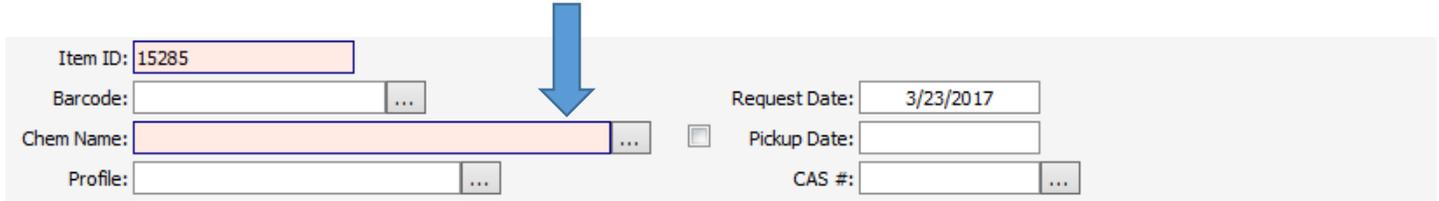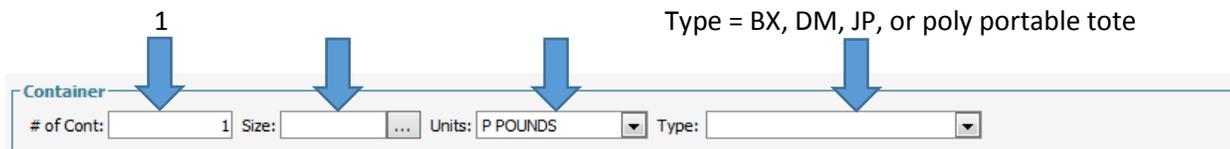# HOW TO COMPLETE A RADWASTE DISPOSAL REQUEST

1. Only the arrow pointed boxes shown below need to be filled out for a rad waste disposal request. In addition, this form will need to be filled out for each individual item you want to dispose of.
2. In the section between the Request Employee and the Container sections, only the Chem Name box is required to be filled out as "Radioactive Material" by selecting it from the drop down list.
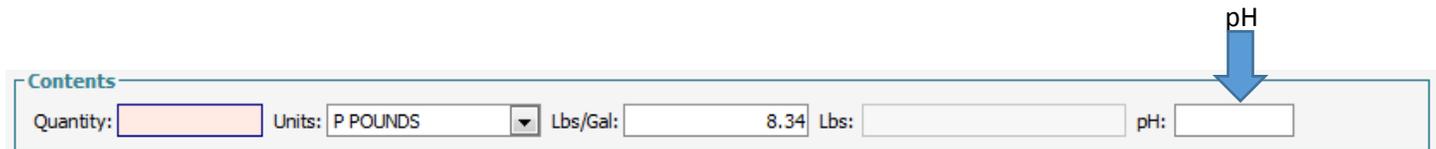
Item ID: 15285		
Barcode:	...	Request Date: 3/23/2017
Chem Name:	...	☐ Pickup Date:
Profile:	...	CAS #: ...

3. In the container section, number "1" must be filled in the # of Cont: box. A number and unit must be filled in the Size and Units boxes, respectively, for the software to accept the request. Select the proper container type from the drop down list as either BX=box, DM=drum metal, JP=jug plastic or poly portable tote (LSC vial container).
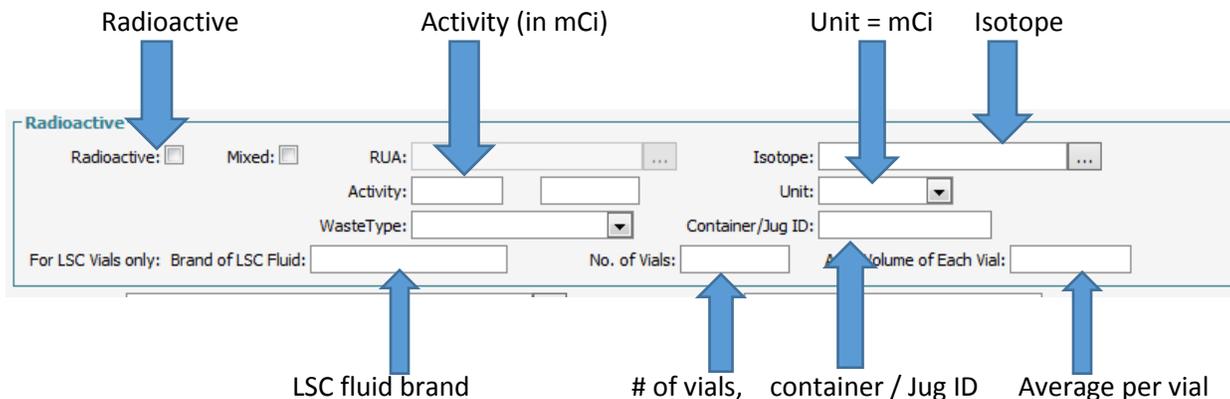
1   Type = BX, DM, JP, or poly portable tote

Container
# of Cont: [1] Size: [...] Units: P POUNDS ▼ Type: [▼]

4. If you are requesting a liquid waste pick up the pH box in the contents section needs to be filled out. Ensure the PH of the waste is between 5 and 9.

pH

Contents
Quantity: [ ] Units: P POUNDS ▼ Lbs/Gal: 8.34 Lbs: [ ] pH: [ ]

5. In the Radioactive section, check the Radioactive or Mixed (if radioactive and hazardous combined) box. Complete Activity in mCi, Isotope, and Units (must be mCi). Also complete the Container / Jug ID using the number written on the EHS provided container (D-xxxx on box, S18-xxxx on metal drum, or xxxx on plastic jug). There are no numbers on the LSC vial containers. For LSC vials complete brand of LSC fluid, # of vials, and volume per vial.

Radioactive   Activity (in mCi)   Unit = mCi   Isotope

Radioactive
Radioactive: ☐ Mixed: ☐ RUA: [...] Isotope: [...]
Activity: [ ] [ ] Unit: [▼]
WasteType: [▼] Container/Jug ID: [ ]
For LSC Vials only: Brand of LSC Fluid: [ ] No. of Vials: [ ] Volume of Each Vial: [ ]

LSC fluid brand   # of vials,   container / Jug ID   Average per vial

6. Use the notes section to request the empty containers you need to be delivered, including the container type (box, can, jug, LSC vial box with flats, or LSC vial box without flats), isotopes, and quantities. If you need to replace all the containers requested to be picked up just write "Replace all containers". Also add any additional notes as needed. If you are requesting more than one item to be picked up at the same time you only need to complete the notes section for any one of the items in that pickup.

Notes