EHS Assist
Radioactive Waste Collection Request Guide
## Table of Contents

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Access the Waste Collection Requests Module</td>
<td>03</td>
</tr>
<tr>
<td>How to Create a Collection Request Form</td>
<td>04</td>
</tr>
<tr>
<td>How to Add a Radioactive Container to the Collection Request</td>
<td>05</td>
</tr>
<tr>
<td>How to Add Mixed Waste to the Collection Request</td>
<td>06</td>
</tr>
<tr>
<td>How to Search for Isotopes</td>
<td>07</td>
</tr>
<tr>
<td>How to Complete the Waste Request</td>
<td>08</td>
</tr>
<tr>
<td>How to Know the Waste Request was Submitted Successfully</td>
<td>09</td>
</tr>
<tr>
<td>How to Order Replacement Containers and Tags</td>
<td>10</td>
</tr>
<tr>
<td>How to Create a Waste Template for Common Isotopes Collections</td>
<td>11</td>
</tr>
<tr>
<td>How to Add a Waste Template to the Waste Collection Request</td>
<td>12</td>
</tr>
<tr>
<td>How to Add a Photo to a Waste Collection Request</td>
<td>13</td>
</tr>
</tbody>
</table>
How to Access the Waste Collection Request Module

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 1

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.
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.
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.
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.

![Diagram of search functionality with steps numbered 1 and 2 highlighted.]
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**.
How to Know the Waste Request was Submitted Successfully

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

Then you will be returned to the Waste Request page.

From here, you have the option to Add, Edit, Delete or Duplicate a request.
How to Order Replacement Containers and Tags

To start an order, click

1. Order Replacement Containers & Tags

2. Enter the quantity you need for each container type.

3. Click the Update button to return to the waste request entry page.

The supply request will be sent along with your waste collection request submission.
A waste template can be set up 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.

To create a waste template, begin filling out the Container form and the required fields.

1. Add the Isotope and Isotope Activity to the Container Contents section.

2. Once container contents are populated, click Template Options.

3. Add a template name and click the Update button.
How to Add a Waste Template to the Waste Collection Request

A waste template can be set up 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.
How to Add a Photo to a Waste Collection Request

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 Take Picture to add the photo.

3. If you would prefer to add a pre-existing photo, click the Add Photo 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