



Chemical Inventory Database Training

Environmental Health & Safety Division

Chemical Safety Office



Module 4: Waste Pickup

REQUESTING A WASTE PICKUP, ENTERING CONTAINER DETAILS, PRINTING CONTAINER LABELS



This training module should take no more than 15 minutes to complete.



Chemical Safety Office
Environmental Health & Safety Division
1405 Goss Lane, CI-1001
Augusta, Georgia 30912

EHSA Chemical Inventory Database
On Site Systems Inc.
23 N. Gore Suite 200
St Louis, Missouri 63119

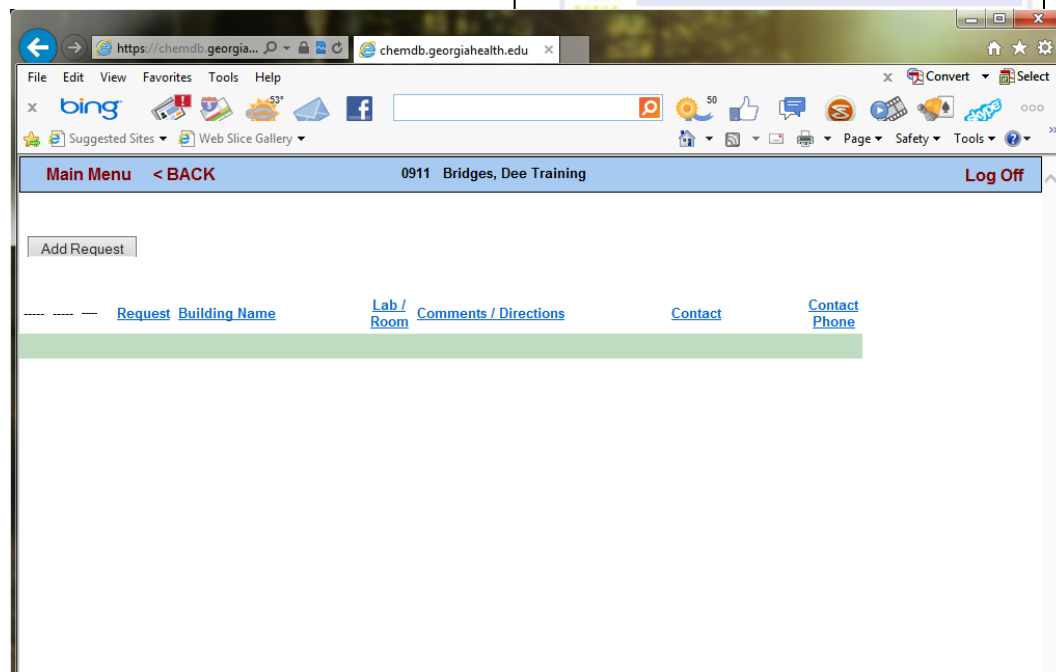
Training Objectives & Agenda

Upon completion of this training you should know how to:

1. submit a request for pickup of hazardous chemical waste or exchange chemicals
2. print hazardous waste container labels
3. print Exchange labels for your exchange chemicals

Topics to be covered include:

1. Generating a Request for Chemical Waste Pickup
2. Adding Waste Container Details
3. Printing Hazardous Waste labels for labeling containers
4. Editing and Deleting the Container Details
5. Processing Exchange Chemicals for Pickup



Main Menu: Waste Pickup

Introduction:


All hazardous chemical waste is processed through the Chemical Inventory Database. The Waste Pickup module allows the user to submit a request for pick up of one or more containers of hazardous waste without having to make a phone call to someone in the Chemical Safety Office.

The Waste Pickup module allows the user to submit a request for pickup, identify the contents of the containers, and to print a 'Hazardous Waste Label' to attach to each waste container that is in compliance with all regulatory requirements. It also allows the user access to edit or delete existing waste pickup requests.








Exchange Chemical Pickup Requests:


The Waste Pickup module is also used to submit a request for pickup of useable, unwanted chemicals for redistribution to other laboratories on campus. The Chemical Exchange Program is part of our Hazardous Waste Minimization Program as submitted to EPA. For more details about the Chemical Exchange Program, see training Module 7: Order from Chemical Stockroom.

PI: 0911: Bridges, Dee Training



CHEM

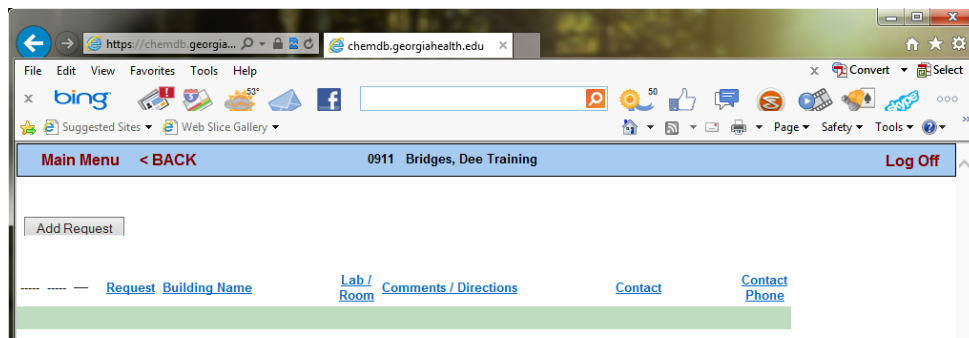
-  [Inventory](#)
-  [Training](#)
-  [Waste Pickup](#)
-  [Permit Worker Registration](#)
-  [Order from Chemical Stockroom](#)
-  [Inventory Semi-Annual Review Statement](#)
- [Last Inventory Review Date: 01/04/2013](#)
-  [Reports](#)

All **buttons** [] or **arrows** question marks [?] at the end of a field, will execute a function, activate a search engine ,or produce a drop-down pick list.

Submitting a Request for Pickup

In the Pickup Request Window:

1. Click on **+Add Request+** to add a request for pickup of chemical waste.
2. Click on **+Add Request+** to add a request for pickup of chemical waste.
3. **Request Date:** The Current date is inserted
4. **Lab/Location:** Click on **[?]** for a list of your labs. Click on **[Select]** to choose your lab.
5. **Contact** click on **[?]** to insert the name of the lab contact, or type in the name
6. **Contact's Phone** type in the number.

A screenshot of the 'Add Request' form in the chemdb.georgiahealth.edu website. The form is displayed in a browser window. It contains several input fields: 'PI' with the value '0911' and a dropdown menu showing 'Bridges, Dee Training'; 'Request #' with the value 'P130509002'; 'Request Date' with a dropdown menu showing '5/7/2013'; 'Lab/Location' with the value 'CS-1006' and a dropdown menu showing '? CS-Material Safety Storage Bldg.'; 'Contact' with the value 'Dolly Hobbs' and a dropdown menu showing '?'; and 'Contact's Phone' with the value '(706)721-8994'. There is also a 'Comments' text area. At the bottom of the form are 'Save' and 'Cancel' buttons.

