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

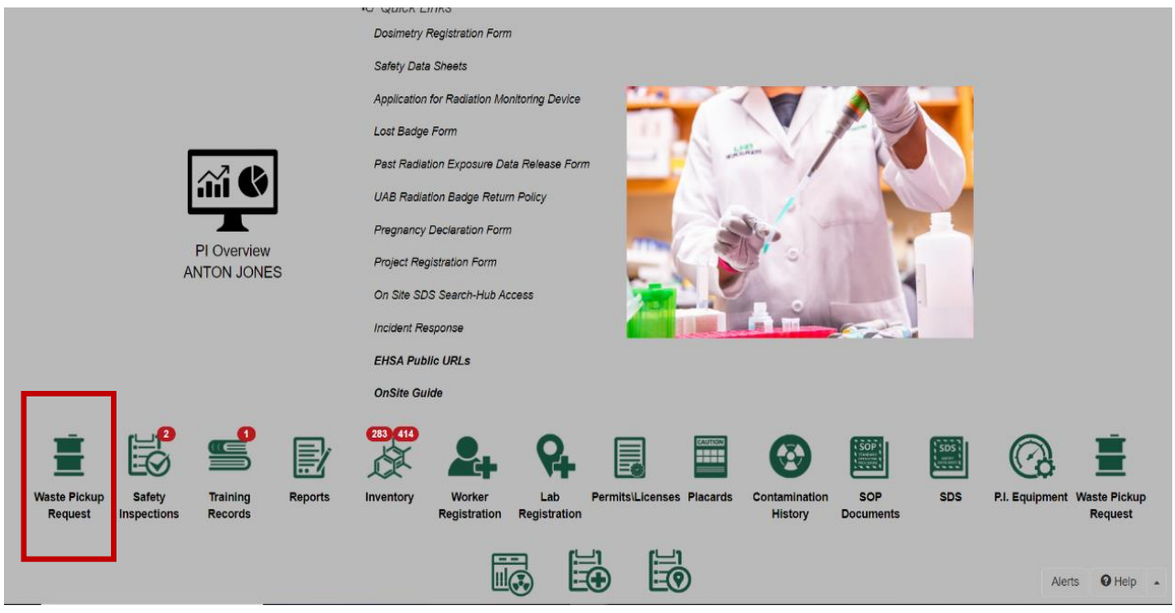
1) Generator Name Katy Anderson
2) Building Kaul 3) Room 347A
4) Telephone 934-9570 5) Date 12/28/2022
6) Department Genetics
7) Person Completing Manifest April Hannah

OHS SUPPORT FACILITY USE ONLY
EPA Generator # ALD06-369-0705
Technician(s)
Date Transported

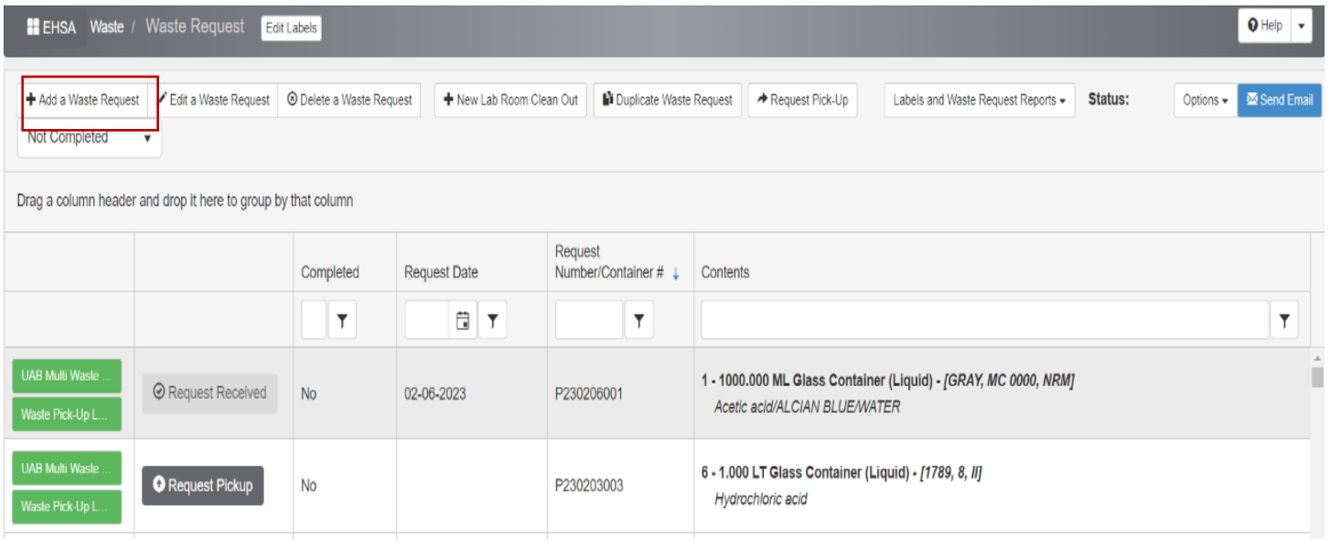
(8)Chemical Packing Code	(9) Chemical Compound (One chemical per line)	(10) %	(11) Physical Form	(12) Amt in ml/g	(13) # of Containers	(14) Type of container	(15) Control#
08FL	[methanol	30	liquid	40000l	2	jug	
	acetic acid	7					
	Ethidium bromide (<.01%)	0					
	sodium hypochlorite	4					
	culture 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.

