

Using the Chemical Catalog to Submit One Manifest “Box or Large Container”

Note: This method uses the catalog to search for the chemicals in the composite instead of searching the PI’s inventory. Using this method **WILL NOT REMOVE** the chemicals from the PI’s inventory once the chemicals are picked up by EH&S Support Facility and processed. You must search and add chemicals from the PI’s inventory to have them removed. Please allow up to **28 days** for waste to be removed from your lab; if after 28 days it has still not been removed, contact us at 205.934.3797.

This document covers how to submit a waste request pickup “manifest” via email. The waste request “manifest” represents one box/container or drum in this exercise. You will use **(1) 10-gal Carboy with a chemical mixture**. Do not worry if the PI does not match. This guide aims to familiarize you with the software and submitting waste requests (manifests).

Before submitting a waste request, you **MUST** have a Valid User Waste ID Profile and complete the required ***CS055: Hazardous Waste Handling & Packing training***.

Note: *The system will warn you if the chemicals in the box are incompatible. Safety FIRST! The system will automatically save your work after entering three containers within the same manifest “box”.*

Example #1 – Create a single waste request (manifest) for (2) 10-gallon carboys with the chemicals list on the old manifest. Bottles/Jugs/Drums are called **containers** in the EHSA system. You will also request two replacement 10-gallon carboys (jugs).

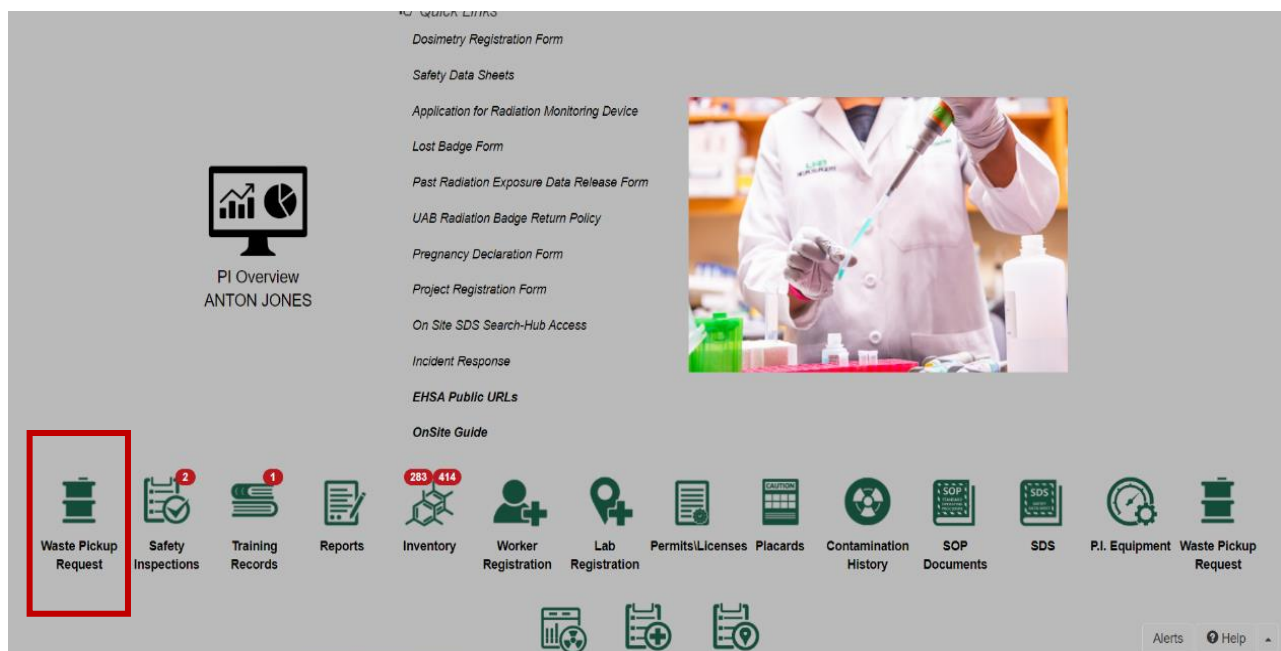
Example # 1 – Large Container (Composite) and Order of Two Replacement Containers

