



EHS Assist Radioactive Waste Collection Request Guide



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How to Access the Waste Collection Request Module

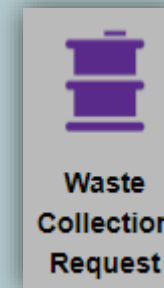
Step 1

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

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for 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 Click **Save**
- 6 If the collection is recurring, check the **Recurring** box and new options will appear

Waste User ID Hide Profile Edit Profile Request Number:TBD

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

Contact Phone
(555)555-5555

Contact Email
xxxx@vanderbilt.edu

PI Edit
Last name, First name

Department
()

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

Request Date
5/24/2023 📅

Comments

📄 **Order Replacement Containers & Tags**

Edit Location 3

Building 5 4

Lab / Room

Select From ALL Buildings

5 **Save** **Cancel**

6 **Recurs** **Days After Request Date**

How to Add a Radioactive Container to the Collection Request

- 1 Select **Radioactive** under **Waste Type**
- 2 Fill out required fields:
 - Physical Form
 - Container Type
 - Container Size
 - Unit of Measure
- 3 **Location** is an optional field.
- 4 Add **Comments** if needed.

Container 1 Waste Type Radioactive

1

2

*Physical Form # of Confs. *Container Type *Container Size *Unit of Measure

3

4

Location of Waste in the Room

Comments / Additional Information

Template Options

How to Add Mixed Waste to the Collection Request

- 1 Select **Mixed Waste** under **Physical Form**
- 2 Fill out the other required fields:
 - Container Type**
 - Container Size**
 - Unit of Measure**
- 3 **Location** is an optional field.
- 4 Add **Comments** if needed.
- 5 Check the **Non-RAD Mixed Components** box.
- 6 Click **Edit**
- 7 Type in the **Items** and **Percentage** into the **Non-RAD Components** form.
- 8 Click **Add** for additional items.
- 9 Click **Save**.

The screenshot shows a web form for 'Container 1' with 'Waste Type' set to 'Radioactive'. A 'Template Options' button is in the top right. The form contains several fields: 'Physical Form' (dropdown menu with 'Mixed' selected, callout 1), '# of Conts.' (input field with '1', callout 1), '*Container Type' (dropdown menu with 'Cardboard Box' selected, callout 2), '*Container Size' (empty input field, callout 2), and '*Unit of Measure' (dropdown menu, callout 2). Below these is a 'Location of Waste in the Room' text field (callout 3) and a 'Comments / Additional Information' text area (callout 4). At the bottom, there is a checked checkbox for 'Non-RAD Mixed Components' (callout 5) and an 'Edit' button (callout 6). A tooltip above the 'Edit' button says 'Click "Edit" to Modify Non-RAD Components'.

The screenshot shows a 'Non-RAD Components' dialog box. It has a title bar with a close button. The main area has a table with two columns: 'Constituent Name' and 'Percentage (%)'. An 'Add' button is next to the 'Constituent Name' header. Below the table is a search bar with a magnifying glass icon and the text 'Type to Search' (callout 7). At the bottom, there are 'Save' and 'Cancel' buttons (callout 9).

How to Search for Isotopes

There are two ways to search for an isotope to add to a container:

- 1 *Autocomplete* - click in the search box and begin typing
- 2 *Dropdown* - Use the dropdown to see a populated list of isotopes to select from.

Container Contents

	Isotope	Isotope Activity	Unit	Permit #	License Line#
	d 1 x ▾	Click to enter Activity			
	Isotope	Unit	Permit Number	License Line Number	
	C-14	mCi	R-TEST	V6D	

Container Contents

	Isotope	Isotope Activity	Unit	Permit #	License Line#
	2 ▾	Click to enter Activity			
	Isotope	Unit	Permit Number	License Line Number	
	C-14	mCi	R-TEST	V6D	
	H-3	mCi	R-TEST	V6C	
	P-32	mCi	R-TEST	V6E	

How to Complete the Waste Request

1 Enter the waste activity in the **Isotope Activity** field and repeat these steps for any additional waste content entries.

