Creating a Chemical Waste Request

Page 1 of 5: Accessing the Waste Request Form

1. Select Request/Report

2. Select New Request/Report

3. Select Waste Request

Please contact EHS at (814) 865-6391 with additional questions.
1. Select the location of the waste container(s) from the provided options.

2. Type additional clarifying details about the location in the Location Details field.

3. Select the Manager/PI responsible for the chemical waste as the Responsible Person.

4. Optionally, select any other person(s) who should receive emails about the waste request as Also Notified.

5. Type the best phone number to contact you in the Contact Number field. Optionally, include an Alternative Contact Number.
CREATING A CHEMICAL WASTE REQUEST

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PAGE 3 of 5: Uploading Attachments / URLs (OPTIONAL)

1. Optionally, add an attachment or photo from your computer by clicking **Upload Attachment or Photo**.

2. Optionally, add a relevant website URL by clicking **Add Link**.

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**Request Attachments**

**Links**

<table>
<thead>
<tr>
<th>Name</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS Waste Disposal Website</td>
<td>ehs.psu.edu/waste-disposal</td>
</tr>
</tbody>
</table>
Creating a Chemical Waste Request

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Page 4 of 5: Adding a New Waste Collection

1. Select New Waste Collection

2. Select Chemical for Waste Collection Type

3. Type the chemical contents and their respective concentrations / percentages as written on the waste tag into the Waste Contents / Composition field.

4. Containers Quantity # of containers

5. Waste Volume volume of waste container

6. Volume Unit unit of measure of waste container

7. Type clarifying information about the container into the Additional Container Information field.

8. Check this box if solution/mixture contains heavy metals.

9. Select Submit

By checking this box, I acknowledge that the chemical solution/mixture requested contains heavy metals (including but not limited to arsenic, barium, cadmium, chromium, lead, mercury, selenium, silver) and I have included their respective percentages in the Waste Contents/Composition section above.