



EHS Assist Chemical Waste Collection Request Guide



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How to Access the Waste Collection Request Module

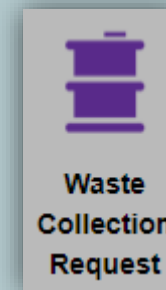
Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

From the EHSA Homepage, select the **Waste Collection Request** icon.



How to Create a Collection Request Form

- 1 **Contact, Contact Phone, Contact Email** and **PI** will populate automatically.
- 2 For **Location**, click **Edit**
- 3 An **Edit Location** dialog appears with **Building** and **Lab / Room** dropdowns. The buildings and lab / rooms are associated to specific PIs.
- 4 If you would like to choose from other buildings, click the **Select from ALL Buildings** checkbox.
- 5 If the collection is recurring, check the **Recurring** box and new options will appear

The screenshot shows a user profile page for 'Waste User ID' with 'Request Number: TBD'. The profile includes fields for Contact (Last name, First name), Contact Phone ((555)555-5555), Contact Email (xxx@vanderbilt.edu), PI (Last name, First name), Department (()), Request Date (5/24/2023), and a 'Comments' text area. A blue button 'Order Replacement Containers & Tags' is at the bottom. A callout box at the top right shows '5' with a checked 'Recurring' box, a '7' in a text input, and 'Days After Request Date'. An 'Edit Location' dialog is open, showing 'Building' and 'Lab / Room' dropdowns, a 'Select From ALL Buildings' checkbox, and 'Save' and 'Cancel' buttons.

5 Recurs Days After Request Date

Waste User ID Hide Profile Edit Profile Request Number: TBD

Contact Edit **1**
Last name, First name

Contact Phone
(555)555-5555

Contact Email
xxx@vanderbilt.edu

PI Edit
Last name, First name

Department
()

2 **Location** Edit
E. BRONSON INGRAM COLLEGE : 0001A

Request Date

Comments

Order Replacement Containers & Tags

3 **Edit Location**

Building

Lab / Room

4 **Select From ALL Buildings**

Save Cancel

How to Add a Container to the Collection Request

1 Select **Waste Type**

2 Fill out required fields:

- Physical Form
- Container Type
- Container Size
- Unit of Measure

3 Enter the **Quantity Disposed** if the container is not full and you wish to indicate the volume inside.

4 Add **Comments** if needed such as “Empty bottles”.

Container 1 Waste Type Chemicals-Used [v]

1

2

*Physical Form # of Conts. *Container Type *Container Size *Unit of Measure Quantity Disposed

Gas 1 1-Liter Glass Bottle 1 Liters 1 3

Location of Waste in the Room

Comments / Additional Information 4

Template Options

How to Search for Chemical Names

There are two ways to search for a chemical to add to a container:

- 1 *Autocomplete* - click in the search box and begin typing
- 2 *Search Form* - click **Search** and a form will appear

The choices that appear during a search are pre-populated from various vendor catalogues stored in the EHSA Chemical Catalog. Please choose the appropriate vendor as applicable.

Container Contents (Contents of a single container)

Chemical Description	starts with	% of Content	Volume	CAS #	Multiple Ingredients	Ingredients	Inventory Link
<input type="text" value="Search"/> ...or click to enter	1	Click to enter % of Content	Click to enter Quantity	Click to enter CAS #			Click to enter Inventory Link #

Chemical Description	starts with	% of Content	Volume	CAS #	Multiple Ingredients	In
<input type="text" value="acetone "/>	x	Click to enter % of Content	Click to enter Quantity	Click to enter CAS #		
Description	Vendor	CAS #	Chemical #			
ACETONE	BD PharMingen	67-64-1	8491			

Select Chemical 2

Search By Chemical Description

Search By Chemical CAS # **Show PI's Inventory**

How to Add the Contents of a Container

1 Select the chemical you'd like to add to the waste request. If the chemical in the catalog contains additional information such as CAS #, it will appear here when selected.