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

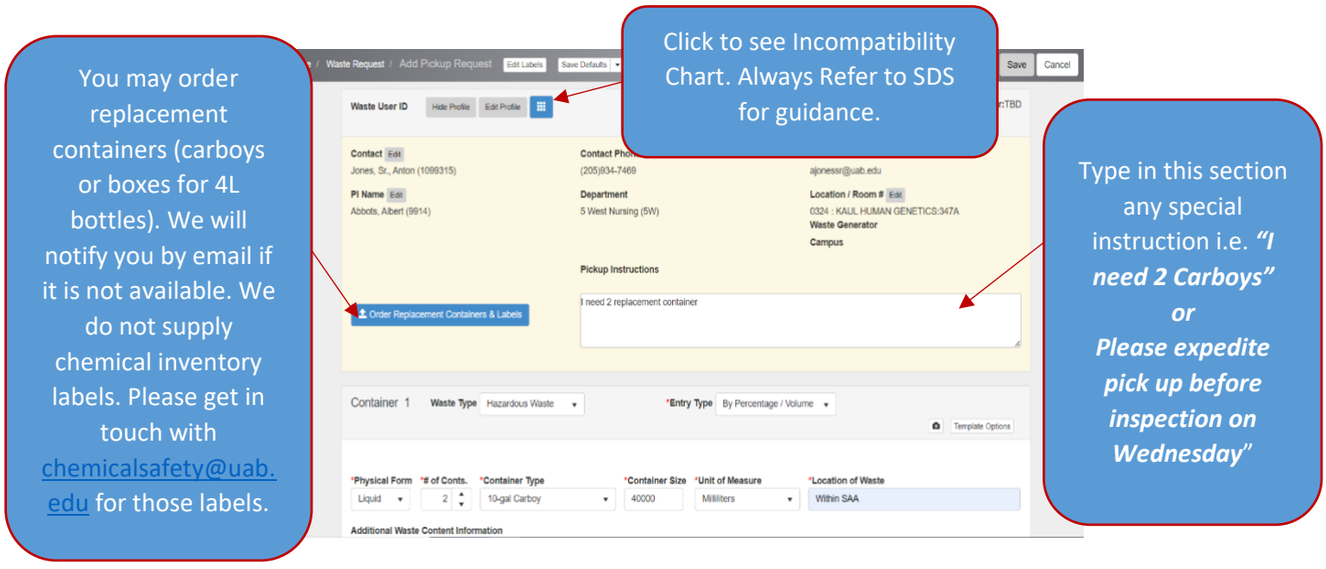


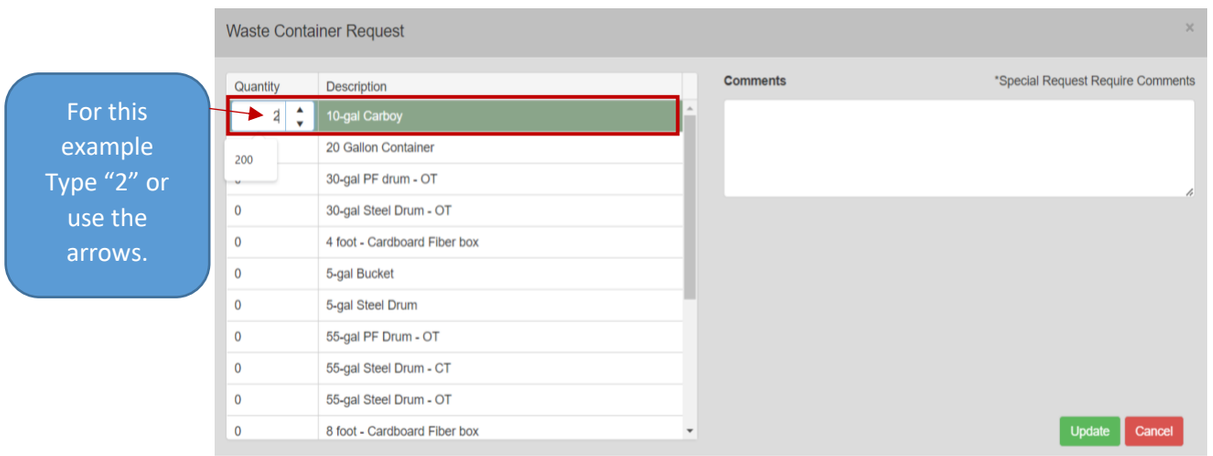
2. Click on **"+ Add a Waste Request."**



