



EHS Assist Radioactive Waste Collection Request Guide



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How to Access the Waste Collection Request Module

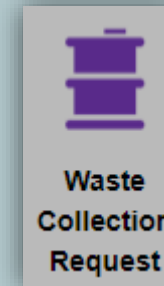
Step 1

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
()

Location Edit 2
E. BRONSON INGRAM COLLEGE : 0001A

Request Date
5/24/2023 📅

Comments

📄 Order Replacement Containers & Tags

Edit Location 3

Building 4

Lab / Room 5

☐ Select From ALL Buildings

Save Cancel

6 ☒ Recurs 7 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

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

Location of Waste in the Room

Comments / Additional Information

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 adding mixed waste to a collection request. The form is titled "Container 1" and has a "Waste Type" dropdown set to "Radioactive". A "Template Options" button is in the top right. The form fields are as follows:

- Physical Form**: A dropdown menu with "Mixed" selected. (Callout 1)
- # of Conts.**: A numeric input field with "1" entered. (Callout 1)
- Container Type**: A dropdown menu with "Cardboard Box" selected. (Callout 2)
- Container Size**: An empty text input field. (Callout 2)
- Unit of Measure**: A dropdown menu. (Callout 2)
- Location of Waste in the Room**: An empty text input field. (Callout 3)
- Comments / Additional Information**: A large text area. (Callout 4)
- Non-RAD Mixed Components**: A checkbox that is checked, with an "Edit" button next to it. (Callout 5)
- Edit**: A button to open the Non-RAD Components modal. (Callout 6)

The **Non-RAD Components** modal is open, showing a table with two columns: "Constituent Name" and "Percentage (%)".

- Add**: A button to add a new row. (Callout 8)
- Type to Search**: A search input field. (Callout 7)
- Save**: A button to save the changes. (Callout 9)
- Cancel**: A button to cancel the changes. (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#
Remove	C-14	0.05	mCi	R-TEST	V6D
	Click to enter Isotope	Click to enter Activity			

Add Additional Container

Save & Submit **Cancel**

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

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  button to return to the waste request entry page.

The supply request will be 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

Order Replacement Containers & Tags

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

2

3

Update

Cancel

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.

The screenshot shows the 'Container 1' form in EHS Assist. At the top, 'Waste Type' is set to 'Radioactive' (callout 1). Below this, there are five required fields: 'Physical Form', '# of Conts.' (set to 1), 'Container Type', 'Container Size', and 'Unit of Measure'. A 'Location of Waste in the Room' text box is below these. A 'Comments / Additional Information' section is also present. The 'Container Contents' table (callout 2) has one entry: Isotope 'C-14', Isotope Activity '0.05', Unit 'mCi', Permit # 'R-TEST', and License Line# 'V6D'. A 'Template Options' dialog box (callout 3) 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'.' At the bottom of the dialog (callout 4), there is a 'Template Name' field with the text 'Container Template Name', an 'Update' button, and a 'Clear' button.

	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: 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 at the top. It includes fields for 'Container 1', 'Waste Type' (set to 'Radioactive'), and a 'Template Options' button. Below the form is a table with headers: '*Physical Form', '# of Conts.', '*Container Type', '*Container Size', and '*Unit of Measure'. A large '1' is placed over the 'Template Options' button.


The 'Template Options' dialog box is open, displaying 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'.'

Below the instructions, there is a 'Template Name' field with the placeholder 'Container Template Name', an 'Update' button, and a 'Clear' button. Below that is an 'Apply Template' section with a dropdown menu, an 'Apply' button, and a 'Delete' button. A large '3' is placed over the 'Apply' button.

At the bottom, a search bar is shown with a large '3' over it. Below the search bar, a list of templates is displayed. The first template is 'Test_Template1' with the description 'ACETONE / METHANOL / METHYL BLUE'. A large '2' is placed over this template entry.

How to Add a Photo to a Waste Collection Request

Container 1 Waste Type Radioactive

1  Template Options

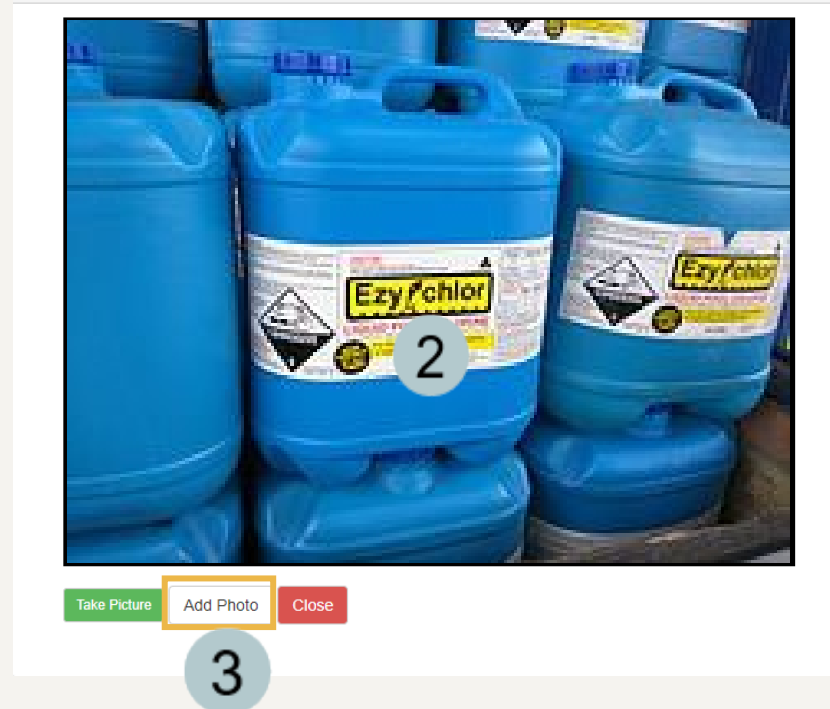
*Physical Form	# of Conts.	*Container Type	*Container Size	*Unit of Measure
----------------	-------------	-----------------	-----------------	------------------

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 **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/facilities/ehs/ehsa>

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



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