

Quick User Guide - Requesting a Chemical Waste Pick-Up through EH&S Assistant

The Office of Research and Safety (ORS) and Environmental Health and Safety (EHS) are excited to roll out an updated platform for EH&S Assistant. The updated platform provides many enhancements including an improved user interface for chemical waste pick-ups, laboratory placards, chemical inventories, inspections, as well as a new Single Sign On with your CNet ID and password. Additional enhancements and features will be added in the future. All chemical waste pick-ups should be entered through the EH&S Assistant. To submit a hazardous waste pick-up through the EH&S Assistant use the following steps:

- Sign in to EH&S Assistant using your CNet ID
- Click the Hazardous Waste icon
 - On your first visit you will be prompted to create a Waste Request Profile
 - Click YES
 - Complete the Waste User Profile by adding:
 - Complete Phone Number (including area code)
 - Email Address
 - PI
 - Department
 - Location
- Confirm the location for the waste pick-up in your profile matches the location listed in your profile
 - If the location is different, change it using the Location **Edit** button and save the changes
 - If the request requires replacement containers for bulk waste, click on **Order Replacement Containers & Labels**
You may select the type and quantities of the containers and save by clicking **Update** when finished
- Begin filling out the pick-up request by creating a new container for each unique type of waste container by entering:
 - Waste Type
 - Hazards
 - Number of Containers
 - Physical Form
 - Container Type
 - Container Size
 - Unit of Measure
 - Location of Waste (used to indicate where in room waste is located)
 - Comments (For any additional comments you have about the container)
 - Container Contents – enter directly in the field or search the chemical catalog (for waste containers with mixed chemicals, create a new line for each constituent and add the percent total under container contents)
- To add another container of a different waste material click **Add Container** and follow the same procedure outlined above
- If the waste pickup will be a regularly generated waste, you may save the pickup record as a “Template” by:
 - Select **Template Options** Create a unique “Template Name”
 - Click **Update** to save (once a template is created you can easily load the container details for future waste pickups by finding the Template Name under the “Apply Template” drop down menu and clicking **Apply**)
- Once all the container information has been reviewed for accuracy, click “Save”
- To print a label for your container select the “Waste Request Reports” dropdown then select “Hazardous Waste Pickup Label” (you may need to disable your browser’s pop-up blocker)
- Create a separate Waste Pick Up Request for each unique room/location where the waste is located, and please do not forget to include your supply requests

Thank you in advance for your patience during these updates. We are committed to making EH&S Assistant as user friendly as possible while also meeting the needs of our users. Please feel free to contact EHS at safety@uchicago.edu or **773.702.9999** with any questions pertaining to hazardous waste pick-ups or ORS at researchsafety@uchicago.edu or **773.834.2707**.