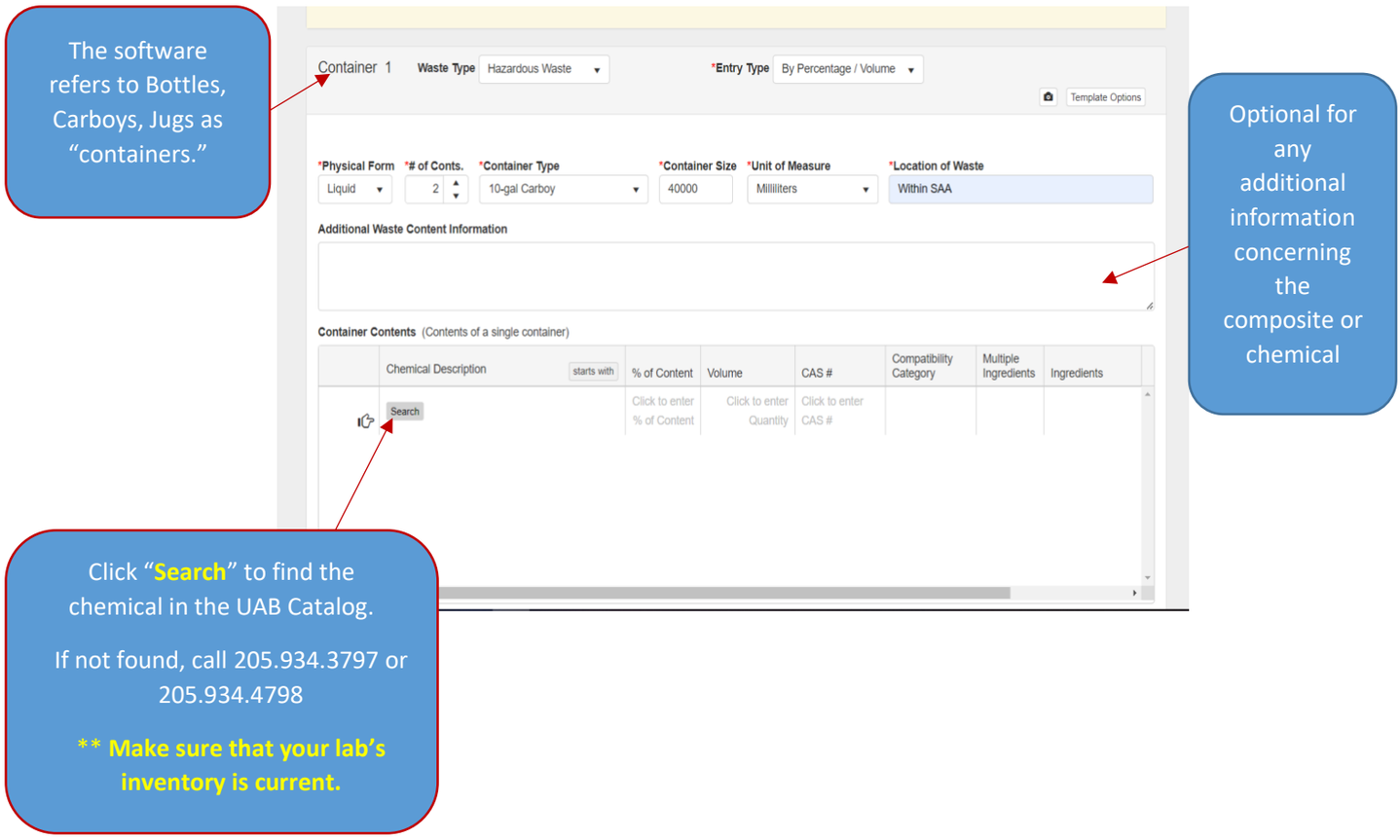
The header information (***Contact, Contact Phone, Contact Email, PI Name, Department, and Location/Room #***) will auto-populate from your USER Waste ID Profile.

