CSN Managing Hazardous Waste Containers using CampusOptics.com

CSN generates a wide variety of wastes, many of which MAY NOT be disposed of in the normal trash. There are strict federal, state, and local regulations governing how such waste materials must be handled as well as how they may be disposed of. Based on your role, permissions, and access level, the CampusOptics system can assist you in managing and tracking hazardous waste containers for various waste streams in your laboratories. The following information provides step-by step guides to create new hazardous waste containers in the system, submit requests for EH&S to pick up waste containers, and generate waste container pickup labels (Note: pick-up labels can also be used as the primary label for your container.)

Creating a New Hazardous Waste Container

After creating a new container for a specific hazardous waste, the CampusOptics system helps you manage and track it.

1. To do this, first go to CampusOptics.com (https://csn.campusoptics.com/dashboard) and click on the "**HazWaste**" link in the left navigation menu.
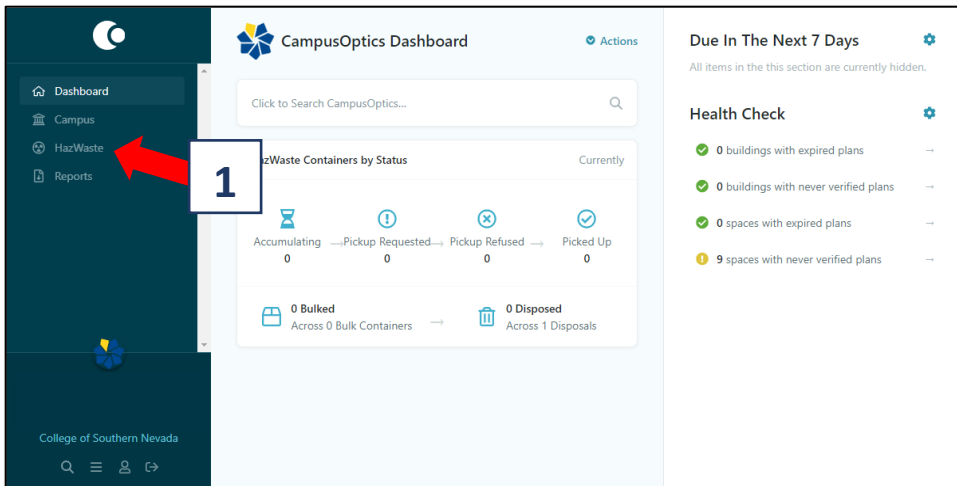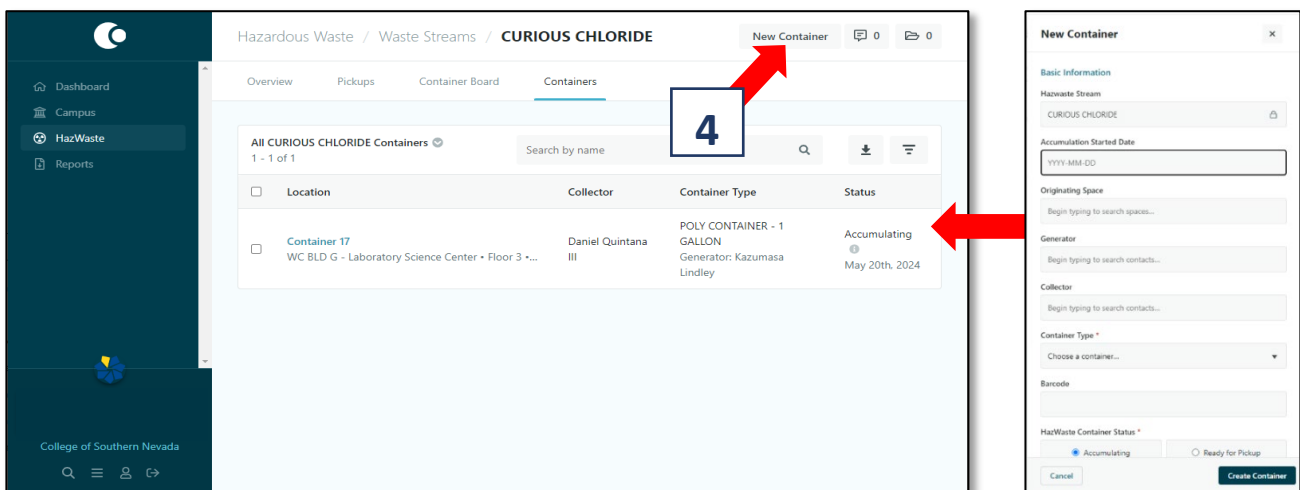