2 Adjust the **% of Content** as needed to total 100%.

3 A warning message will appear if the **% of Content** is greater than 100%.

4 A dialog box will appear if the **% of Content** is less than 100% asking if you want to proceed or not.

5 To add another container to this collection request, click the **Add Additional Container** button.

6 Once the request is complete, click **Save & Submit**

Container Contents (Contents of a single container)

	Chemical Description <small>starts with</small>	% of Content	Volume	CAS #	Multiple Ingredients	Ingredients	Inventory Link
<input type="button" value="Remove"/>	<input type="button" value="Search"/> ACETONE	75	<input type="button" value="Click to enter Quantity"/>	67-64-1	No		<input type="button" value="Click to enter Inventory Link #"/>
<input type="button" value="Remove"/>	<input type="button" value="Search"/> WATER BLUE 1	25	<input type="button" value="Click to enter Quantity"/>	<input type="button" value="Click to enter CAS #"/>	No		<input type="button" value="Click to enter Inventory Link #"/>
<input type="button" value="Remove"/>	<input type="text" value="Type 3 characters to search chemicals..."/>	<input type="button" value="Click to enter % of Content"/>	<input type="button" value="Click to enter Quantity"/>	<input type="button" value="Click to enter CAS #"/>			<input type="button" value="Click to enter Inventory Link #"/>

Total % cannot equal more than 100%. Please adjust the % of content as needed.

Container contents do not total 100%: Container #1
Proceed?

How to Know the Waste Request was Submitted Successfully

1

Chemical Waste Request Notification Email was sent successfully.

2

The screenshot shows the EHS Waste Request system interface. At the top, there is a navigation bar with 'EHS Waste / Waste Request' and an 'Edit Labels' button. Below this is a toolbar with buttons for '+ Add a Waste Request', 'Edit a Waste Request', 'Delete a Waste Request', '+ New Lab Room Clean Out', 'Duplicate Waste Request', 'Waste Request Reports', 'Status: Not Completed', and 'Send Email'. A dropdown menu is open under 'Waste Request Reports' showing 'Drag a column header and drop it here to group by that column'. A table below displays a list of waste requests with columns for 'Completed', 'Request Date', 'Request Number/Container #', 'Contents', 'Waste Type', 'PI Name', and 'Department'. A circled '3' is placed over the table header area.

Completed	Request Date	Request Number/Container #	Contents	Waste Type	PI Name	Department
No	01-24-2023	P230308002	1 - 1.0 GL Glass Container (Liquid) - [1090, 3, II] Acetone/Water	Chemicals-Used	Test, PI	Nursing: Academic Affai
No	03-08-2023	P230308001	1 - 55.0 GAL Plastic Drum (Liquid) - [RED, 1230, 3, 6.1, II] ACETONE/METHANOL/METHYL BLUE	Chemicals-Used	No PI	
No	03-02-2023	P230302001	1 - 4.0 L 4-Liter Glass Bottle (Liquid) - [RED, UN 1090, 3, II] ACETONE/Water	Chemicals-Used	Test, PI	Chemistry
No	01-24-2023	P230124004	1 - 1.0 LT 4-Liter Glass Bottle (Liquid) - [WHITE, UN 1805, 8, 6.1, II] METHANOL/ACETONITRILE/PHOSPHORIC ACID/FORMIC ACID 1 - 1.0 GL Bucket (Liquid) - [BLUE, UN 1198, 6.1, 3, III] FORMALDEHYDE	Chemicals-Used	Kosson, David	Civil Engineering

1

Once a request is submitted, you will receive an email confirmation.



2

Then you will be returned to the Waste Request page.