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.

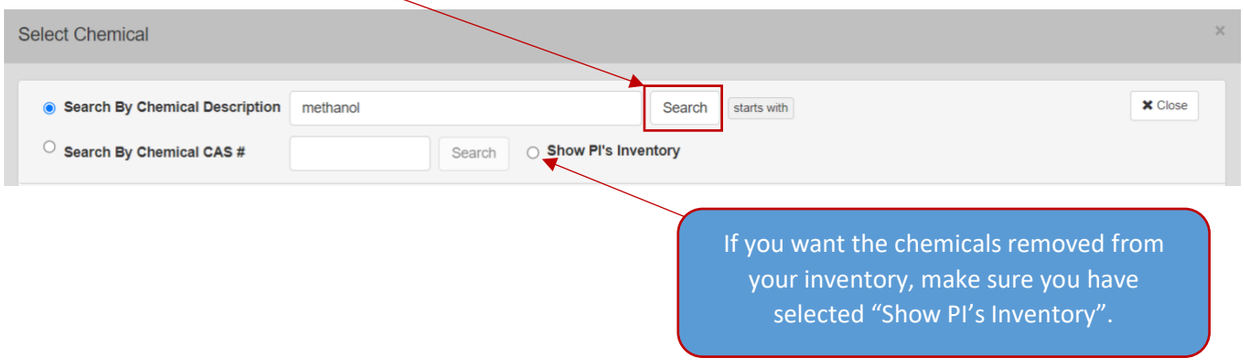




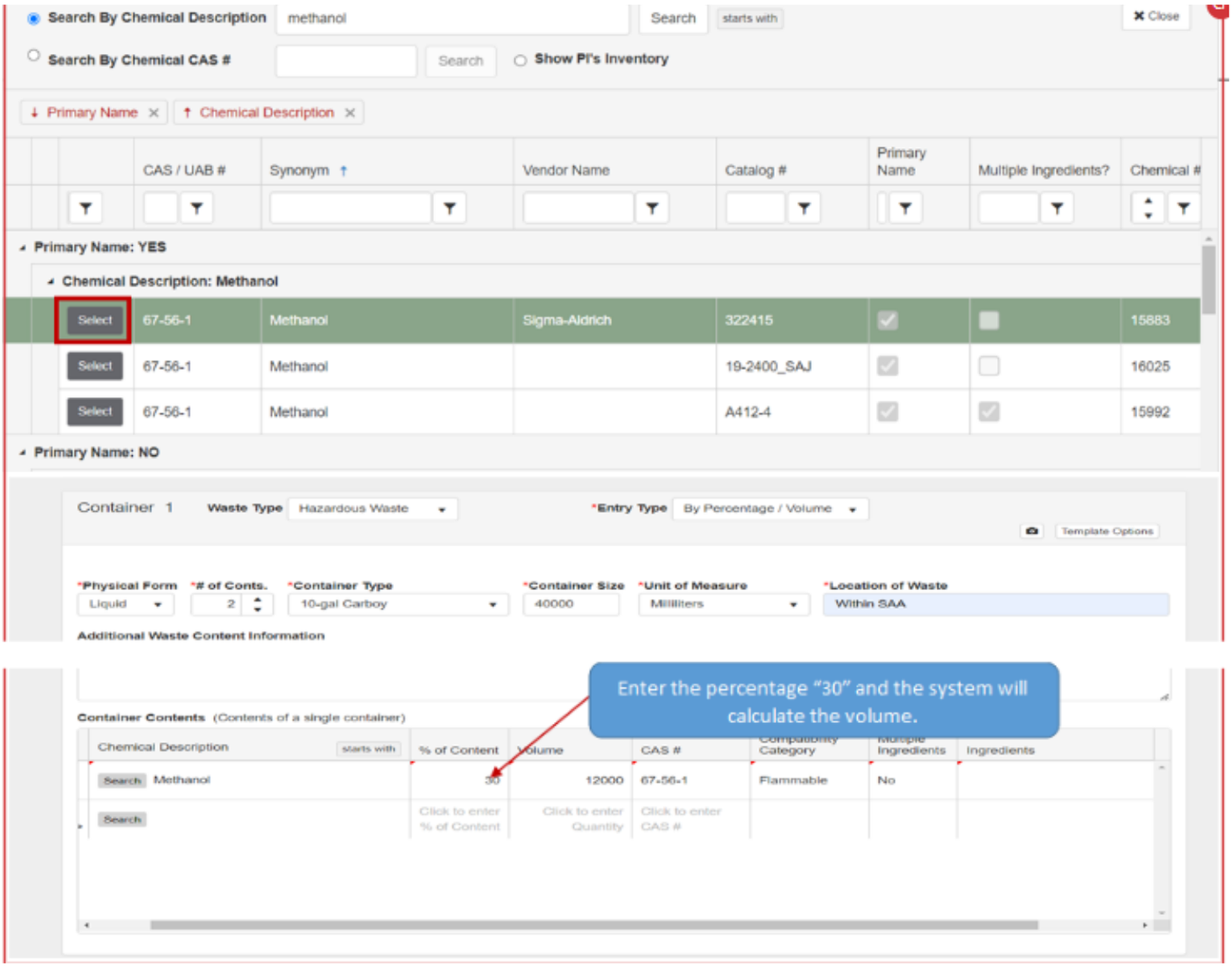
4. ***Waste Type*** defaults to Hazardous Waste; ***Entry Type*** by Percentage / Volume; select ***Physical Form*** (Liquid); Select "# of Conts." (2); ***Container Type*** (10-gal Carboy); ***Container Size*** (40000); and select ***Unit of Measure*** (milliliters). Type in the ***Location of Waste:***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



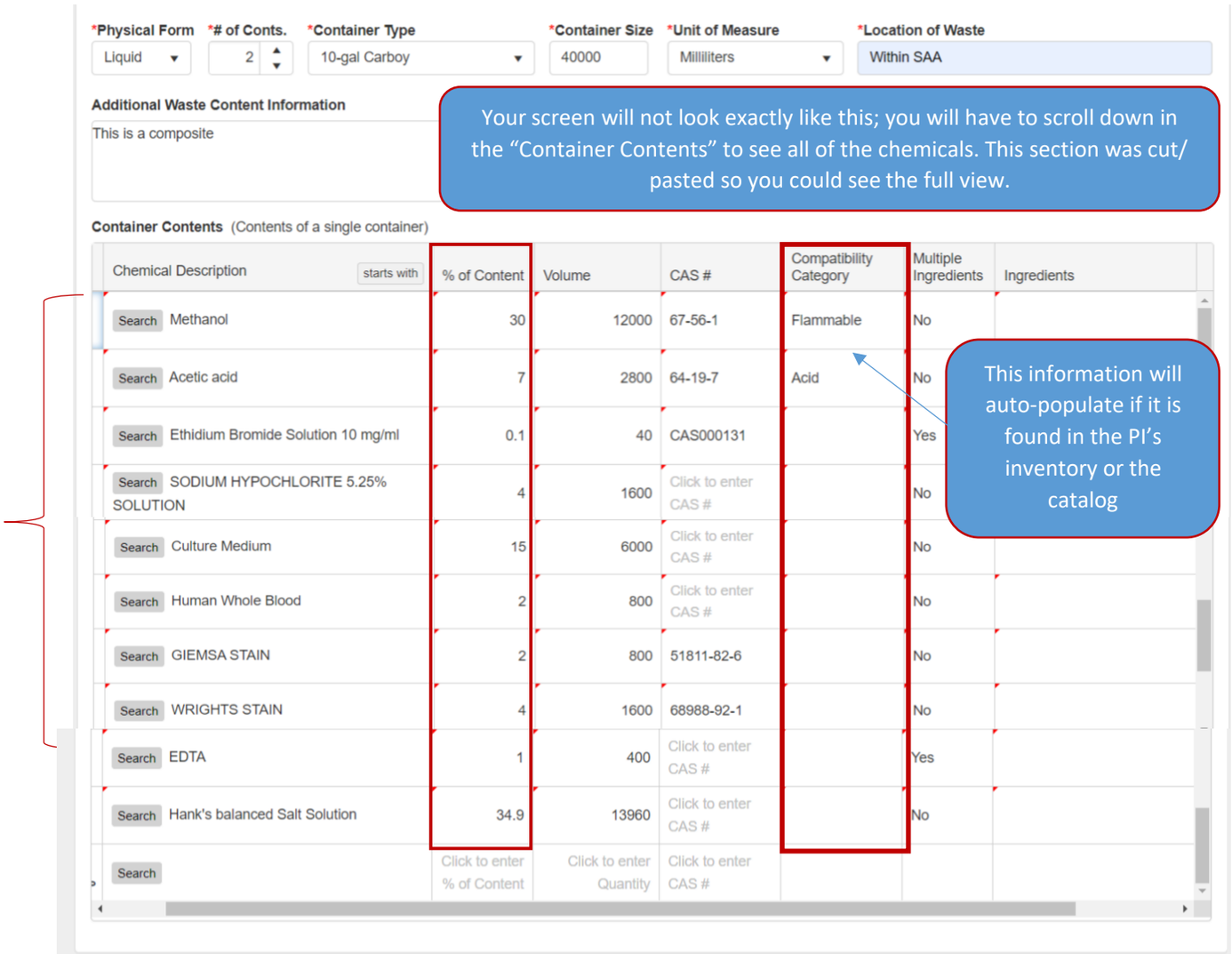
5. Click on the **Search** button above by the **Chemical Description**. Type in the chemical's full name: **Methanol (no abbreviations unless you utilize the *starts with* or *contains* search)**. Then click **search**. This will search your current inventory and UAB catalog for the chemical.