2. Next, choose the appropriate waste stream from the list for which you need to create and track a new container. (If the waste stream is not listed, please contact EH&S to have a new waste stream created.)
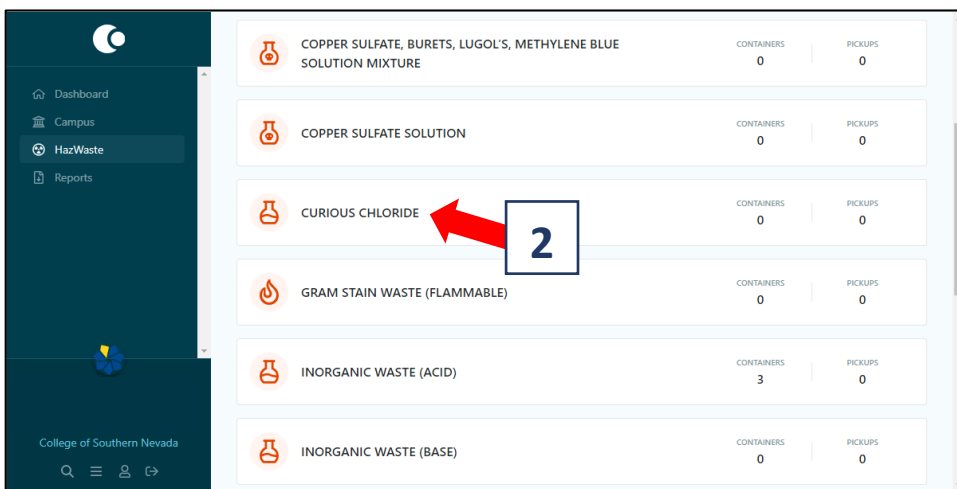
3. On the selected waste stream page, click on the "**Containers**" link in the top menu.
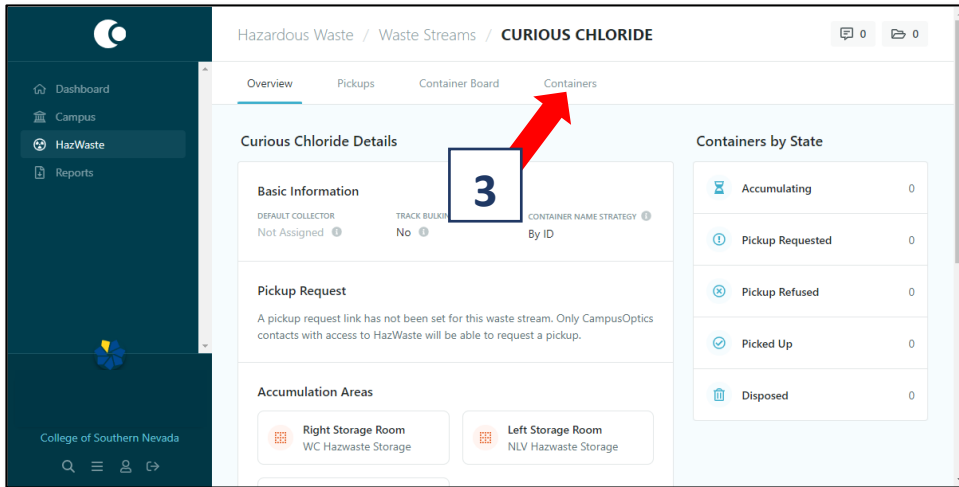
4. Click on the "**New Container**" menu in the upper right-hand corner of the screen.

A "**New Container**" slider window will appear on the right giving you the ability to enter specific information about the new waste container.