Pickup Request Window

In the Pickup Request Window:

- Comments:** type any information about the waste. You may use the “Comments” box to tell us where in the lab your waste is located.
- After you have entered all of your information, Click on

Save

to save your pickup request

Cancel

to cancel your request

In the screen that follows you will enter the details of your waste containers.

PI: 0911 Bridges, Dee Training

Request # P130509002

Request Date 5/7/2013

Lab/Location CS-1006 CS-Material Safety Storage Bldg.

Contact Dolly Hobbs Contact's Phone (706)721-8994

Comments

Save Cancel

Select A Contact	Contact Name	Function	Worker Type	Description	Lab	Phone	Office Fax	Email Address
Select	Chrissy Johnson					(706)721-7866	(706)721-9844	CJOHNSON@gru.edu
Select	Dee Training Bridges					(706)721-2598	(706)721-9844	KERONDU@gru.edu
Select	Dolly Hobbs	DBC	Database Contact			(706)721-8994	(706)721-9844	DBRODGS@gru.edu
Select	James Viebrock					(706)721-7867	(706)721-9844	jviebrock@gru.edu
Select	Kim Hardy							

Pick a lab linked to the PI or Pick from All Labs

Search by Lab/Room Search Type Starts with

Lab/Room	Building Name	Permit Number	Permit Type
Select 1001	CS-Material Safety Storage Bldg.	C-933	CHEM
Select 1002	CS-Material Safety Storage Bldg.	C-933	CHEM
Select 1006	CS-Material Safety Storage Bldg.	C-933	CHEM
Select 1007	CS-Material Safety Storage Bldg.	C-933	CHEM

PI: 0911 Bridges, Dee Training

Request # P130509002

Request Date 5/7/2013

Lab/Location CS-1006 CS-Material Safety Storage Bldg.

Contact Dolly Hobbs Contact's Phone (706)721-8994

Comments

Save Cancel

Waste Pickup Details

Adding Container Details:

In this window you will add the details for the waste you would like picked up. All of the information you enter in this window will be for one container. If you have more than one container of chemical waste, you will enter more than one detail for this request.

Request # and Physical Form:

1. The first field in the Container Details window is **Request #:** [P070201013], this number is selected by the database – do not change this number, Go to the next item.
2. **Physical Form:** (Gas, Solid, Liquid) Click on the radio button that applies
3. **Total Quantity:** this the numerical amount for the container size, in this field, type in the numerical amount. Tab to the next field.

The screenshot shows a web browser window displaying the 'Waste Pickup Request Detail' form. The form includes fields for Request # (P130509003), Physical Form (Liquid selected), Total Quantity (1), # of Containers (1), and Container Type (GLASS: Glass Container). A dropdown menu for units is open, showing options like ML, CC, FT3, FZ, G, GL, KG, kit, LB, LT, MG, ML, OZ, PT, QT, U, uG, uL. A second dropdown menu for container types is also open, showing options like 1H1, 30-1H, 301H2, AER, BOX, CHEM, CON, DF, DP, DRA, EX-LD, Gas, GLASS, LP, MDRUM, MET, PAIL, PLAST, PLBG, PRACT, WAS. Annotations with red arrows point to the 'Solid, Liquid, or Gas' label, the 'Total Quantity' field, the '# of Containers' field, and the 'Container Type' dropdown.

4. **Unit of Measure:** the unit of measure for the container [Grams, Pounds, Milliliters, **Click on the arrow** to the right of the field, when the pick list appears, Click on the unit that applies
5. **Container Type**, [plastic, glass, metal, etc.] Click on the arrow to the right of the field, when the pick list appears, Click on the item that applies.
6. **The # of Containers - this number will always be 1 [one] for each container detail.**

Exchange Chemical Option

Is it waste or exchange?

- The “Exchange Chemical” option is marked only when the request is being made for pickup of chemicals that are useable, unwanted chemicals that are being offered for redistribution to other laboratories on campus.

If you are submitting a request to pick up an Exchange chemical – then all of the details added to this request must be for exchange chemicals only. Do Not combine Exchange chemical pickups with hazardous waste pickup details.

All Exchange Chemical pickups are to be entered as a separate Pickup Request –

If this is a request for pickup of Exchange Chemicals - Click on the box to the right of the words [Chemical Exchange] to identify your entry as an exchange chemical and move on to the next blank field.

There are two label designed specifically Exchange chemicals and three label options for waste containers

Waste Pickup Request Detail

Request # P130509002

Physical Form Liquid Solid Gas

Total Quantity 1 Unit [ML : Milliliters]

of Containers 1 Container Type [PLAST : Plastic Container]

Empty Replacement Containers Replacement Containers Description (if required)

Exchange Chemical?

Chemical: [Inventory # Link] [% of Content 0.00] [Attach]

Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
338	64-17-5	ETHANOL	100	

100.00

Add Another Container Submit Cancel

Exchange Chemical?

Waste vs. Exchange Requests

Enter a Separate Pickup Request for Exchange Chemicals

Do not enter Exchange chemical and Waste chemical in the same pickup request.

Finish adding the container details for your exchange chemicals under this request, print your exchange labels, then go back to the “Add Request” window to enter a request for pickup of hazardous chemical wastes.

To go back to the ‘Add Request’ window,

- Click on **<BACK>**
- In the ‘Add Request’ window, enter another request for pickup of your hazardous waste containers.

The data entry process is the same for the details of an Exchange Chemical and Hazardous Waste Containers – the only difference is marking the exchange chemical identifier – And printing the container labels.

Waste Pickup Request Detail

Request # P130509002

Physical Form Liquid Solid Gas

Total Quantity 1 Unit ML: Milliliters

of Containers 1 Container Type PLAST: Plastic Container

Empty Replacement Containers Replacement Containers Description (if required)

Exchange Chemical?

Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
338	64-17-5	ETHANOL	100	

100.00

Add Another Container Submit Done

Main Menu <BACK 0911 Bridges, Dee Training Log Off

Add Request

Request	Building Name	Lab / Room	Comments / Directions	Contact	Contact Phone
Edit Delete View #: P130509002 Date: 2013-05-07	CS-Material Safety Storage Bldg.	1006		Dolly Hobbs	(706)721-8994


Container Details

Identifying your Container contents:

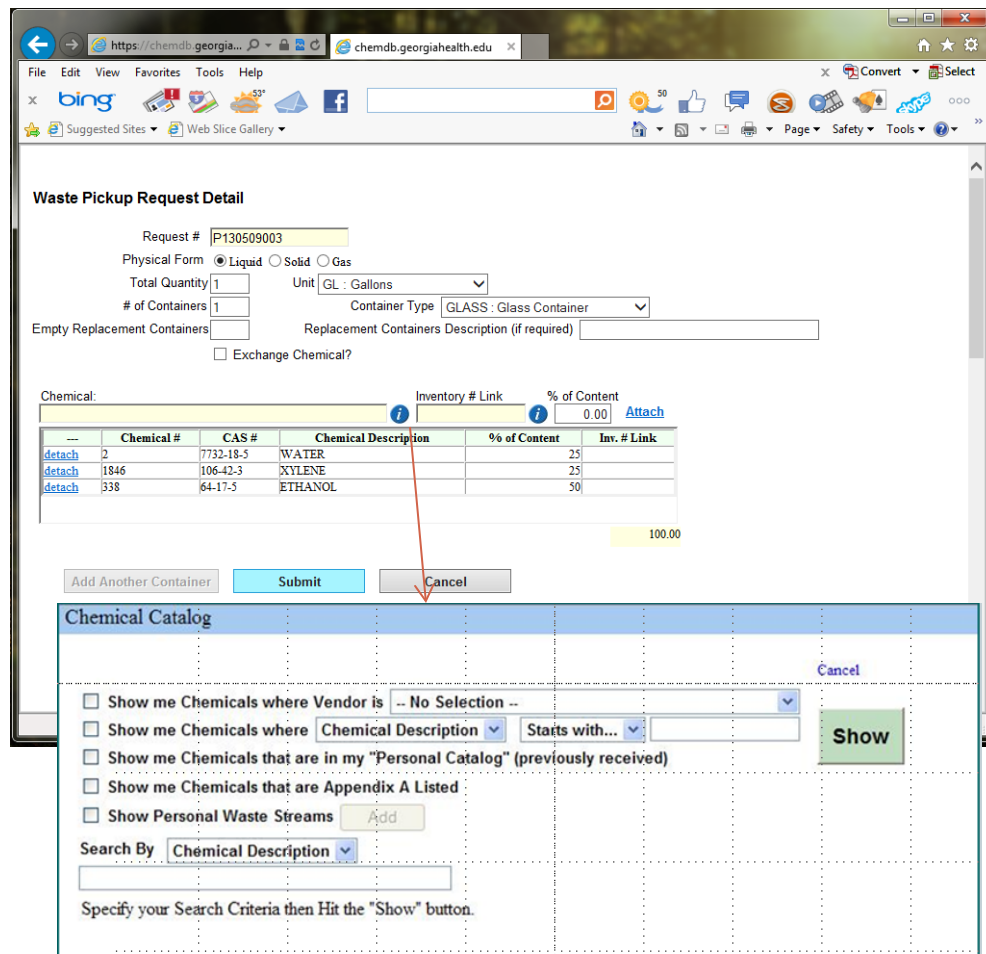
You've finished adding the Physical form of the chemicals being wasted (solid, liquid, or gas), and you've added the total quantity and unit (1 liter) - the # of containers is always one (1) because there is one container detail for each container, you've entered the container type (glass container), and now you're ready to enter the details about the contents of your container.

The contents of your container, with % of Content is entered using the table at the bottom of the <Waste Pickup Request Detail> window.

You will use the blank field under 'Chemical' to search for the name of the chemical or chemicals in your container.

To activate the search engine, Click on the icon [] following the blank 'Chemical' field. A search window will appear.

Notice you have several search options for identifying the constituents of your chemical waste.



Waste Pickup Request Detail

Request # P130509003

Physical Form Liquid Solid Gas

Total Quantity 1 Unit GL : Gallons

of Containers 1 Container Type GLASS : Glass Container

Empty Replacement Containers Replacement Containers Description (if required)

Exchange Chemical?

Chemical	Inventory # Link	% of Content	Attach
---		0.00	
detach 2	7732-18-5	WATER	25
detach 1846	106-42-3	XYLENE	25
detach 338	64-17-5	ETHANOL	50

100.00

Add Another Container Submit Cancel

Chemical Catalog

Show me Chemicals where Vendor is -- No Selection --

Show me Chemicals where Chemical Description Starts with...

Show me Chemicals that are in my "Personal Catalog" (previously received)

Show me Chemicals that are Appendix A Listed

Show Personal Waste Streams Add

Search By Chemical Description

Specify your Search Criteria then Hit the "Show" button.

Searching for Chemical Name

To search for chemical names:

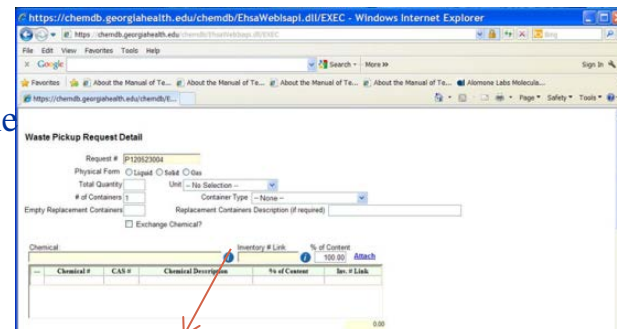
You must execute one of the search options to enter the chemical name or the names of each constituent of a mixture to the details of your waste container.

You may Not type in a chemical name for this field.

- For now, you should Not use the “**Show me Chemicals where Vendor is**” unless you have entered the vendors who supply each of the chemicals in your chemical inventory, And you also going to use the “**Show me Chemicals in my Personal Catalog (previously received)**” to execute a search for chemical names

Go to the next search option: **Show me Chemicals where [Chemical Description] [Starts with].**

We have over 15,000 chemicals in our database Chemical Catalog – we currently do not have vendors identified for all of the chemicals in the catalog.



Chemical Catalog

Show me Chemicals where Vendor is -- No Selection --

Show me Chemicals where Chemical Description Starts with...

Show me Chemicals that are in my "Personal Catalog" (previously received)

Show me Chemicals that are Appendix A Listed

Show Personal Waste Streams Add

Search By Chemical Description

Specify your Search Criteria then Hit the "Show" button.

Cancel

Show

Chemical Description

CAS #

Catalog #

Chemical #

Vendor Name

Starts with... Contains... Equals...

No Selection ...

3M Center

5 PRIME 3 PRIME

AIA PHARMACHEM

Asper

Abbott Laboratories

ABC COMPOUNDING

Abcam Inc.

AbD Serotec

ABNOVA

Acros Organics N.V.

Aegle Environment

AFFYMETRIX

AG SCIENTIFIC

AGFA CORPORATION

AGTC Bioproducts

Airgas Inc.