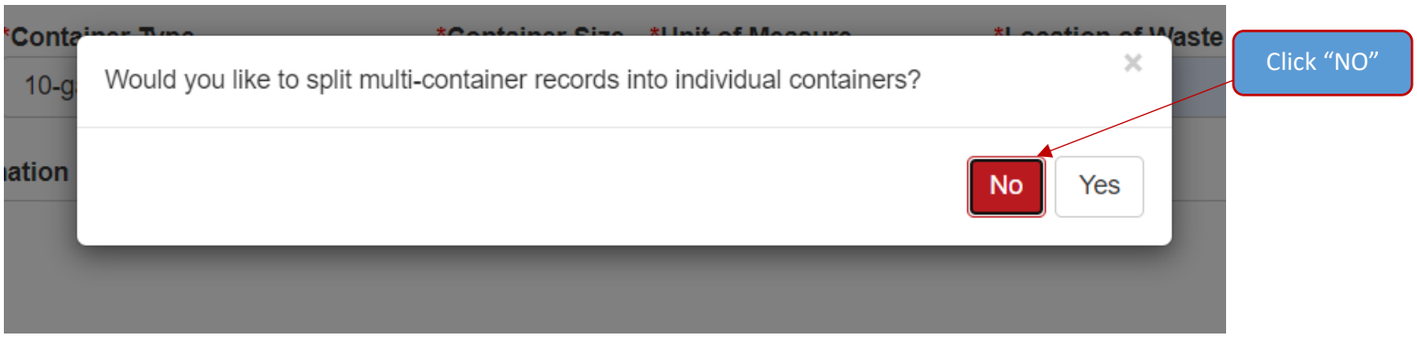
6. Click **Select** for the appropriate chemical to add to the container. Enter the percentage of content data, and click anywhere outside of the field; the system will calculate the volume.