UNIVERSITY OF ALABAMA AT BIRMINGHAM HAZARDOUS MATERIALS MANAGEMENT HAZARDOUS WASTE MANIFEST

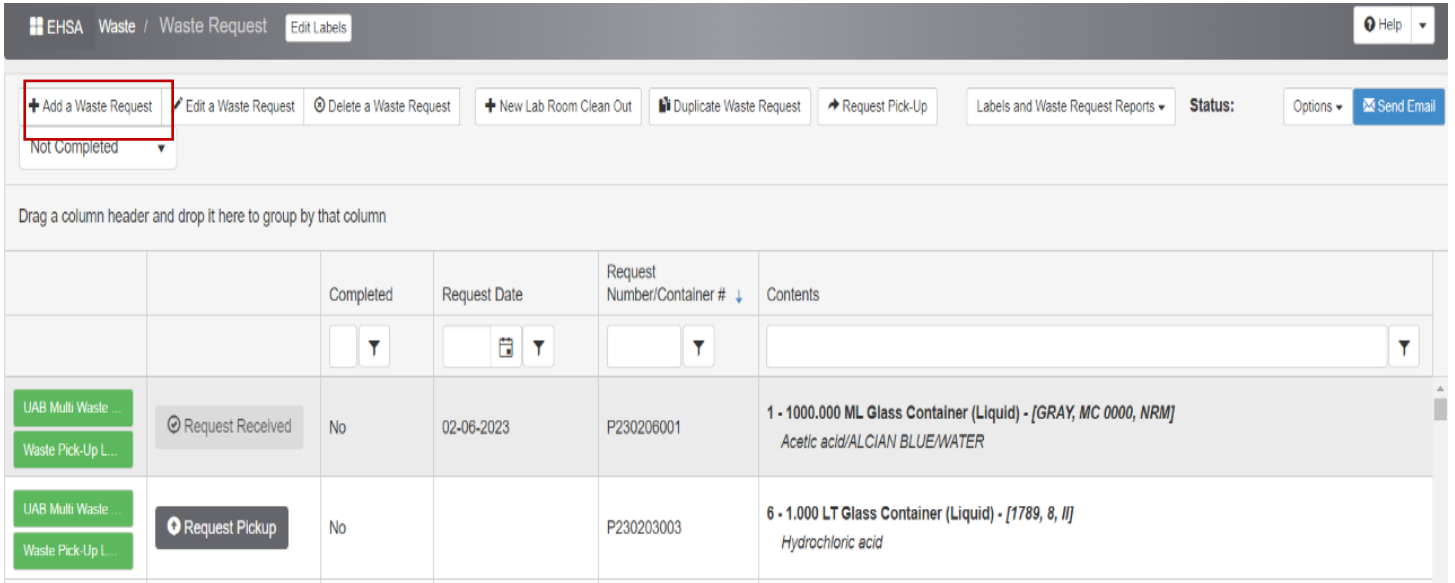
1) Generator Name <u>Katy Anderson</u> 2) Building <u>Kaul</u> 3) Room <u>347A</u> 4) Telephone <u>934-9570</u> 5) Date <u>12/28/2022</u> 6) Department <u>Genetics</u> 7) Person Completing Manifest <u>April Hannah</u>				OHS SUPPORT FACILITY USE ONLY EPA Generator # ALD06-369-0705 Technician(s) Date Transported			
(8) Chemical Packing Code	(9) Chemical Compound (One chemical per line)	(10) %	(11) Physical Form	(12) Amt in ml/g	(13) # of Containers	(14) Type of container	(15) Control#
08FL	[methanol	30	liquid	400001	2	jug	
	acetic acid	7					
	Ethidium bromide (<.01%)	0					
	sodium hypochlorite	4					
	culture medium	15					
	human whole blood	2					
	Giemsa stain	2					
	Wright's stain	4					
	EDTA	1					
	Hank's balanced salt solution	5					
	salt waters]	30					
	REPLACE 2 JUGS						

If there are any new or partially used chemicals that can be reused, please identify them at the time of pick up.