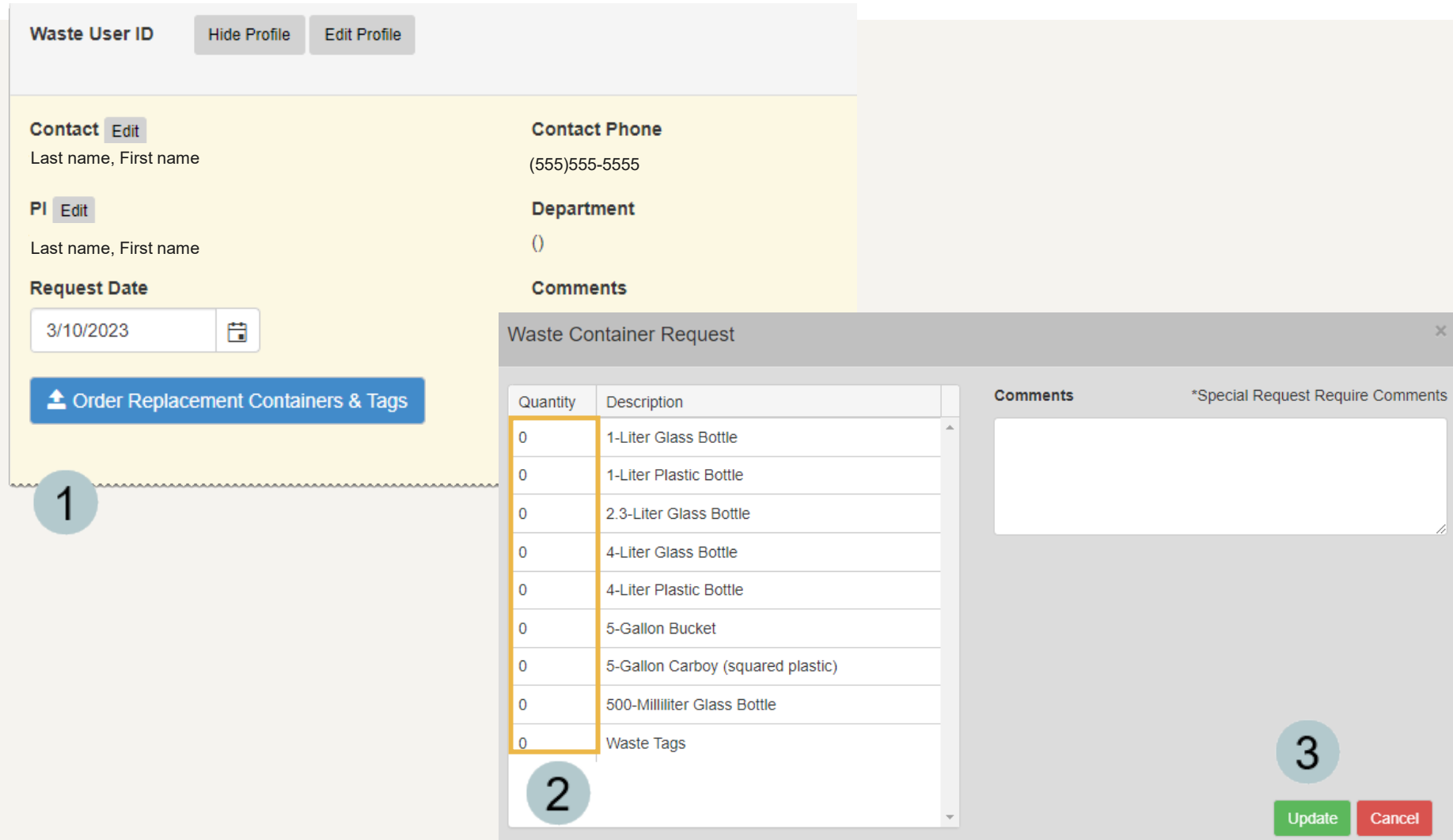
3

From here, you have the option to **Add**, **Edit**, **Delete** or **Duplicate** a request.

How to Order Replacement Containers and Tags

- 1 To start an order, click 
- 2 Enter the quantity you need for each container type.
- 3 Click the  button to return to the waste request entry page.

The supply request is sent along with your waste collection request submission.



The screenshot shows a user profile page for 'Waste User ID' with buttons for 'Hide Profile' and 'Edit Profile'. The profile information includes 'Contact' (Last name, First name), 'Contact Phone' ((555)555-5555), 'PI' (Last name, First name), and 'Department' (()). A 'Request Date' field is set to 3/10/2023. A blue button labeled 'Order Replacement Containers & Tags' is visible. A modal window titled 'Waste Container Request' is open, showing a table with columns 'Quantity' and 'Description'. The table lists various container types with a quantity of 0 for each. A 'Comments' field is present on the right side of the modal, with a note '*Special Request Require Comments'. At the bottom right of the modal are 'Update' and 'Cancel' buttons.

Quantity	Description
0	1-Liter Glass Bottle
0	1-Liter Plastic Bottle
0	2.3-Liter Glass Bottle
0	4-Liter Glass Bottle
0	4-Liter Plastic Bottle
0	5-Gallon Bucket
0	5-Gallon Carboy (squared plastic)
0	500-Milliliter Glass Bottle
0	Waste Tags

How to Create a Waste Template for Common Chemical Mixtures

A waste template can be setup as a shortcut to save time when requesting collections for chemical mixtures that are common in your lab.

The templates are available every time you use EHS Assist.

- 1 To create a waste template, begin filling out the **Container** form and the required fields.
- 2 Add the chemicals to the **Container Contents** section.
- 3 Once container contents are populated, click **Template Options**
- 4 Add a template name and click the **Update** button.

