnifying glass icon ⌕ to open a search form. Again, choose from the search results using the **>** button. The system will remember your answers for your next pickup request. You may edit them as needed.

4. The **Special Instructions** field is for information that will facilitate pickup (e.g., location in the lab).

5. At this point, you should **Save** your pickup information using the icon on the toolbar. Once saved, use the **Edit** icon to make changes, but remember to **Save** it again. You can also find these options on a menu using the **Records** button.

6. Now you can add your waste items. On the bottom half of the web form, click on **Click here for options** and select **Add**. This will open a new dialog box, the **Pickup Request Item** window:

7. Identify your Waste – Chemical, Biological, Radioactive.

   A. **Chemical Waste**: You may identify your waste using either the **Waste Name** or the **UI#** field. Type the chemical, product, or mixture name in the **Waste Name** field, but do not hit enter. Once again, you must select the correct item from the list that appears. You may click the magnifying glass icon and search for your waste. Advanced Instructions for a Waste Search are available. If you happen to know the **UI#**, this field is often simpler to use. Complete the remaining fields. The **Note** is for information DRS will need to know about your waste.

   If your waste chemical/product is not on the list, enter 1 in the **UI#** field and select **UI# 1, New Chemical**. Complete the remaining fields. Use the Waste Description field to tell us about the waste. 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 water.

   B. **Biohazardous Waste:** If you have a Sharps Disposal Container (SDC), enter "sharp" in the **Waste Name** field and select the container size. If you have tissue waste, select **UI# 10, Tissue/Carcass Waste**.

   C. **Radioactive Waste:** If the waste item contains radioactive material, check the box for this purpose. In the **Waste Description** field, indicate the Permit Holder's name and Permit No., the nuclide and total quantity, for each radioisotope in the waste (including the units). In addition, record the results of a contamination survey of the exterior of the waste package. Example: SMITH 996. H-3, 0.01 microcurie. C-14, 0.5 microcurie. Wipe test = 100 dpm. For dry waste with no hazardous chemical component, select **UI# 7, Dry Radioactive Debris Long-lived** or **UI#6** for short-lived nuclides. If the waste contains a chemical, select the **UI#** or **Waste Name** for that chemical. If the waste is an SDC with radioactive

contamination, select **UI# 3, Sharps Disposal Container with Radioactive Materials**. If you are unsure, use **UI#1 New Chemical**.

8. After you identify the waste item, click **Save**. This will add one or more new rows in the ITEMS list.

	Total number of Items:		34		Update Employee Information: ☐			
				ITEMS				
	Item No.	**UI #**	**Chemical**	**Cont. Size**	**Amt.**	**Unit**	**Color**	**Phase**	**Layer**
...	289581	207080	Rags, Solvents	8	8.00	P POUNDS	OTHER	SOLID
...	289580	95112	SMALL CONTAINER...	2	2.00	P POUNDS	OTHER	SOLID
...	289579	207074	Permatex Rust Trea...	20	20.00	FL OZ	OTHER	LIQUID
...	289578	18573	ICE PACKS (GLYCO...	12	12.00	P POUNDS	BLUE	LIQUID
...	289577	9948	BODY FILLER, BON...	2	2.00	P POUNDS	WHITE	SOLID
...	289445	202227	PERMATEX RUST DI...	236	236.00	I MILLILITERS	CLEAR	LIQUID
...	289444	7802	PAINT SLUDGE (FR...	5	5.00	G GALLONS	OTHER	SLUDGE
...	289442	7802	PAINT SLUDGE (FR...	5	5.00	G GALLONS	OTHER	SLUDGE
...	289441	7100	ENAMEL (PAINT)	0.236	0.18	L LITERS	WHITE	LIQUID
...	289440	10404	POLYURETHANE (...	240	120.00	I MILLILITERS	CLEAR	SLUDGE
Help								1 2 3 4

Note that in the left hand column there are icons with three dots [...]. Click on this for options related to waste items. Select **Edit** to modify your waste item. Select **Add** to add another waste item. This will take you back to the **Pickup Request Item** window shown in Step 6. Repeat this cycle for all your waste items.

9. You may save a pickup request and add more items later. Click the **Save** icon (or **Records > Save** option) as shown in Step 5. To resume a saved request, see item 11 below.

10. When you have added all your waste items, you are ready to submit your pickup request. Go to the toolbar at the top of the page and click the **Edit** icon or select **Records > Edit**. Change the **Request Status** to **COMPLETED**. Click the **Save** icon on the toolbar or select **Records > Save**. DRS staff members will review your request and schedule a pickup.

Request Status:	IN PROGRESS ▼
Compl. Date:	IN PROGRESS
Approval Status:	COMPLETED

11. **Resuming a saved request:** When you log in to the system, click on the **Browse pickup requests** icon. This will return a list of all pickup requests you have saved. Click the **New Search** button at the top of the page, set the **Request Status** field to **IN PROGRESS,** and click **Search**. This will return a list of all pickup requests you have saved but have not marked as **COMPLETED**. Click on the **>** icon to select the record you want to work with. Add more waste items following the instructions at the end of Step 8.

	Search		
NetID:	Equals ▼		
Request #:	Equals ▼		
Request Date:	Equals ▼		
Chemical Name:	Equals ▼		🔍
Requestor Last Name:	Equals ▼		
UI #:	Equals ▼		🔍
Approval Status:	▼		
Request Status:	IN PROGRESS ▼		
Compl. Date:	Equals ▼		
Room (Waste Location):	Equals ▼		🔍
Waste Location - Bldg:	Equals ▼		🔍
Accum. Start Date:	Equals ▼		
			Search