- Select the "**Accumulation Start Date**" the container was first used.
- Type the "**Originating Space**", i.e., room number the waste container is originating from (A drop down menu with appear with pre-identified labs or rooms the specific waste stream is generated).
- Select the "**Generator**", i.e., the person responsible for the waste (This contact will also receive notifications on the status of the container).
- Select the "**Container Type**" that identifies the type and size of the container that is used to store the waste.
- Under "**HazWaste Container Status**", select "**Accumulating**" if the container is empty and ready to be used or "**Ready for Pickup**" if the container is full and ready for pickup by EH&S.
- Enter the "**Contents**" to include the waste name and the percentage of the chemical in the waste. If the waste contains multiple chemicals, click "**Add Container Contents**" to include each chemical and its percentage. If uncertain, you can provide an approximate range.
- Under the "**Waste Determination**" section, specify any waste characteristics and waste codes, if applicable (this section is optional and can be completed by EH&S).

- Enter the waste container location by typing the campus code (e.g., WC, NLV, HN, ALC, etc.) and select the corresponding building name. Then select the room number and provide any additional information on the specific location (e.g. "in fume hood").
- After entering all the necessary information for your new container, click the "**Create Container**" button at the bottom right of the slider window.

Submitting Hazardous Waste Pickup Requests

To request a pickup for a regulated waste (such as chemical, biohazardous materials, specimens, etc.), you have two options. Below are two detailed step-by-step guides to facilitate the waste pickup process:
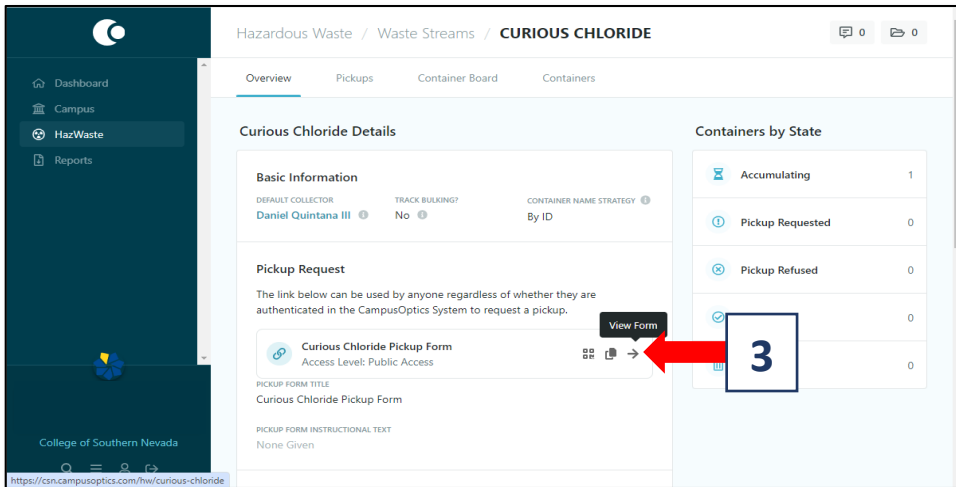
OPTION 1