The screenshot shows the 'Container 1' form with the following fields:

- Waste Type:** Chemicals-Used (dropdown menu is open showing options: Chemicals-Used, Chemicals-Unused, Radioactive)
- *Physical Form:** Gas
- # of Conts.:** 1
- *Container Type:** 1-Liter Glass Bottle
- *Container Size:** 1
- *Unit of Measure:** Liters
- Quantity Disposed:** 1
- Location of Waste in the Room:** (empty text field)

The **Container Contents** table (Contents of a single container) has the following data:

	Chemical Description	starts with	% of Content	Volume	CAS #	Multiple Ingredients	Ingredients	Inventory Link
Remove	Search ACETONE		75	Click to enter Quantity	67-64-1	No		Click to enter Inventory Link #
Remove	Search WA			Click to enter	Click to enter			Click to enter Inventory Link #
Remove	Type 3 cha							Click to enter Inventory Link #

The **Template Options** dialog box contains the following text:

Templates allow for the details of individual containers to be saved as a template to be applied to future waste request. Templates saved by users will be shared when waste request are submitted via the same PI. Additional Templates can be made available to all users by an administrator.

To add a new template, ensure your container information is entered into the request form. Click 'Template Options', add a Template Name and click 'Update'.

Template Name: Container Template Name **Update** Clear

How to Add a Waste Template to the Waste Collection Request

A waste template can be setup as a shortcut to save time when requesting collections for chemical mixtures that are common in your lab.

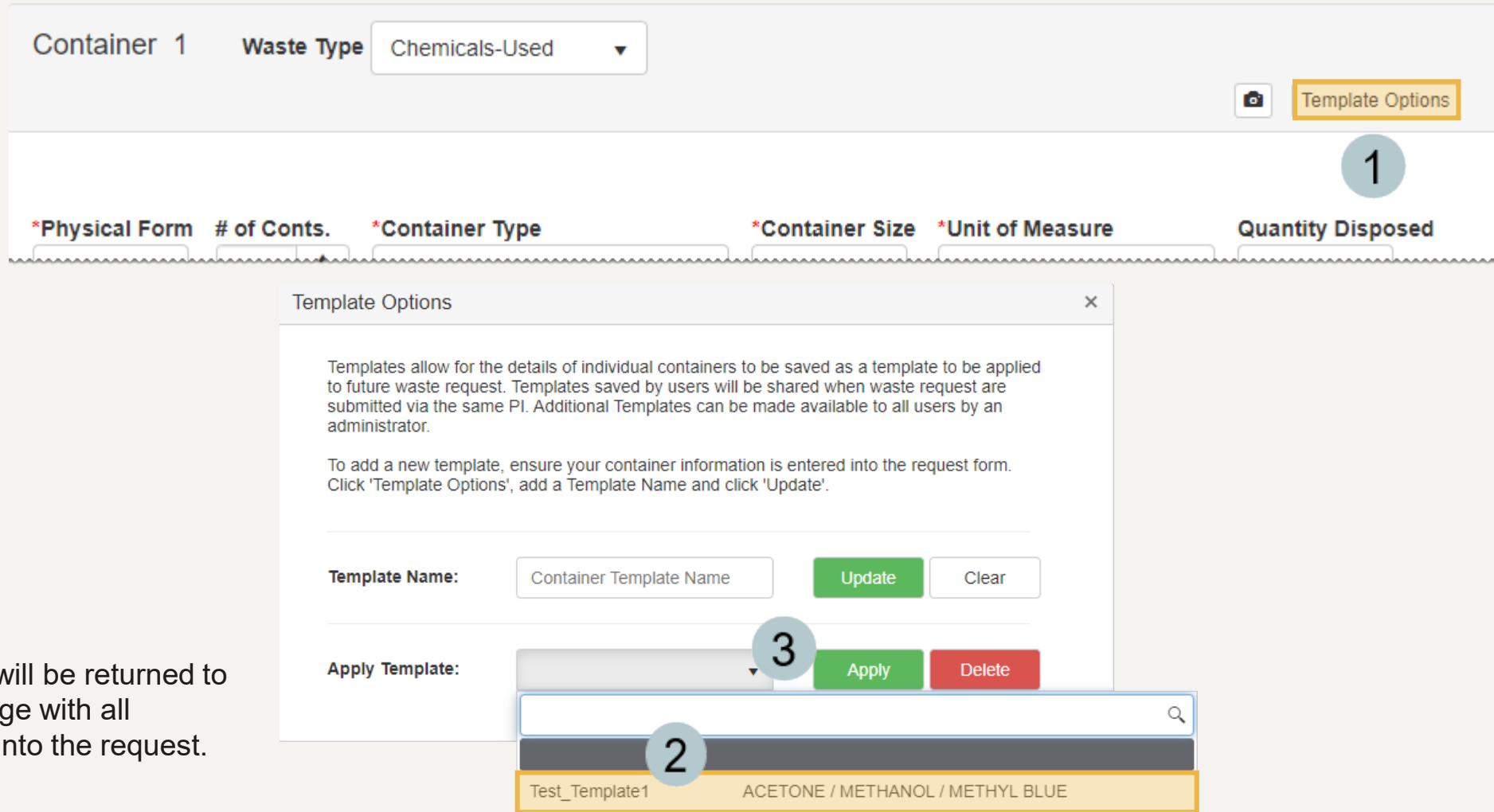
The templates are available every time you use EHS Assist.