ALCIDE CORPORATION

Alexis Corporation

Alla Aesari/Johnson Matthey

Allyquots Fine Chemicals

ALLEGRO MEDICAL

Alomone Labs Ltd.

Alpha-Tec Systems, Incorporated

ALUWAX DENTAL PRODUCTS

Ambion Inc.

Ameresco Inc.

American Bioanalytical

American Dental Supply

American Peptide Company

Show me Chemical Where

Show Me Chemicals Where [Chemical Description] [Starts with]

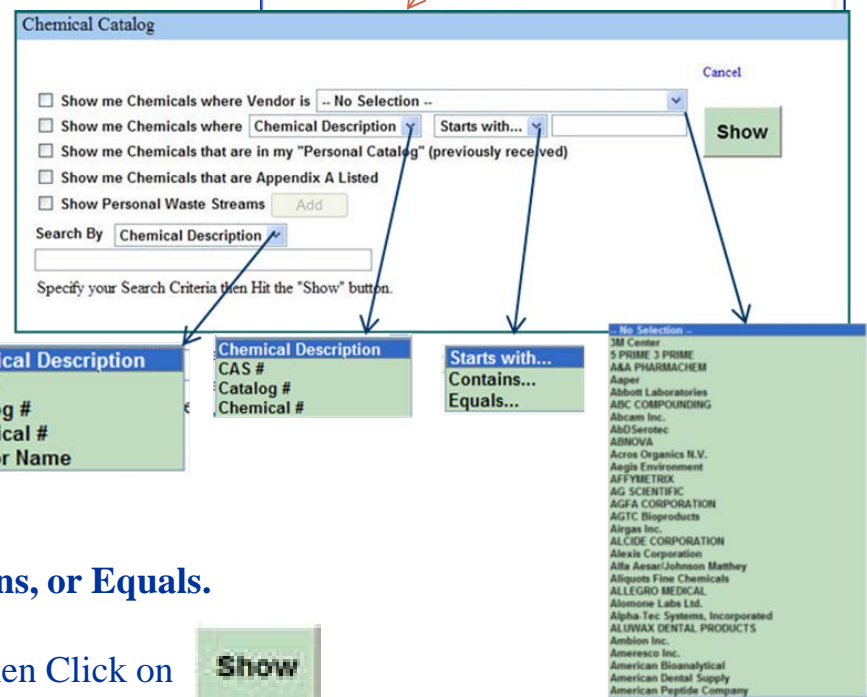
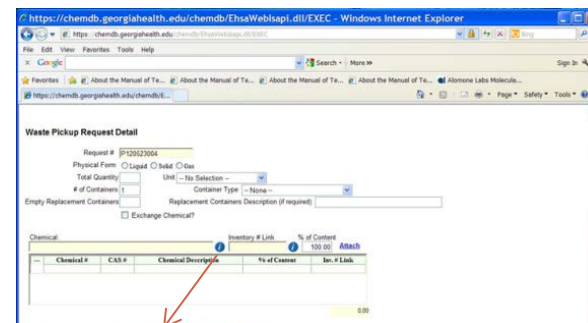
10. The **Show Me Chemicals Where [Chemical Description] [Starts with]** – allows you to search the Database Chemical Catalog for the identity of the chemical(s) by

- **Chemical Description** – chemical name
- **CAS#** - Chemical Abstract Service #
- **Chemical #** - database catalog #

For now, do not use the **Catalog #** or the **Vendor Name** search options – unless you are also using you're the **'Show me Chemicals that are in my 'Personal Catalog' (previously received)** option and you have entered this information in your personal chemical inventory.

11. The second field allows you to select: **Starts with, Contains, or Equals.**

12. In the third field, type in the **Chemical name or CAS#** - then Click on



Personal Catalog & Appendix A Listed

Personal Catalog Search Functions:

13. The “**Personal Catalog**” is created by the database as you enter chemicals in your inventory. It contains all of the chemicals you have ever entered in your inventory and any corresponding information such as vendor and catalog #. You may use this alone or with the following options:

- “Show me chemicals where Vendor is”
- “Search by [Chemical Description], selecting Chemical Description, CAS#, Catalog #, Chemical #, or Vendor name”

The screenshot shows the 'Chemical Catalog' search window. It features several search criteria options, a search by dropdown, and a search criteria input field. Below the window, three callout boxes point to specific search options: 'Chemical Description' (with sub-options: CAS #, Catalog #, Chemical #, Vendor Name), 'Chemical Description' (with sub-options: CAS #, Catalog #, Chemical #), and 'Starts with... Contains... Equals...'. A fourth callout points to the 'Show' button. A list of vendor names is visible in the background, including 3M Center, S PRIME 3 PRIME, A&A PHARMACHEM, Aaper, Abbott Laboratories, ABC COMPOUNDING, Abcam Inc., AbDSerotec, ABSOVA, Acros Organics N.V., Aegis Environment, AFFYMETRIX, AG SCIENTIFIC, AGFA CORPORATION, AGTC Bioproducts, Airgas Inc., ALCLIDE CORPORATION, Alexis Corporation, Alfa Aesar/Johnson Matthey, Aliquots Fine Chemicals, ALLEGRO MEDICAL, Alomone Labs Ltd., Alpha-Tec Systems, Incorporated, ALLPHAX DENTAL PRODUCTS, Ambion Inc., Ameresco Inc., American Bioanalytical, American Dental Supply, and American Peptide Company.

Show me Chemicals that are Appendix A Listed

14. Show me Chemicals that are Appendix A Listed - this is a list of the Department of Homeland Security (DHS) Appendix A listed chemicals that are in the database catalog.

Show Personal Waste Streams

Show Personal Waste Streams

15. You may use the ‘**Show Personal Waste Streams**’ – If you’ve entered Hazardous Waste Streams in your Chemical Inventory for Satellite Accumulation inventory.

Using this search option, you may pull up your Hazardous waste streams and select from the list to identify the contents of your hazardous waste container.

- Mark the **Show Personal Waste Streams**, then
- Click on **Show** to select from your personal waste streams.