2 For more than one container, click **Add Additional Container** and repeat these steps.

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

Container Contents

	Isotope	Isotope Activity	Unit	Permit #	License Line#
<input type="button" value="Remove"/>	C-14	0.05	mCi	R-TEST	V6D
	Click to enter Isotope	Click to enter Activity			

2

3

How to Know the Waste Request was Submitted Successfully

Radioactive Waste Request Notification Email was sent successfully. 1

2

EHSA Waste / Waste Request Edit Labels Help

+ 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 Send Email

Drag a column header and drop it here to group by that column 3

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.

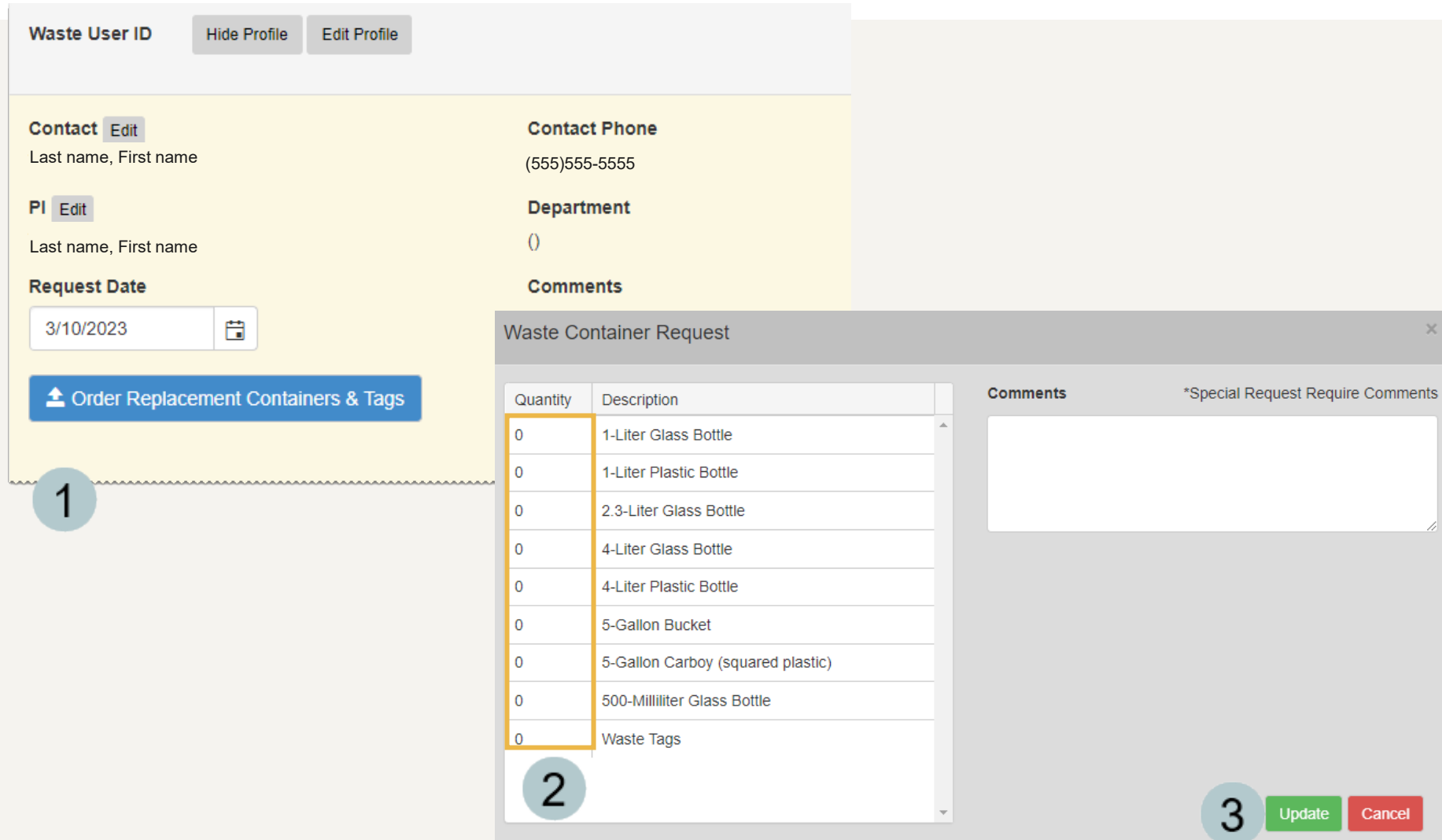
3

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 will be sent along with your waste collection request submission.



