



# EHS Assist Chemical Waste Collection Request Guide



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# How to Access the Waste Collection Request Module

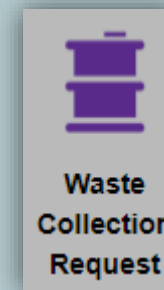
## Step 1

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

5 ☒ Recurs  Days After Request Date

Waste User ID Hide Profile Edit Profile Request Number: TBD

**Contact** Edit **Contact Phone** **Contact Email**  
Last name, First name (555)555-5555 xxxx@vanderbilt.edu

**PI** Edit **Department** **Location** Edit  
Last name, First name () E. BRONSON INGRAM COLLEGE : 0001A

**Request Date** **Comments**

Order Replacement Containers & Tags

**Edit Location** 3

**Building**

**Lab / Room**  ☐ **Select From ALL Buildings** 4

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”.

The screenshot shows a web form for adding a container to a collection request. The form is titled "Container 1" and includes a "Waste Type" dropdown menu. Below the menu are several required fields: "\*Physical Form" (a dropdown menu with "Gas" selected), "# of Conts." (a numeric input field with "1" entered), "\*Container Type" (a dropdown menu with "1-Liter Glass Bottle" selected), "\*Container Size" (a numeric input field with "1" entered), "\*Unit of Measure" (a dropdown menu with "Liters" selected), and "Quantity Disposed" (a numeric input field with "1" entered). Below these fields is a text input field for "Location of Waste in the Room". At the bottom is a large text area for "Comments / Additional Information".

Container 1

Waste Type

Chemicals-Used

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

Comments / Additional Information


# 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
	<div>Search <span>1</span> ...or click to enter Chemical Description</div>		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
	<div>acetone  x</div>		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
<b>Remove</b>	<b>Search</b> ACETONE	75	Click to enter Quantity	67-64-1	No		Click to enter Inventory Link #
<b>Remove</b>	<b>Search</b> WATER BLUE 1	25	Click to enter Quantity	Click to enter CAS #	No		Click to enter Inventory Link #
<b>Remove</b>	Type 3 characters to search chemicals...	Click to enter % of Content	Click to enter Quantity	Click to enter CAS #			Click to enter Inventory Link #

**Add Additional Container**

**Save & Submit** **Cancel**

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

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

**No** **Yes**

# How to Know the Waste Request was Submitted Successfully

1

Chemical Waste Request Notification Email was sent successfully.

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

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 Affairs
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

3

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 **Update** button to return to the waste request entry page.

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

Waste User ID

Hide Profile

Edit Profile

Contact 

Edit

Last name, First name


PI 

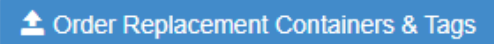
Edit

Last name, First name

Request Date

3/10/2023





Contact Phone

(555)555-5555

Department

()

Comments

Waste Container Request

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

Comments

\*Special Request Require Comments

3

Update

Cancel

1

2

3

# 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 in EHS Assist. Callout 1 points to the 'Waste Type' dropdown menu, which is open and shows 'Chemicals-Used' selected. Callout 2 points to the 'Container Contents' table, which has one row for 'ACETONE' with a '75' % of content and a 'Click to enter Quantity' volume. Callout 3 points to the 'Template Options' button in the top right corner. Callout 4 points to the 'Template Options' modal dialog, which contains instructions on how to create a template and a form with a 'Template Name' field (containing 'Container Template Name'), an 'Update' button, and a 'Clear' button.

Container 1    Waste Type: Chemicals-Used

\*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

Container Contents (Contents of a single container)

	Chemical Description	% 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 #

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 chemical contents auto populated into the request.

The screenshot displays the 'Waste Collection Request' form and the 'Template Options' dialog. The form at the top has a header with 'Container 1' and a 'Waste Type' dropdown set to 'Chemicals-Used'. To the right is a 'Template Options' button. Below the header is a table with columns: '\*Physical Form', '# of Conts.', '\*Container Type', '\*Container Size', '\*Unit of Measure', and 'Quantity Disposed'. A circled '1' points to the 'Template Options' button. The 'Template Options' dialog is open, showing instructions: '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'.' It includes a 'Template Name' field with the value 'Container Template Name', 'Update', and 'Clear' buttons. Below is an 'Apply Template' section with a dropdown menu, an 'Apply' button, and a 'Delete' button. A circled '3' points to the 'Apply' button. Below the dialog, a search bar is shown with a circled '2' pointing to it. Below the search bar, a list of templates is displayed, with the first entry 'Test\_Template1' containing 'ACETONE / METHANOL / METHYL BLUE'. A circled '2' points to this entry.

Container 1 Waste Type Chemicals-Used

Template Options

1

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

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'.



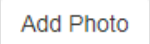
Template Name: Container Template Name Update Clear


Apply Template: [Dropdown] Apply Delete



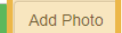

2

Test\_Template1 ACETONE / METHANOL / METHYL BLUE

# 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  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.

Container 1    Waste Type    Chemicals-Used     Template Options

*Physical Form	# of Conts.	*Container Type	*Container Size	*Unit of Measure	Quantity Disposed
<div>1    Add Photo    x</div> <div> 2</div> <div>   3</div>					

# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/facilities/ehs/ehsa>**

With any questions, concerns or suggestions, contact the EHS Assist Administrator - **[ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)**



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