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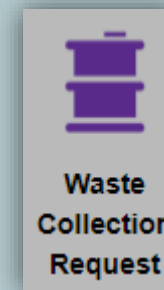
- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

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

How to Create a Collection Request Form

5 ☑ Recurs `7` Days After Request Date

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

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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

1

PI [Edit]   **Department**   **2** **Location** [Edit]
Last name, First name   ()   E. BRONSON INGRAM COLLEGE : 0001A

Request Date   **Comments**

5/24/2023 📅

[⬆ Order Replacement Containers & Tags]

Edit Location **3**   ✕

Building   [▼]

Lab / Room   [▼]   ☐ Select From ALL Buildings   **4**

[Save]   [Cancel]

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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".

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.

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	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 WATER BLUE 1		25	Click to enter Quantity	Click to enter CAS #	No		Click to enter Inventory Link #
Remove	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

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

1 To start an order, click

🔺 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 is sent along with your waste collection request submission.

Waste User ID   Hide Profile   Edit Profile

Contact Edit
Last name, First name

Contact Phone
(555)555-5555

PI Edit
Last name, First name
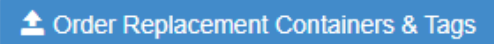
Department
()

Request Date

3/10/2023

Comments

🔺 Order Replacement Containers & Tags

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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

2

3

Update   Cancel

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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.

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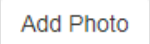
2 Select the template from the **Apply Template** drop down.

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.
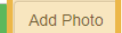
How to Add a Photo to a Waste Collection Request

Container 1   **Waste Type**   Chemicals-Used ▼

① 📷 Template Options

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

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.

Add Photo   ×

Take Picture   **Add Photo**   **Close**

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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

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