The screenshot shows a user profile page for a 'Waste User ID' with options to 'Hide Profile' or 'Edit Profile'. The profile includes fields for '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 '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, with a note '*Special Request Require Comments'. At the bottom 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 Isotopes Collections

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 **Isotope** and **Isotope Activity** to the **Container Contents** section.

3 Once container contents are populated, click **Template Options**

4 Add a template name and click the **Update** button.

Container 1 Waste Type Radioactive

*Physical Form # of Conts. 1 *Container Type *Container Size *Unit of Measure

Location of Waste in the Room

Comments / Additional Information

	Isotope	Isotope Activity	Unit	Permit #	License Line#
Remove	C-14	0.05	mCi	R-TEST	V6D

Template Options

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 **Template Options**

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


3 Click **Apply**

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

The screenshot shows the 'Waste Collection Request' form with a 'Container 1' and 'Waste Type' dropdown set to 'Radioactive'. A 'Template Options' button is highlighted with a circled '1'. Below the form, a 'Template Options' dialog box is open, containing instructions and fields for 'Template Name' (with 'Update' and 'Clear' buttons) and 'Apply Template' (with a dropdown menu, 'Apply', and 'Delete' buttons). A search bar is also present. Below the dialog, a search result for 'Test_Template1' is highlighted with a yellow background and a circled '2', showing the contents 'ACETONE / METHANOL / METHYL BLUE'. A circled '3' points to the search bar.


How to Add a Photo to a Waste Collection Request


Container 1 Waste Type Radioactive

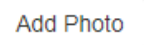
1  Template Options

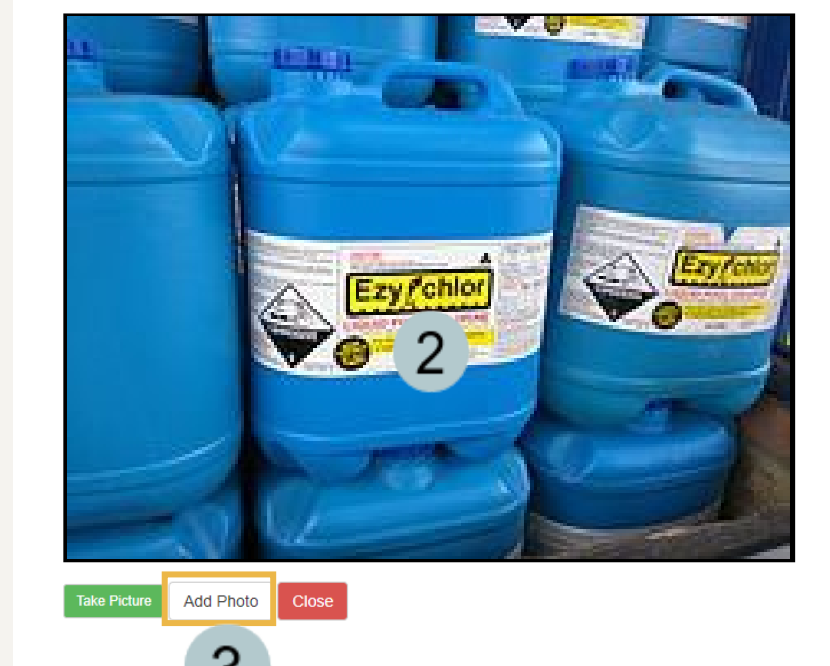
*Physical Form	# of Conts.	*Container Type	*Container Size	*Unit of Measure
----------------	-------------	-----------------	-----------------	------------------

Add Photo x

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**