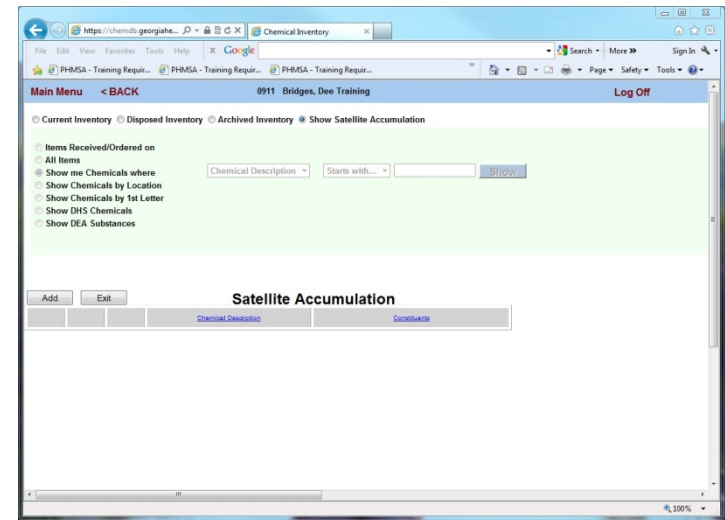
Review Module 2 for Satellite Accumulation Inventory and Waste Stream details

When you select the chemical name from your Personal Waste Streams – you do not have to enter the constituents of your waste – they are automatically imported from the information you entered in your Satellite Accumulation waste streams

The screenshot shows a web form titled "Chemical Catalog". It contains several search options, each with a checkbox and a corresponding button or dropdown menu:

- Show me Chemicals where Vendor Is **-- No Selection --** (dropdown)
- Show me Chemicals where **Chemical Description** (dropdown) **Starts with...** (text input)
- Show me Chemicals that are in my "Personal Catalog" (previously received)
- Show me Chemicals that are Appendix A Listed
- Show Personal Waste Streams **Add** (button)

Below these options, there is a "Search By" dropdown menu set to "Chemical Description" and a text input field. A "Show" button is located to the right of the search options. A "Cancel" button is in the top right corner. At the bottom, it says "Specify your Search Criteria then Hit the 'Show' button."



Selecting the Chemical Name

Enter the Parameters of your Search & Click on Show:

16. A list of Chemicals that match your search specifications will appear at the bottom of the screen

17. Click on the Chemical name or CAS # to select your chemical from the list that appears

18. Repeat the search until you have identified all the components of your waste.

19. If you selected “Show Personal Waste Streams”, Click on the name of the Waste Stream to select - *no additional search is required - all of the constituents/components of the waste will be included with the waste stream information –See Module 2 for Satellite Accumulation/Hazardous Waste Streams for details.*

20. Skip ‘Inventory Link’ should only be used when you want to Remove a chemical from your inventory as you waste it, because you no longer intend to keep it in stock

The screenshot displays the 'Chemical Catalog' search interface. The search parameters are: Vendor is set to 'No Selection', 'Show me Chemicals where' is set to 'Chemical Description', 'Starts with...' is set to 'ethanol', and 'Show Personal Waste Streams' is checked. The search results show 53 items found. A table lists the results:

Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
ETHANOL		Acros Organics N.V.	46.06900		C2H6O
ETHANOL			46.06900		C2H6O
ETHANOL			46.06900		C2H6O
ETHANOL			46.06900		C2H6O

Below the search results, there is a 'Adding Waste Pickup Request Detail' form. The form includes fields for Request # (JP081223001), Physical Form (Liquid), Total Quantity (50 ML), # of Containers (1), and Container Type (PLAST - Plastic Container). A table shows the chemical details for the request:

Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
7732-18-5		WATER, STERILE	40	
66-17-3		ETHANOL	50	
		inhd chemgen	10	

Concentration & % Content

Concentration per ingredient in the container:

21. % Content = Concentration

This remains at 100% if this is not a mixture.

If it is a mixture, you must identify the percent (%) content or concentration for each chemical in the container:

Calculate the approximate percentage, and type it in the box beneath **% Content** for each chemical in the mixture. This information does not have to be precisely accurate, unless the chemical is Highly Toxic, Extremely Hazardous. However, it does have to be close enough in approximation for CSO staff to determine how to handle the waste.

Request #

Physical Form Liquid Solid Gas

Total Quantity LT: Liters

of Containers Container Type

Empty Replacement Containers Replacement Containers Description (if required)

Exchange Chemical?

Adding Waste Pickup Request Detail

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link ? % of Content [Attach](#)

	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
detach	338	64-17-5	ETHANOL	25	
detach	2	7732-18-5	WATER	50	
detach	1302	67-56-1	METHANOL	25	
				100.00	

The total in the lower left corner below the ingredients table should equal 100%, therefore you should include Inert, or Nonhazardous materials such as Water when identifying the contents of a mixture.

Attach or Detach Ingredients

Attaching or Detaching a Chemical Ingredient:

If you need to correct the data in your details list:

- Use the **'Attach'** command to add
- Use the **'Detach'** command to remove

When you have searched for and attached each of the chemicals in your mixture, the total in the lower left corner below the table should equal 100%.

Request # P090615002
Physical Form Liquid Solid Gas
Total Quantity 1 LT: Liters
of Containers 1 Container Type GLASS: Glass Container
Empty Replacement Containers Replacement Containers Description (if required)
 Exchange Chemical?

Adding Waste Pickup Request Detail

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> Inventory # Link % of Content [Attach](#)

	Chemical #	CAS #	Chemical Description	% of Content	Inv. # Link
detach	338	64-17-5	ETHANOL	25	
detach	2	7732-18-5	WATER	50	
detach	1302	67-56-1	METHANOL	25	

100.00

22. Click on **Submit** to save the detail.

23. If you have more than one container of waste. Click on **"Add Another Container"** to enter your next Detail and repeat the previous instructions. **Remember – there should be one Detail for each Container of waste.**

24. Click on **Done** when you are finished adding all of your waste containers – the **Add Request** window will appear.