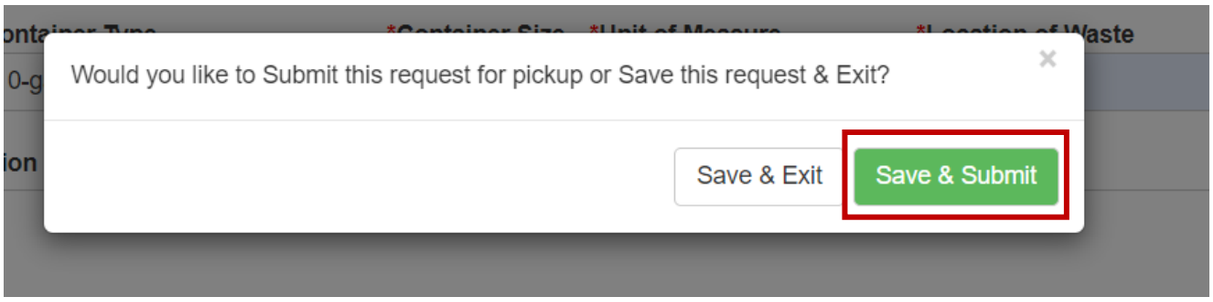
7. Repeat steps 4-5 for the following chemicals (***Acetic Acid, Ethidium Bromide, Sodium Hypochlorite, Culture Medium, Human Whole Blood, Giemsa Stain, Wright Stain, EDTA, and Hanks Balance Salt Solution***) until you have all chemicals in the container. Use the same percentages listed below (as seen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



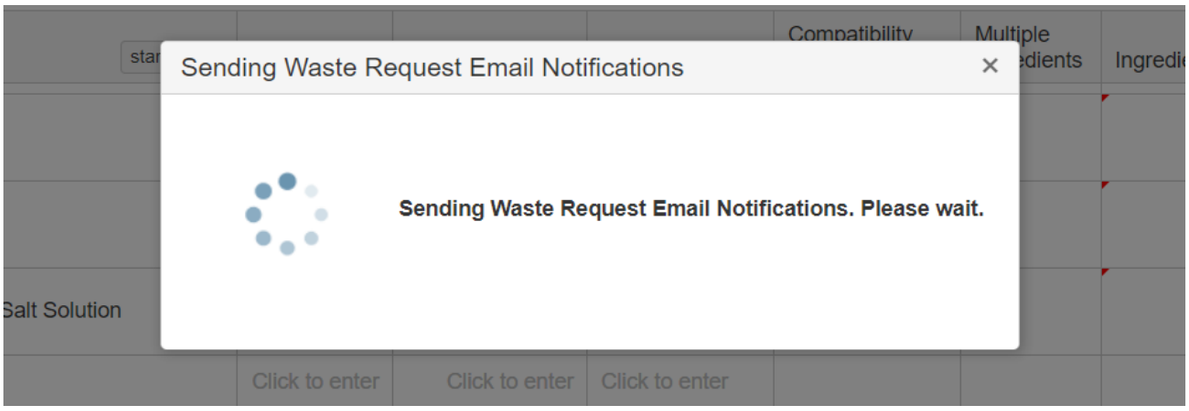
8. Once you have searched and selected all chemicals for the container, click **Save**.
9. A Dialogue box will appear: “Would you like to split multi-containers into individual containers?” click **NO.**