- To create the waste request “manifest” from Example #1 (above), click on the **Waste Pickup Request** icon.



2. Click on “+ Add a Waste Request.”



The header information (*Contact, Contact Phone, Contact Email, PI Name, Department, and Location/Room #*) will auto-populate from your USER Waste ID Profile.

3. You will order (2) replacement containers by clicking the **Order Replacements Containers & Labels** button. The compatibility chart will guide you on what chemicals can be boxed together or placed in the same container.

You may order replacement containers (carboys or boxes for 4L bottles). We will notify you by email if it is not available. We do not supply chemical inventory labels. Please get in touch with chemicalsafety@uab.edu for those labels.

Click to see Incompatibility Chart. Always Refer to SDS for guidance.

Type in this section any special instruction i.e. “I need 2 Carboys” or Please expedite pick up before inspection on Wednesday”

For this example Type “2” or use the arrows.

Quantity	Description
2	10-gal Carboy
200	20 Gallon Container
	30-gal PF drum - OT
0	30-gal Steel Drum - OT
0	4 foot - Cardboard Fiber box
0	5-gal Bucket
0	5-gal Steel Drum
0	55-gal PF Drum - OT
0	55-gal Steel Drum - CT
0	55-gal Steel Drum - OT
0	8 foot - Cardboard Fiber box

4. **Waste Type** defaults to Hazardous Waste; **Entry Type** by Percentage / Volume; select **Physical Form** (Liquid); Select “# of Conts.” (2); **Container Type** (10-gal Carboy); **Container Size** (40000); and select **Unit of Measure** (milliliters). Type in the **Location of Waste**: be very specific! Add any **Additional Waste Content Information** (not required). **Note: All fields with red asterisks are required fields.**

The software refers to Bottles, Carboys, Jugs as “containers.”

Optional for any additional information concerning the composite or chemical

Click “**Search**” to find the chemical in the UAB Catalog.

If not found, call 205.934.3797 or 205.934.4798

**** Make sure that your lab’s inventory is current.**

5. Click on the **Search** button above by the **Chemical Description**. Type in the chemical’s full name: **Methanol** (no abbreviations unless you utilize the *starts with* or *contains* search). Then click **search**. This will search your current inventory and UAB catalog for the chemical.

If you want the chemicals removed from your inventory, make sure you have selected “Show PI’s Inventory”.

6. Click **Select** for the appropriate chemical to add to the container. Enter the percentage of content data, and click anywhere outside of the field; the system will calculate the volume.

Search By Chemical Description methanol Search starts with Close

Search By Chemical CAS # Search Show PI's Inventory

Primary Name x Chemical Description x

	CAS / UAB #	Synonym ↑	Vendor Name	Catalog #	Primary Name	Multiple Ingredients?	Chemical #
Select	67-56-1	Methanol	Sigma-Aldrich	322415	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15883
Select	67-56-1	Methanol		19-2400_SAJ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16025
Select	67-56-1	Methanol		A412-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15992

Primary Name: YES

Chemical Description: Methanol

Container 1 Waste Type Hazardous Waste Entry Type By Percentage / Volume

Physical Form Liquid # of Conts. 2 Container Type 10-gal Carboy Container Size 40000 Unit of Measure Milliliters Location of Waste Within SAA

Additional Waste Content Information

Container Contents (Contents of a single container)

Chemical Description	starts with	% of Content	Volume	CAS #	Compatibility Category	Multiple Ingredients	Ingredients
Search Methanol		30	12000	67-56-1	Flammable	No	
Search		Click to enter % of Content	Click to enter Quantity	Click to enter CAS #			

Enter the percentage "30" and the system will calculate the volume.

7. Repeat steps 4-5 for the following chemicals (*Acetic Acid, Ethidium Bromide, Sodium Hypochlorite, Culture Medium, Human Whole Blood, Giemsa Stain, Wright Stain, EDTA, and Hanks Balance Salt Solution*) until you have all chemicals in the container. Use the same percentages listed below (as seen in Example 1).