1. Go to CampusOptics.com (https://csn.campusoptics.com/dashboard) and click on the "**HazWaste**" link in the left navigation menu.
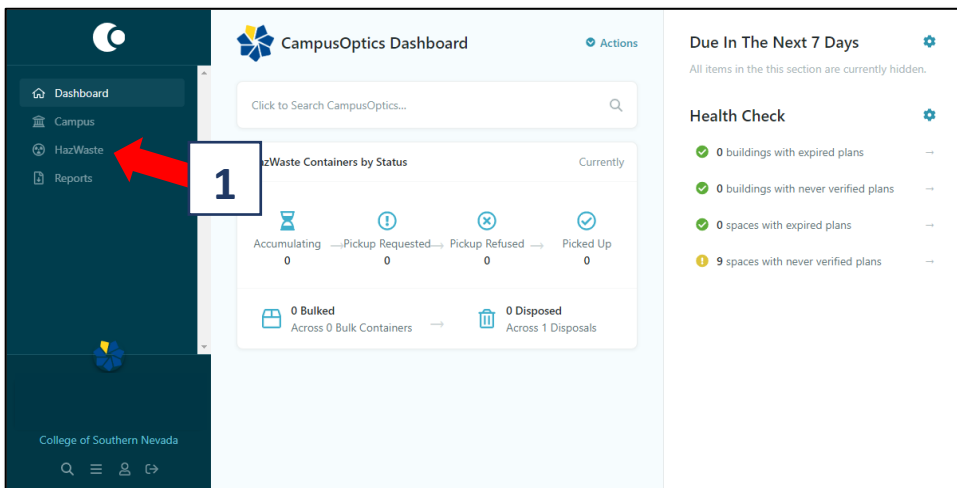
2. On the waste streams page, click on the waste stream you require a container picked up (e.g., "Curious Chloride").
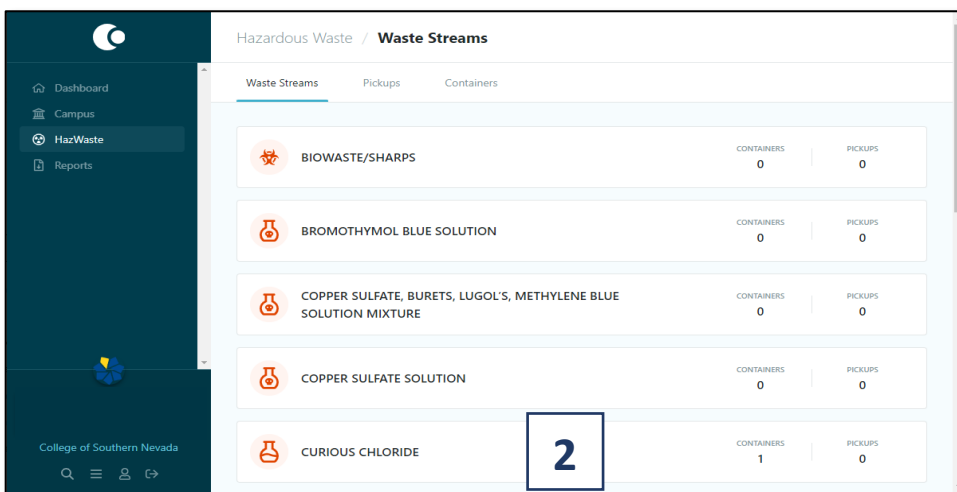
3. Click on the arrow → icon on the "**Curious Chloride Pickup Form**" menu in the middle area of the screen.

The "**Curious Chloride Pickup Form**" window will appear giving you the ability to enter specific information about the waste container that needs to be picked up:

- First, enter your contact information. If you are logged into the system, your contact information will automatically appear.
- Second, add the location by typing the campus code (e.g., WC, NLV, HN, ALC, etc.) and select the corresponding building name. Then select the room number and provide any additional information on the specific location (e.g. "in fume hood").
- **For Container 1**, indicate the accumulation start date (i.e., today's date) and then select the container type.
- If the container includes additional chemicals, select "**Add Container Contents**", and include the appropriate % for each chemical present in the waste. If you're uncertain, put an approximate %.
- If you have more containers of the same waste to add to the pickup request, select "**Actions**" in the upper right-hand corner of the container section, then select "**Duplicate Container**" or select "**Add Another Container**" at the bottom of the window and enter the appropriate information.
- If there is only one container for pickup, you can submit the request by selecting "**Submit Pickup Request**".
- Once a pickup request has been submitted, the requester will receive an email notification confirmation of their request for the pickup.

OPTION 2

1. Go to CampusOptics.com (https://csn.campusoptics.com/dashboard) and click on the "HazWaste" link in the left navigation menu.
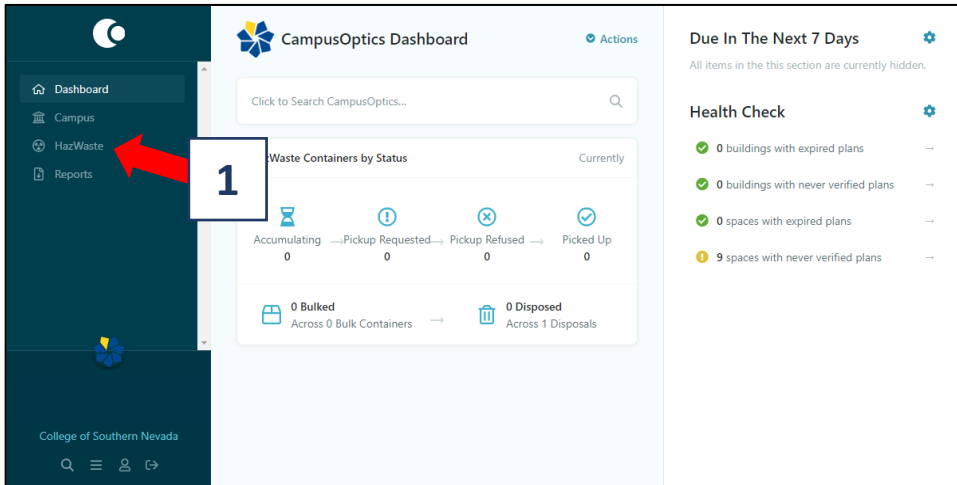