Add, Edit, or Delete Container Details

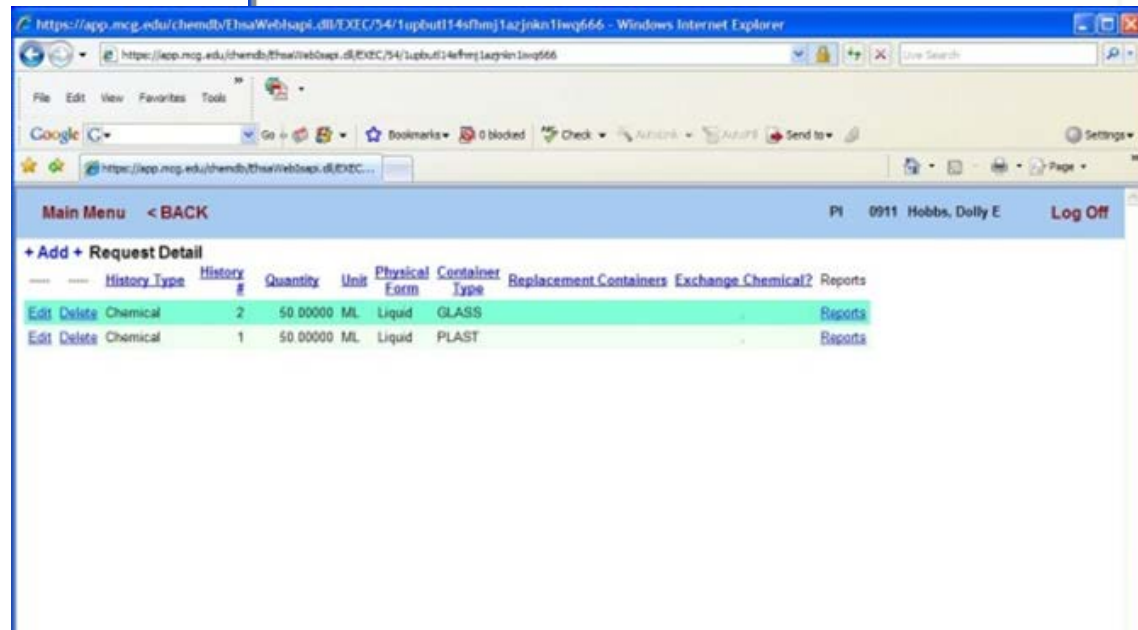
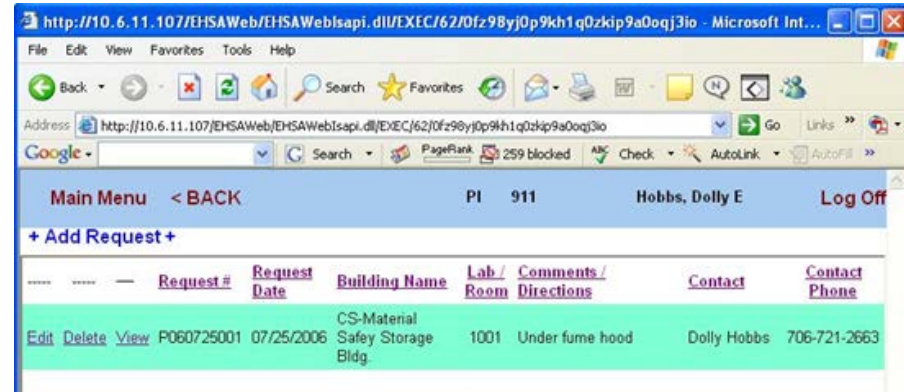
To add, edit, or delete the details of your containers:

Click on **View** to open the **Waste Detail Window**.

Here you will see the list of container details you have entered for pickup.

From this window you may '**Add, Edit, or Delete**' your waste containers details, and you can print the container labels.

- Add another detail by clicking on **+Add+ Request Detail**
- Edit an Detail you entered by clicking on **Edit** to the left of the item you wish to change,
- Delete any Detail you entered by clicking on **Delete**.



Printing Container Labels

Printing Labels

- You will also Print a Hazardous Waste Container Label for each container by Clicking on the word “**Reports**” in the far left column.

Selecting a Label size:

- a. Avery 8163 – 10 up - 2“ x 4”, ten per page
- b. Avery 5164 – 6 up – 3.3” x 4”, six per page
- c. Avery 5124 – 2 up – 5” x 8”, two per page
- d. Chemical Exchange Label Avery 8163 (10 up)
- e. Chemical Exchange Label Avery 5164 (6-up)

Click on the label size [Avery 8163] to select the label you wish to use

Cancel
Chemical Waste Label-Avery 8163 (10-up)
Chemical Waste Label-Avery 5164 (6-up)
Chemical Waste Label-Avery 5126 (2-up)
Chemical Exchange Label-Avery 8163 (10-up)
Chemical Exchange Label-Avery 5164 (6-up)

Exchange Label

EXCHANGE CHEMICAL			
Container # :	Date : 05/09/2013		
Label # :	P130509002 1		
Principal Investigator :	Bridges, Dee Training		
Lab Location :	CS:1006	Lab Phone :	(706)721-2663
1 ETHANOL	64-17-5	100 %	
DOT Class 3	UN 1170	D001	
Total Container Amount :	1	ML	
Place label on clear area of container - DO NOT DEFACE OR COVER ORIGINAL CONTAINER LABEL			

Hazardous Chemical Waste Label

HAZARDOUS CHEMICAL WASTE			
Label # :	P130509003 1		
Principal Investigator :	Bridges, Dee Training		
Lab Location :	CS:1006	Lab Phone :	(706)721-2663
1 ETHANOL	64-17-5	50 %	
DOT Class 3	UN 1170	D001	
2 XYLENE	106-42-3	25 %	
DOT Class 3	UN 1307	F003	
3 WATER	7732-18-5	25 %	
DOT Class NRM	UN 0000		
Total Container Amount :	1	GL	
Accumulation Start Date:	05/15/2013		

Container Label Choices

Selecting a Label size:

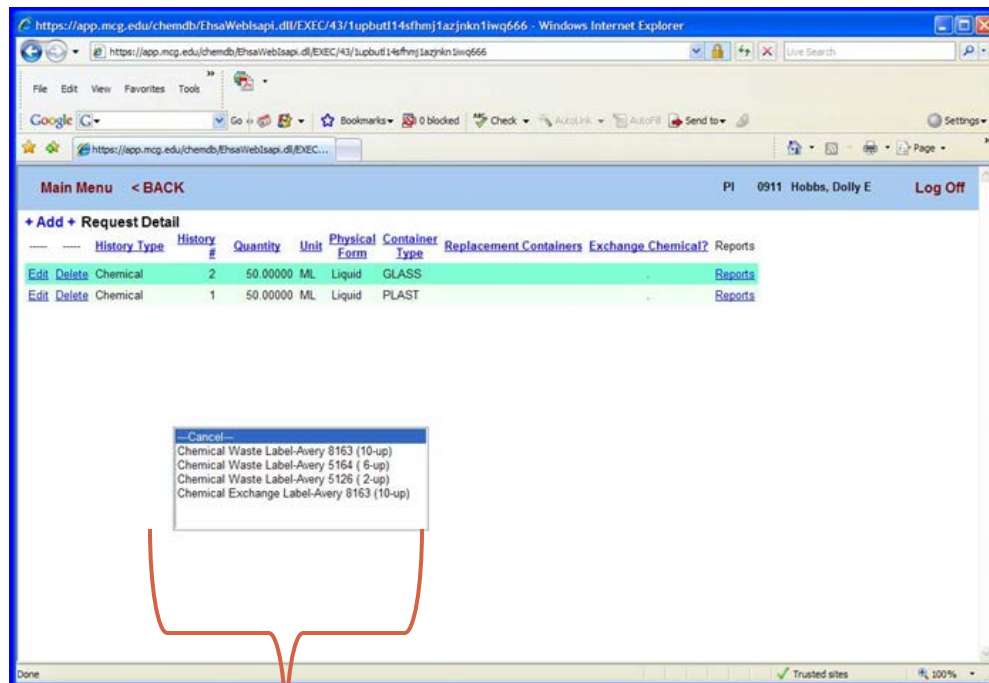
10 up is a small label, use this when you have **no** more than one or two chemicals in the container. – Small size 10 per page – three across the top and 10 down

