

Creating a Template

Note: Utilizing templates is a practical technique to stop repeating the same actions. You should use this option if you consistently produce the same hazardous/chemical waste manifest for pickup. Call us at 205.934.3797 if, after 28 days, the chemical waste from your lab still needs to be removed.

Create a Template

1. From the home screen. Click the “**Waste Pickup Request**”
2. Click “**Add a Waste Request**”
3. Add the appropriate chemicals to the container(s). (*Utilizing the steps learned from creating a Chemical Waste Request Pickup*).
4. **Before** you save the record, click on “**Template Options**” (*upper right of the container information above the location of the waste header*).
5. Name your waste stream and select “**Update**”. Make sure the name you use is descriptive enough to identify later. *If you click on “Apply Template”, you will see all of the templates you have created.*

15) Contact Phone Contact Email

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: Container Template Name Update Clear

Apply Template: Apply Delete

Milk: An Interesting Mixture Acetone / Ethyl alcohol, denatured (A407)

Mossy Zinc ZINC METAL

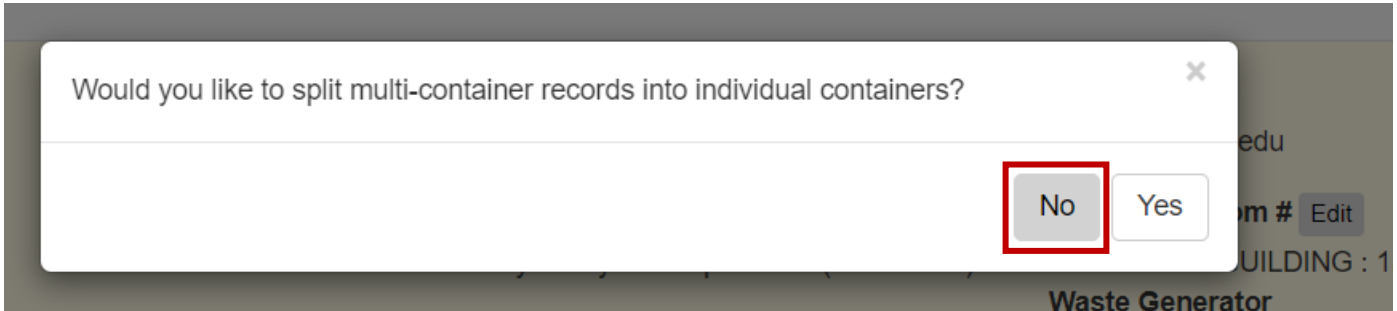
Universal Template

Would you like to make this template available to all users?

No Yes

*Container Type *Container Size *Unit of Measure *Location of Waste

6. Click **“Yes”** if you are the PI. This will allow other workers in your lab to use it and have the right to submit manifests. Click **“No”**, if it is a personal template.
7. Click **“Save and Submit”** if you are submitting a request. If not then click **“Save”** and continue to create more waste requests.



8. Click **“No”**
9. Go to step 28 in **“Submitting waste pickup requests”** if you have forgotten how to submit multiple manifests in one email.

The next time you are ready to submit a waste request pickup. Follow these steps.

1. Click the **“Waste Pickup Request”**
2. Click **“Add a Waste Request”**
3. Click on the **“Template Options”**
4. Click the **“Apply Template”** field. Select the appropriate template.
5. Click **“Apply”**. Make any necessary changes to (*# of conts, size, units, location, etc.*) and submit.
6. Click **“Save & Submit”** if that is the only manifest or click **“Save & Exit”** and follow the instructions for submitting multiple manifests in one email.
7. Click **“No”** and then click **“Ok”**.