1 Click 

2 Select the template from the **Apply Template** drop down.


3 Click 

Once the template is applied, you will be returned to the **Waste Collection Request** page with all chemical contents auto populated into the request.




The screenshot shows the 'Waste Collection Request' form with the following fields: 'Container 1', 'Waste Type' (set to 'Chemicals-Used'), and a 'Template Options' button. Below these fields is a table with columns: '*Physical Form', '# of Conts.', '*Container Type', '*Container Size', '*Unit of Measure', and 'Quantity Disposed'. A '1' in a circle highlights the 'Template Options' button. An inset dialog box titled 'Template Options' contains the following text: 'Templates allow for the details of individual containers to be saved as a template to be applied to future waste request. Templates saved by users will be shared when waste request are submitted via the same PI. Additional Templates can be made available to all users by an administrator. To add a new template, ensure your container information is entered into the request form. Click 'Template Options', add a Template Name and click 'Update'.' Below the text are two sections: 'Template Name:' with a text input field containing 'Container Template Name', an 'Update' button, and a 'Clear' button; and 'Apply Template:' with a dropdown menu, an 'Apply' button, and a 'Delete' button. A '3' in a circle highlights the 'Apply' button. Below the dialog box, a search bar is shown with a '2' in a circle highlighting the search results. The search results show a template named 'Test_Template1' with the contents 'ACETONE / METHANOL / METHYL BLUE'.

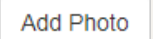
How to Add a Photo to a Waste Collection Request

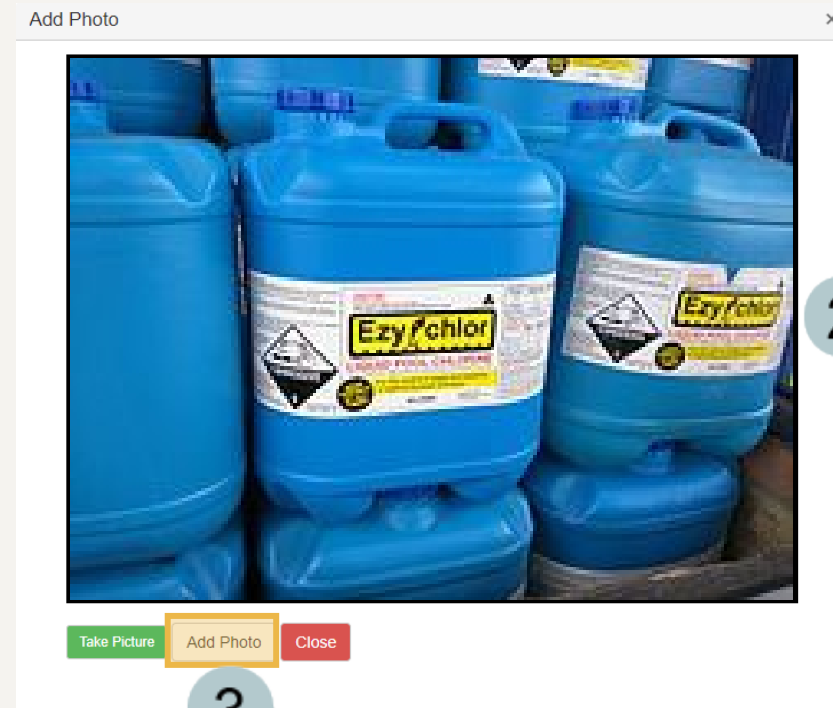
Container 1 Waste Type Chemicals-Used 1  Template Options

*Physical Form	# of Conts.	*Container Type	*Container Size	*Unit of Measure	Quantity Disposed
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1 Click the  button.

2 If you have a camera connected to your device, it will show your camera's view here. From this screen click  to add the photo.

3 If you would prefer to add a pre-existing photo, click the  button and select the photo you want to add to the request.



EHS Assist – Additional Info

Find additional EHS Assist guides here:

<https://www.vanderbilt.edu/ehs/ehsassist>

With any questions, concerns or suggestions, contact the EHS Assist Administrator - **ehsa@vanderbilt.edu**