Physical Form Liquid # of Conts. 2 Container Type 10-gal Carboy Container Size 40000 Unit of Measure Milliliters Location of Waste Within SAA

Additional Waste Content Information

This is a composite

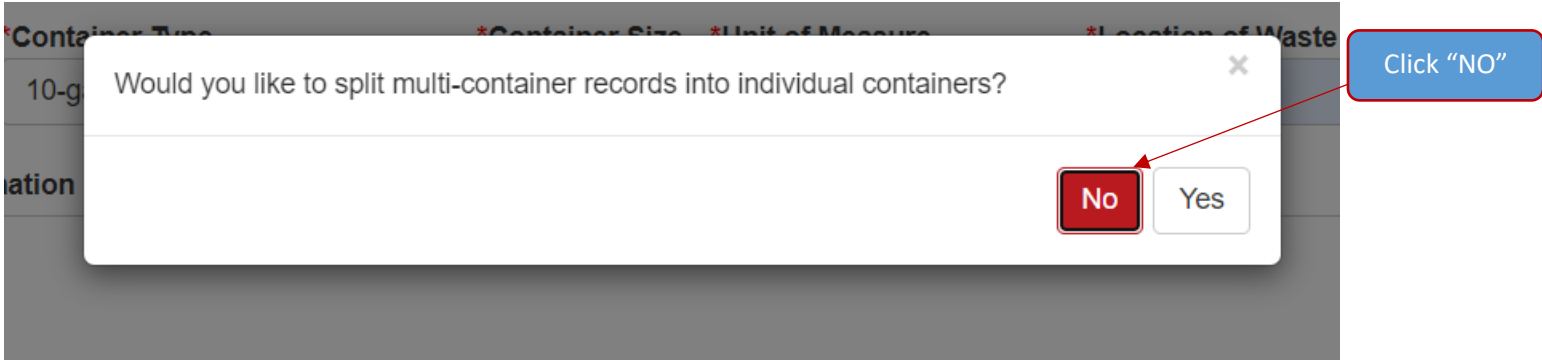
Container Contents (Contents of a single container)

Chemical Description	starts with	% of Content	Volume	CAS #	Compatibility Category	Multiple Ingredients	Ingredients
Search Methanol		30	12000	67-56-1	Flammable	No	
Search Acetic acid		7	2800	64-19-7	Acid	No	
Search Ethidium Bromide Solution 10 mg/ml		0.1	40	CAS000131		Yes	
Search SODIUM HYPOCHLORITE 5.25% SOLUTION		4	1600	Click to enter CAS #		No	
Search Culture Medium		15	6000	Click to enter CAS #		No	
Search Human Whole Blood		2	800	Click to enter CAS #		No	
Search GIEMSA STAIN		2	800	51811-82-6		No	
Search WRIGHTS STAIN		4	1600	68988-92-1		No	
Search EDTA		1	400	Click to enter CAS #		Yes	
Search Hank's balanced Salt Solution		34.9	13960	Click to enter CAS #		No	
Search		Click to enter % of Content	Click to enter Quantity	Click to enter CAS #			

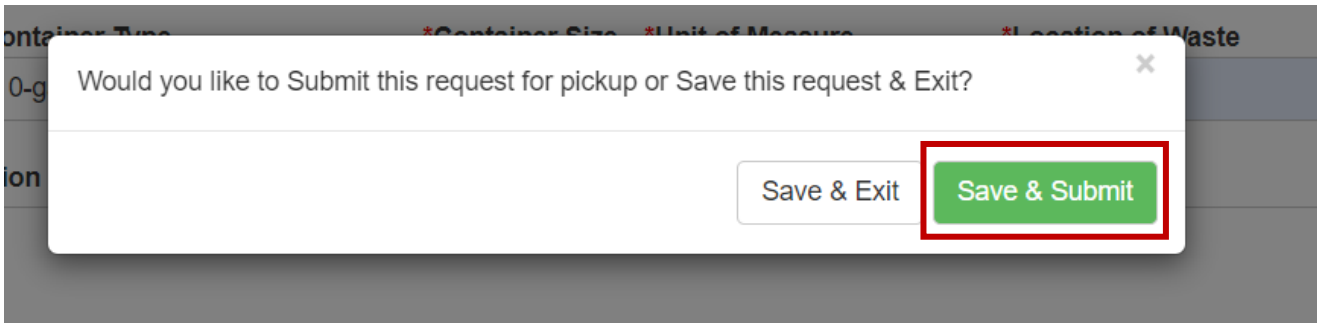
Your screen will not look exactly like this; you will have to scroll down in the "Container Contents" to see all of the chemicals. This section was cut/pasted so you could see the full view.

