

EHS Online

! Remember to use your OSU name.# when logging into the system.

Hazardous Waste Services

Profile Information

First time users to the system will either need to add a new profile or edit their existing information. **Be sure to verify that your email address is correct. All correspondence from this website will be sent to this address.**

The screenshot shows the 'User Profile' page. At the top, there is a navigation bar with 'Home | Profile | Training | Hazwaste Request' on the left and 'Help | Log Out' on the right. The main content area is titled 'User Profile' and includes a welcome message: 'Welcome, Joseph. Since this is your first login, we'll need to verify some information.' Below this, user details are listed: User ID: smith.3098, First Name: Joseph, Last Name: Smith, Email: smith.3098@osu.edu, Phone: (614) 298-1234, College: Engineering, and Department: ABCEFG. A note indicates the profile was last updated on 3/21/2012 by smith.3098. Instructions follow: 'If this information is correct, press Continue. If not, please click the Make Changes button to edit the information. If this is not your account, please click "This is not me" to log out.' At the bottom, there are four buttons: 'Save and Continue' (with a green checkmark), 'Make Changes' (with a pencil icon), 'This is not me' (with a red X icon), and 'I already have an account but my user name has changed.' (with a blue question mark icon).

Hazardous Waste Request List

To create a new waste request click "Create new Request".

Add items to your Request

Choose a waste or supply type from the available options.

The screenshot shows the 'Add Items to your Request' page. It features a 'Back to the Request List' button in the top right corner. The main heading is 'Add Items to your Request' with the instruction 'Instructions go here'. Under the 'Request Type' section, there is a prompt 'Choose waste pickup or supply delivery type:' followed by three buttons: 'Biological' (with a biohazard icon), 'Chemical' (with a chemical flask icon), and 'Universal' (with a universal waste icon). Below this, there is an 'OR' separator and another prompt 'Choose service type:' followed by a 'Chemical Redistribution' button (with a chemical flask icon and a blue question mark icon).

Waste Type: Biological Waste/Supply Delivery


Choose the number of boxes to be picked up or supply type and quantity to be delivered.

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Waste Type: Chemical Waste Pickup/Supply Delivery

Choose your container type or the supply type and quantity to be delivered.
Supplemental information may be required for some chemical waste pickups.


The screenshot shows a form titled "Container Contents:". At the top, there is a text input field labeled "Add Contents..." with a green plus icon and a red minus icon to its right. Below this is a large empty rectangular area for listing contents. At the bottom of the form, there is a button labeled "Cancel this Item" with a red minus icon to its left.

Note: For mixed waste list all contents in the container. Enter the name of each chemical and click the  icon to add the chemical to the list.

Waste Type: Universal Waste Pickup/Supply Delivery

Choose your container type or supply type and quantity.
Supplemental information may be required for some universal waste pickups.

The screenshot shows a form titled "Container Contents:". At the top, there is a text input field labeled "Add Contents..." with a green plus icon and a red minus icon to its right. Below this is a large empty rectangular area for listing contents. At the bottom of the form, there is a button labeled "Cancel this Item" with a red minus icon to its left.

Note: For universal waste list all contents in the container. Enter the name of each item and click the  icon to add the item to the

Pickup / Delivery Locations

Providing a pickup/delivery location is necessary to process each request. You may save a location by giving it a description and clicking "save". If there are special instructions for accessing the location such as available times or if a key is required please describe them in the "Access Instructions" textbox. A default location can be chosen from the saved list of locations by clicking the checkbox.

The screenshot shows a form titled "Pickup / Delivery Location". Below the title is a paragraph of instructions: "Provide a pickup or deliver location for the request or select a previously saved location from the list. You may save the location to your list by giving it a description. If there are special instructions for accessing the location such as available times or if a key is required, please describe them in the Access instructions area." Below this, there are two main sections: "My Locations" and "Saved Locations".

My Locations: This section contains several fields: "Campus" (dropdown menu with "Columbus" selected), "Building" (dropdown menu with "Select a Building..." selected), "Room" (dropdown menu), "Access Instructions" (text area), and "Phone Number" (text input field with "(614) 292-1284" entered).

Saved Locations: This section contains a "Description:" label, a text input field with "New..." entered, a checkbox labeled "Use this location by default", and two buttons: "Save" and "Delete".

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Request Summary

A summary page is provided to review and edit your request information. From here comments can be added to the request before submission. Click "Submit this Request" to complete the submission process. You should receive an email confirmation that your request has been submitted.

Hazwaste Request

Instructions go here

Details
Request # CW000004
Type Chemical Waste
Requested By Mitch Baker (baker.779)
Status New

Location
Building, Room KINNEAR RD BLDG, THE 1314 (0106)
Phone 2-2987
Access instructions

Buttons:
Add Items to the Request
Change the Location
Submit this Request
Cancel this Request
Back to the Request List

Pickups and Deliveries:

Pickup/Delivery	Item Description	Quantity
Pickup	Carboy (peanut butter, jelly)	1

Comments
Add a Comment

Waste Request List

Manage or edit your current service requests. Use the available search filter options to check the status of your requests.

Hazwaste Request List

Instructions go here. In consequat biodiesel direct trade enim. Gastropub butcher forage godard, ethnic aesthetic salvia seitan vegan fanny pack. Lo-fi kogi wayfarers twee esse, cardigan banh mi craft beer nesciunt. Keytar fap ullamco flannel, placeat disrupt odd future letterpress. Eu post-ironic ea cosby sweater. Brunch authentic beard fixie. Cliche duis YOLO cardigan gastropub, pork belly reprehenderit enim.

Buttons:
Create new Request
Manage Locations

Search/Filter Options

Req. No.	Request Type	Location	Date Requested	Status	Requested By	Assigned To
CW000004	Chemical Waste	KINNEAR RD BLDG, THE 1314 (0106)	5/6/2013	Open	baker.779	

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Other Services

Disposal Consultation

EHS provides disposal consultation services to individuals or groups who have questions about hazardous materials disposal.

Chemical Redistribution

EHS stores surplus chemicals received in good condition from campus facilities and offers them free of charge to the university community. Locate a chemical from the redistribution list by using the search features provided. Redistribution orders are filled on a first-come, first-served basis and will be delivered to your laboratory free of charge.

Chemical Redistribution
Instructions go here.

[▶ Save & Complete Request](#)
[◀ Back to the Request List](#)

































Search by **Chemical** :

	Chemical	Manufacturer	CAS #	Grade	Amount	# Available	# Requested
No records found							




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	Edit or make changes
	Complete
	Play or begin
	Overdue
	Adobe pdf Document
	Microsoft Excel Document
	Add to
	Add new group
	View Group Members
	Clear Search
	Add Group Member
	Remove Group Member
	Send Email to
	Calendar
	Expand or open
	Contract or Close
	Create new or add item
	Cancel or Remove item
	Manage Locations
	Save
	Delete or Trash
	Continue or Advance
	Search or Find
	Supplemental Information
	Back or Return
	Biohazard Waste Symbol
	Chemical Waste/Chemical Redistribution Symbol
	Universal Waste Symbol
	Waste Pickup Symbol
	Supply Delivery Symbol
	Comment
	Multiple Comments

Waste Status Icons

	New not yet submitted	Request has not yet been s
	Open/In Progress	Request has been submitted
	Cancelled or Rejected	Request was cancelled or rejected by EHS