6 up is a bit larger, use this when you have 3 to 6 chemicals in the mixture. – like shipping labels – two across the top and three down

2 up is ½ page – use this when you have more than 6 chemicals in the mixture – ½ page labels with one on top and one on the bottom – two per page

Exchange labels - there are only 2 choices, the labels are the same size as the **10 up** and **6 up** labels as identified above

Click on the label size to select



- Avery 8163** – 10 up - 2" x 4", ten per page
- Avery 5164** – 6 up – 3.3" x 4", six per page
- Avery 5124** – 2 up – 5" x 8", two per page
- Chemical Exchange Label Avery 8163** (10 up)
- Chemical Exchange Label Avery 5164** (6-up)

Printing the Label

To Print the Container Labels for your Waste Containers:

Click on **Reports** in the last column to produce a container label.

A label selection list will appear – **Click on the Label Size to Select [Avery 5164]**

- a. Avery 8163 – 10 up - 2" x 4", ten per page
- b. Avery 5164 – 6 up – 3.3" x 4", six per page
- c. Avery 5124 – 2 up – 5" x 8", two per page
- d. Chemical Exchange Label Avery 8163 (10 up)
- e. Chemical Exchange Label Avery 5164 (6-up)

A window will appear asking you: **“What Label # Would you like to start Printing on?”** You would enter a numerical value for the label position – this option allows you to use all of the labels on an Avery sheet of sticky labels or mailing labels. Using this you may identify the label. Labels on the Avery 5164 sheet are counted 1 to 10 in the first column, 11 to 20 in the second column, and 21 to 30 in the last column

The screenshot shows a web browser window displaying a chemical waste management application. The main menu includes options like 'Add + Request Detail', 'History Type', 'Quantity', 'Unit', 'Physical Container', 'Replacement Containers', 'Exchange Chemical?', and 'Reports'. A table lists chemical waste items, with one row highlighted in green: 'Chemical', '1', '1.00000 GL', 'Liquid', 'GLASS'. An arrow points from the 'Reports' link in the table to a dialog box that appears over the browser window. The dialog box contains a list of label options: 'Cancel', 'Chemical Waste Label-Avery 8163 (10-up)', 'Chemical Waste Label-Avery 5164 (6-up)', and 'Chemical Waste Label-Avery 5126 (2-up)'. Another arrow points from this dialog box to a second dialog box titled 'You may use % as a wildcard'. This second dialog box asks 'What Label # would you like to start Printing on?' and has an 'OK' button.

Printing the Labels Continued

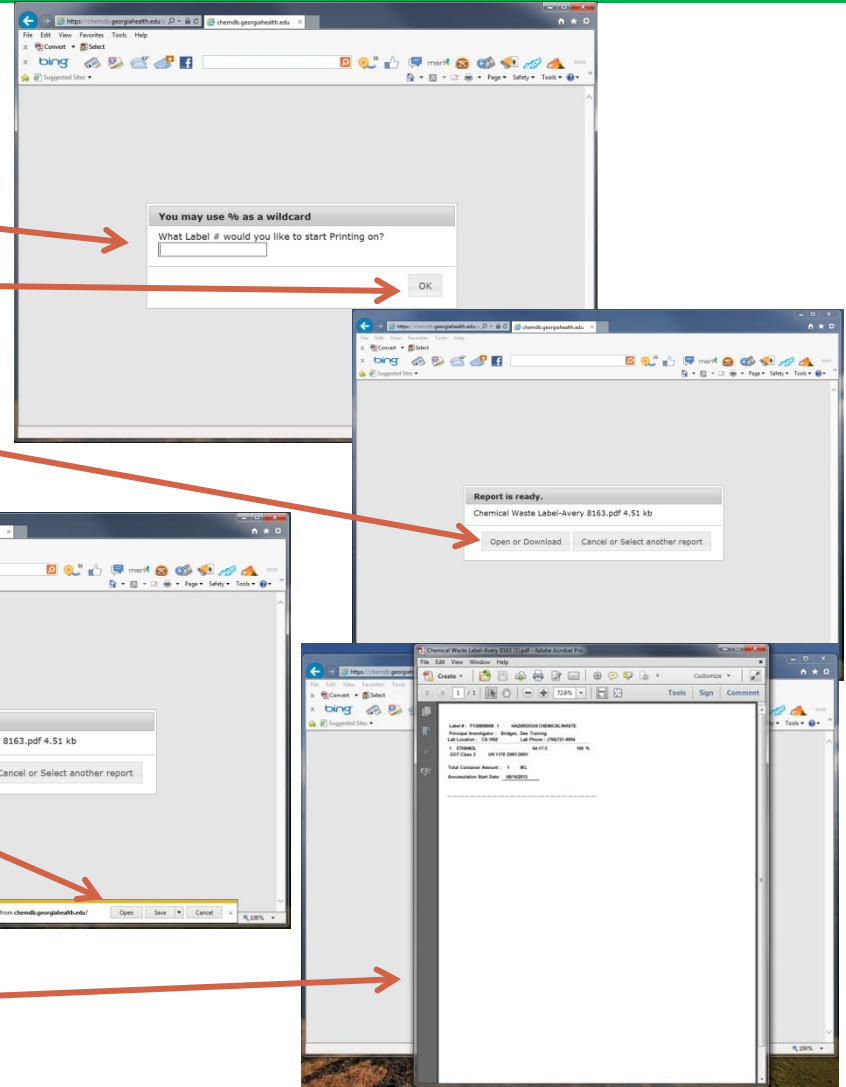
You can also print your labels on a blank sheet of paper

To begin printing the first Label , Enter the number 1 in the blank field following the question, then Click on OK

When the Report is ready, Click on “Open or Download”

Then Click on Open at the bottom of the window

The labels will open in PDF format



Placing the Label on the Container

Attach each individual label to the appropriate container

Do not use adhesive labels for Exchange chemicals – print on plain paper and cut out the label

If you used a sheet of paper to print your labels, cut out each label, and tape it to the corresponding container.

Do not cover or damage the original Vendor's label on an Exchange chemical container.

Waste & Exchange chemicals are picked up on Wednesday of every Week.

After you have labeled the container, Place it in a designated area, where Chemical Safety can find it on Wednesday.