This information will auto-populate if it is found in the PI's inventory or the catalog

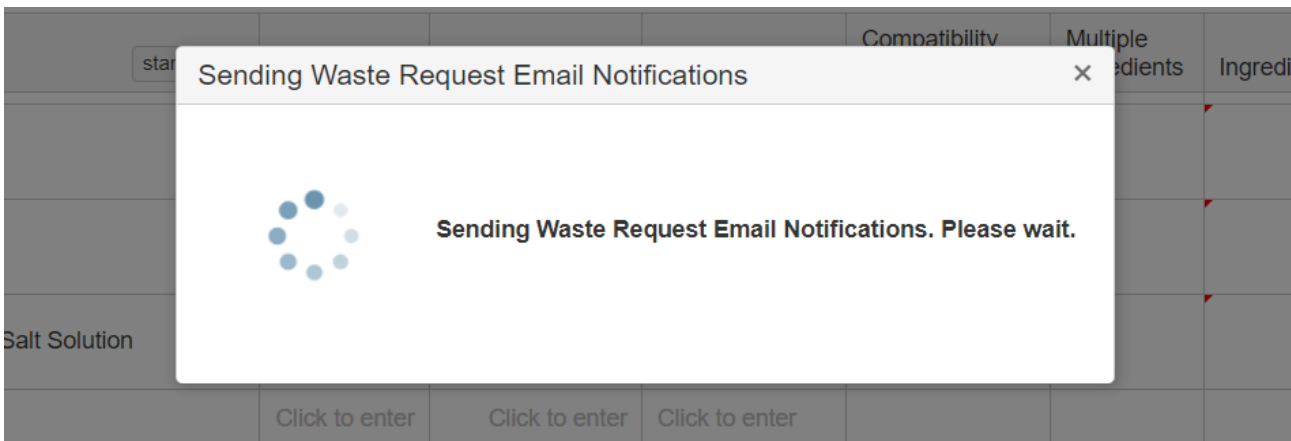
- Once you have searched and selected all chemicals for the container, click **Save**.
- A Dialogue box will appear: "Would you like to split multi-containers into individual containers?" click **NO**.



- Click on **Save & Submit**. This will send a notification and manifest to the Hazardous Material Support Facility.



- Notification email



- Once the email is sent, it will return you to the "Waste Request" screen. It will show you the **Request Date with Request Number/Container #**.

		Completed	Request Date	Request Number/Container #	Contents
UAB Multi Waste ... Waste Pick-Up L...	Request Received	No	02-10-2023	P230210004	2 - 40000.000 ML 10-gal Carboy (Liquid) - [GRAY, MC 0000, NRM] Methanol/Acetic acid/Ethidium Bromide Solution 10 mg/ml/SODIUM HYPOCHLORITE 5.25% SOLUTION/Cultu... Medium/Human Whole Blood/GIEMSA STAIN/WRIGHTS STAIN/EDTA/Hank's balanced Salt Solution
UAB Multi Waste ... Waste Pick-Up L...	Request Pickup	No		P230210003	1 - 20000.000 ML 30-gal Steel Drum - OT (Liquid) - [RED, UN 1090, 3, 1.1, II] DICHLOROMETHANE/Methanol/Acetone
UAB Multi Waste ... Waste Pick-Up L...	Request Pickup	No		P230210002	1 - 2000.000 ML Glass Container (Liquid) - [UN 2789, 8, II] HYDROCHLORIC ACID 1N SOLUTION/Sodium thiosulfate/Acetic acid 1 - 4000.000 ML Glass Container (Liquid) - [1789, 8, II] Sodium thiosulfate/Hydrochloric acid 1 - 1000.000 G Plastic Container (Solid) - [117-IS, MC 0000, NRM] SILICA (QUARTZ)/SODIUM SULFATE/CALCIUM CHLORIDE
UAB Multi Waste ...	Request Received	No	02-10-2023	P230210001	4 - 4.000 LT Glass Container (Liquid) - [WHITE, UN 1789, 8, 6.1, II] HYDROCHLORIC ACID 1N SOLUTION

