5 STEPS TO CREATING A CHEMICAL WASTE REQUEST

Please contact EHS at (814) 865-6391 with additional questions

**ONLY FIELDS HIGHLIGHTED IN PINK NEED TO BE COMPLETED FOR SUBMISSION!!**

1. Type in your **CHEMICAL NAME** and select it from the drop down list. For a mixture, create a name, and select the checkbox to save it for future use. *(You must add the components of the mixture in the COMPOSITION tab at the bottom of the request form- SEE STEP 4)*

2. These fields must be completed for the waste request to be submitted. Populate **# CONTAINERS** and **SIZE** with a numeric value. Select **UNITS** and **TYPE** from the drop down lists.

3. Please add any **NOTES** here.

4. Add mixture compositions by selecting **CLICK HERE FOR OPTIONS** in the **COMPOSITION** tab. Click **ADD** to add the first component. Right Click on the first component to add additional components.

5. When finished with your request, click the **SAVE** button to submit!!

**LAST NAME, ITEM ID, AND LOCATION** fields are auto filled by system. Contact EHS if incorrect.

Phone number, additional location information, Need empty containers / tags/drums

This is a system generated number, not your PSU ID