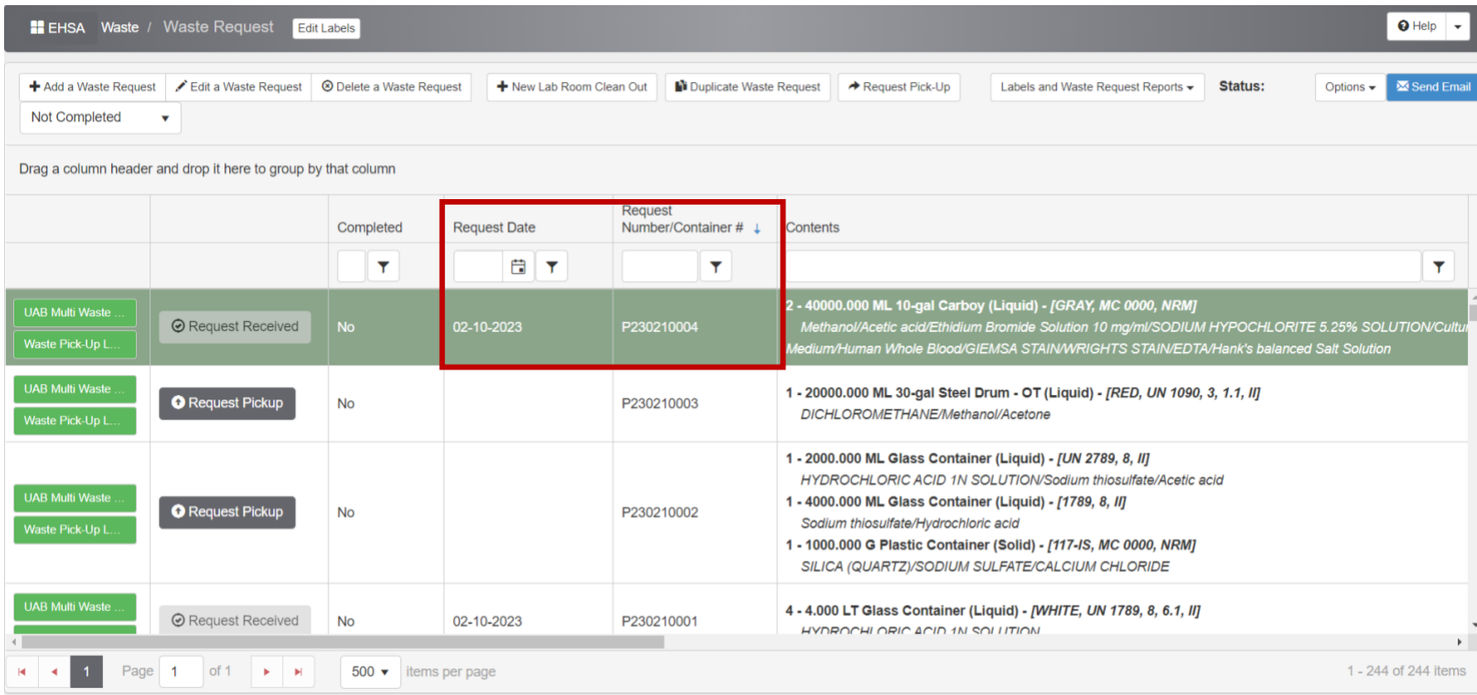
10. Click on **Save & Submit**. This will send a notification and manifest to the Hazardous Material Support Facility.



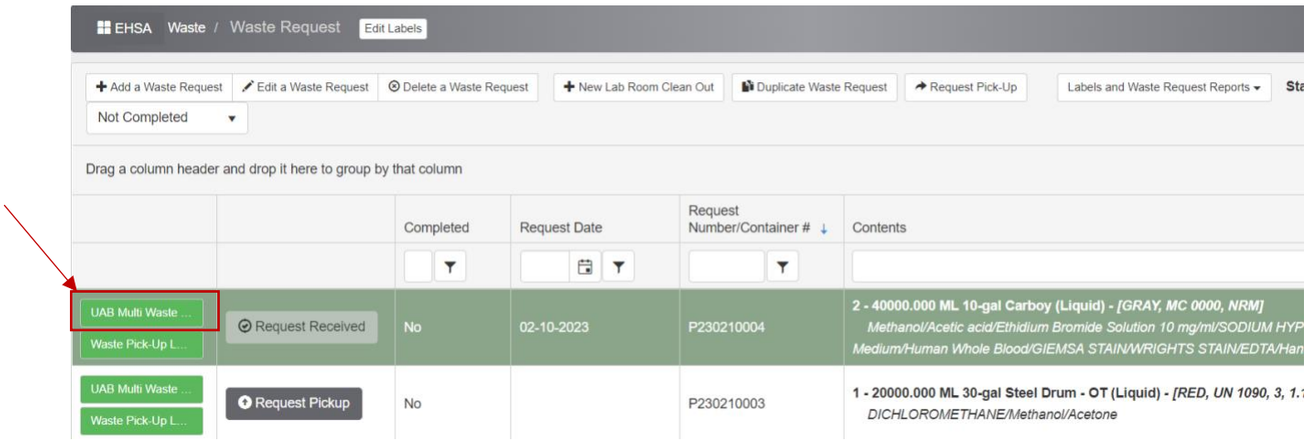
11. Notification email



12. 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** #.



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



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
(2) Building KAUL HUMAN GENETICS (3) Lab/Room: 0324:347A
(4) Telephone: (205)934-7469 (5) Date: 02/10/2023
(6) Department: 5 West Nursing (7) Person Completing Manifest: Jones, Sr., Anton

EHS Support Facility Use Only
EPA Generator # ALD06-369-0705
Technician: _____
Accumulation Start Date: _____

(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#
				40000 ML	2	GCAR	P230210004	
	Ethidium Bromide Solution 10 mg/ml	0.1	Liquid					1
	EDTA	1	Liquid					
D001	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 : ajonessr 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.