Remember Wastes & Exchange Chemicals are processed under Separate Requests

To not enter Exchange and Waste under the same Pickup Request

The screenshot shows a PDF form titled "Chemical_Waste_Label_Avery_5164[1].pdf" in Adobe Acrobat Professional. The form contains two sections for hazardous chemical waste. The first section is for Label # P30653005 2, listing 1. METHANOL (50%), 2. WATER (30%), and 3. ETHYL ALCOHOL, USP 100% (20%). The second section is for Label # P30653005 1, listing 1. METHANOL (100%). A red dashed box highlights the second section, and a red arrow points downwards from the top section to the second section.

Label #	Principal Investigator	Lab Location	Lab Phone
P30653005 2	Hobbs, Dolly E	CS-1002	(704)721-2663
1. METHANOL	UN 1230 U154 D001	67-56-1	50 %
2. WATER	UN 1230 U154 D001	7732-18-5	30 %
3. ETHYL ALCOHOL, USP 100%	UN 1170 D001	64-17-5	20 %
Total Container Amount	1	PT	
Accumulation Start Date	07/01/2009		
P30653005 1	Hobbs, Dolly E	CS-1002	(704)721-2663
1. METHANOL	UN 1230 U154 D001	67-56-1	100 %
Total Container Amount	1	LT	

Label 1 – Waste



Label 2 – Waste



Exchange Label placement should be the same as Label 2 – do not cover or damage the original label

All containers must have a label attached for pickup.

Place the Labeled Container for Pickup

You should have a designated area for Chemical Safety to Pickup your Waste

After labeling your container(s), place them in your hazardous waste pickup location

Chemical Safety Pickups up every Wednesday. All containers must be labeled for pickup.

Hazardous Waste Labels should be securely attached to the container, as shown in Label 1 below.

Exchange Label placement should be the same as Label 2 – do not cover or damage the original label on chemical containers being offered for Exchange

Hazardous Waste labels must have the words “Hazardous Waste” on the label.

Exchange Chemicals will have the words “Exchange Chemical”

Label 1 – Waste



Label 2 – Waste



All containers must have a label attached for pickup.

Log Off When Finished

Use the menu at the top of the PSF page to execute commands

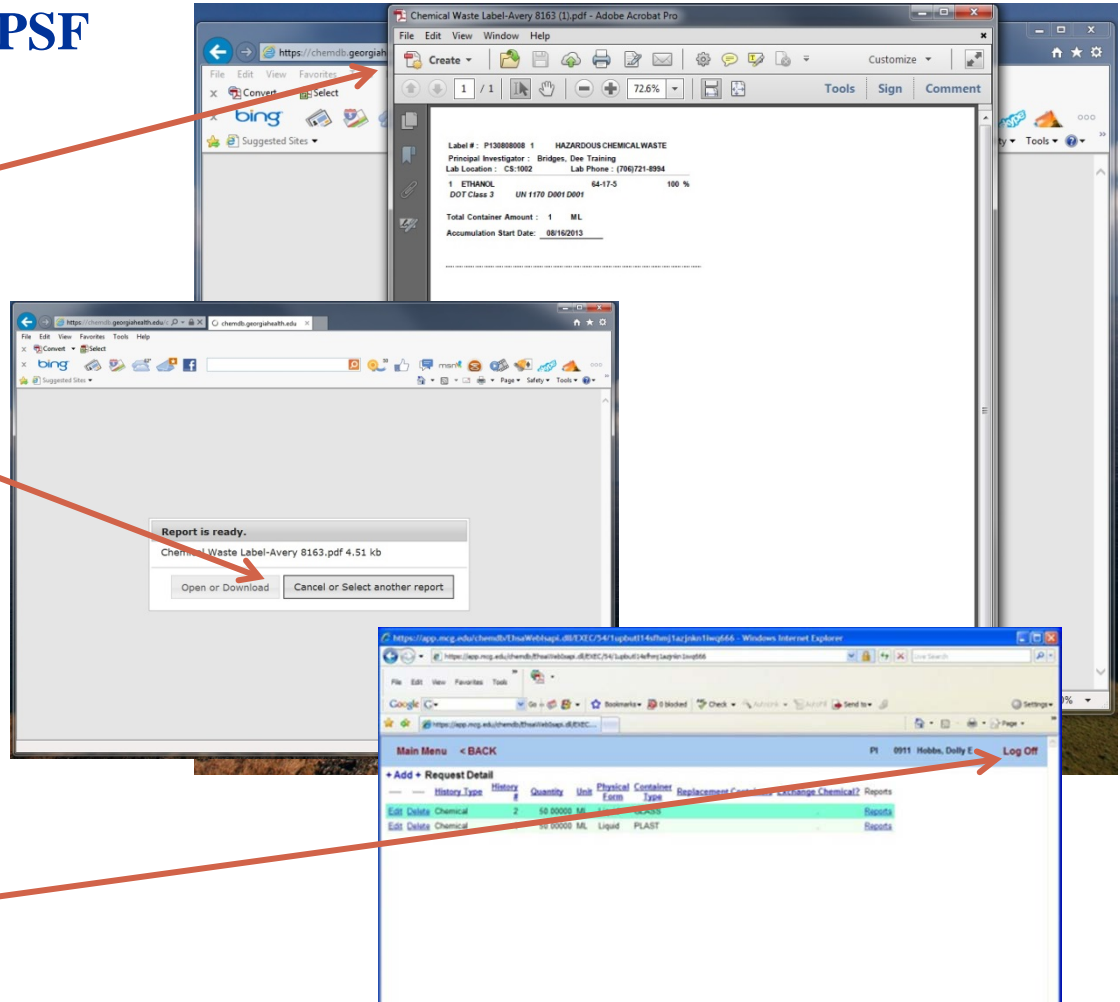
After you have printed your labels, Select **File Exit** to exit the PDF document.

Click on “**Cancel or Select Another Report**” to exit the label printing application

This will take you back to the Details window –

When you have completed entering the container information, printed your labels, and attached the labels to the container, you’re finished with the pickup request.

Click on **Log Off** to exit the program.



Contact Information

Chemical Safety Office Personnel

Name	Title	Phone No.
Walter Loring, CHP	Interim, Associate Vice President, EH&S	706-721-9826
Kenneth U. Erundu	Chemical Safety Officer	706-721-2591
Vacant	Hazardous Materials Officer	706-721-9643
Dolly Bridges	Hazardous Materials Tech	706-721-2598
Chrissy Johnson	Hazardous Materials Tech	706-721-7866
James Viebrock	Hazardous Materials Tech	706-721-7867
Liesl DeSevilla	Hazardous Materials Tech	706-721-9201

Chemical Safety Office

Phone: 706-721-2663

Fax: 706-721-9844