13. Click on **UAB Multi Waste**. This will produce a PDF of the manifest.

EHSA Waste / Waste Request Edit Labels

+ Add a Waste Request Edit a Waste Request Delete a Waste Request + New Lab Room Clean Out Duplicate Waste Request Request Pick-Up Labels and Waste Request Reports Ste

Not Completed

Drag a column header and drop it here to group by that column

	Completed	Request Date	Request Number/Container # ↓	Contents
UAB Multi Waste ... Waste Pick-Up L...	<input type="checkbox"/> Request Received	02-10-2023	P230210004	2 - 40000.000 ML 10-gal Carboy (Liquid) - [GRAY, MC 0000, NRM] Methanol/Acetic acid/Ethidium Bromide Solution 10 mg/ml/SODIUM HYP Medium/Human Whole Blood/GIEMSA STAIN/WRIGHTS STAIN/EDTA/Han
UAB Multi Waste ... Waste Pick-Up L...	<input type="checkbox"/> Request Pickup		P230210003	1 - 20000.000 ML 30-gal Steel Drum - OT (Liquid) - [RED, UN 1090, 3, 1.: DICHLOROMETHANE/Methanol/Acetone

14. You can then print and attach this manifest to the Carboy, jug, or box. (See Below)

2/10/2023 University of Alabama at Birmingham Hazardous Materials Management Hazardous Waste Manifest Page 1 of 1

(1) Generator Name: Abbots, Albert	(3) Lab/Room: 0324:347A	EHS Support Facility Use Only EPA Generator # ALD06-369-0705	
(2) Building: KAUL HUMAN GENETICS	(5) Date: 02/10/2023	Technician: _____	
(4) Telephone: (205)934-7469	(7) Person Completing Manifest: Jones, Sr., Anton	Accumulation Start Date: _____	
(6) Department: 5 West Nursing			

(8) Chemical Waste Code(s)	(9) Chemical Compound (One Chemical per Line)	(10) %	(11) Physical Form	(12) Amount mL, LT, gal, grams	(13) # of Containers	(14) Type of Container	(15) Control #	Cont#
	Ethidium Bromide Solution 10 mg/ml	0.1	Liquid	40000 ML	2	GCAR	P230210004	1
D001	EDTA	1	Liquid					
	GIEMSA STAIN	2	Liquid					
	Human Whole Blood	2	Liquid					
D002	SODIUM HYPOCHLORITE 5.25% SOLUTION	4	Liquid					
D001	WRIGHTS STAIN	4	Liquid					
D001, D002	Acetic acid	7	Liquid					
	Culture Medium	15	Liquid					
D001, F003, U154	Methanol	30	Liquid					
	Hank's balanced Salt Solution	34.9	Liquid					

Improperly labeled hazardous waste will not be accepted. By entering and submitting this manifest, I am certifying that I have successfully completed the annual Hazardous Waste Handling and Packing Training (CS055). And that the above-named items/chemical are properly classified, described, packaged, marked, labeled, sealed, boxed, and in proper condition for transportation according to applicable requirements of the UAB Chemical Safety and Hazardous Material Management Program. **IMPROPERLY DOCUMENTED OR UNKNOWN MATERIALS WILL BE ANALYSED AND DISPOSED OF AT THE GENERATOR'S EXPENSE**

(16) Blazer ID of person completing the manifest : ajonesr Date: 02/10/2023
(Attach a completed copy to the box)

Additional Information

Supply Requests: Quantity Description
 2 10-gal Carboy

Pickup Instructions: **I need two replacement containers**

Additional Waste Info: **This is a composite**

This is the end of the tutorial. Your manifest should look like the one above. It is okay if the chemicals are different as long as you understand the process of adding additional chemicals to one container.