2. On the waste streams page, click the "**Containers**" link in the top menu. The "Containers" page will show a list of in-process containers that only you have created.
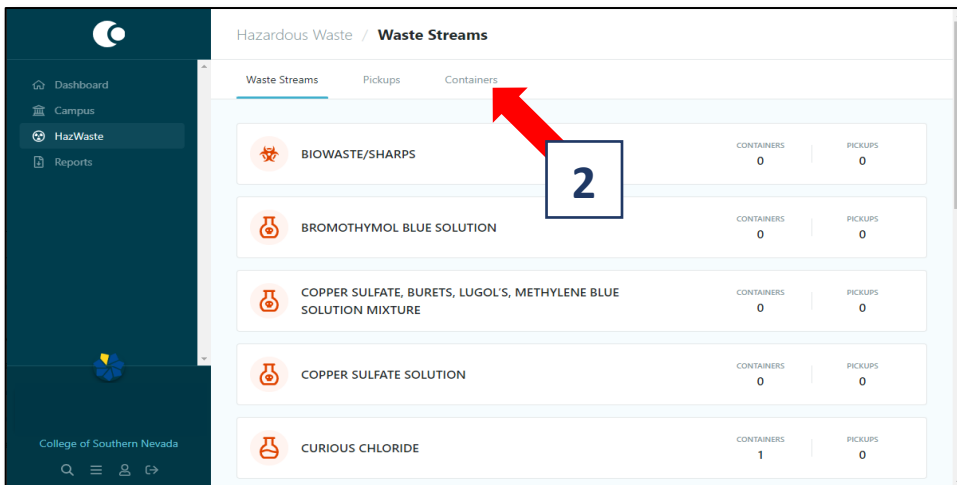
3. Click on a particular in-process container that is ready to be picked up by EH&S.
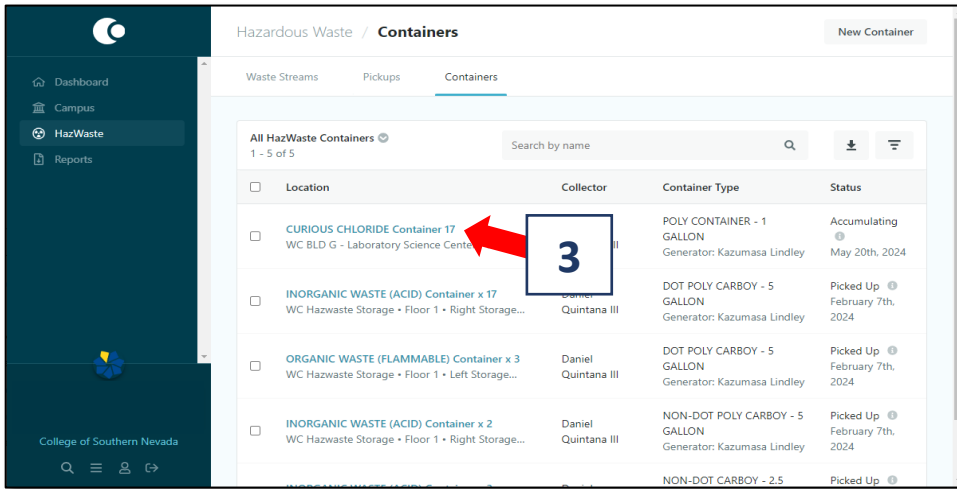
4. Click on the "**Actions**" link and select "**Mark as Pickup Requested**". The "**Actions**" link will also allow you to adjust the status of the container or make edits directly to the information about the container.
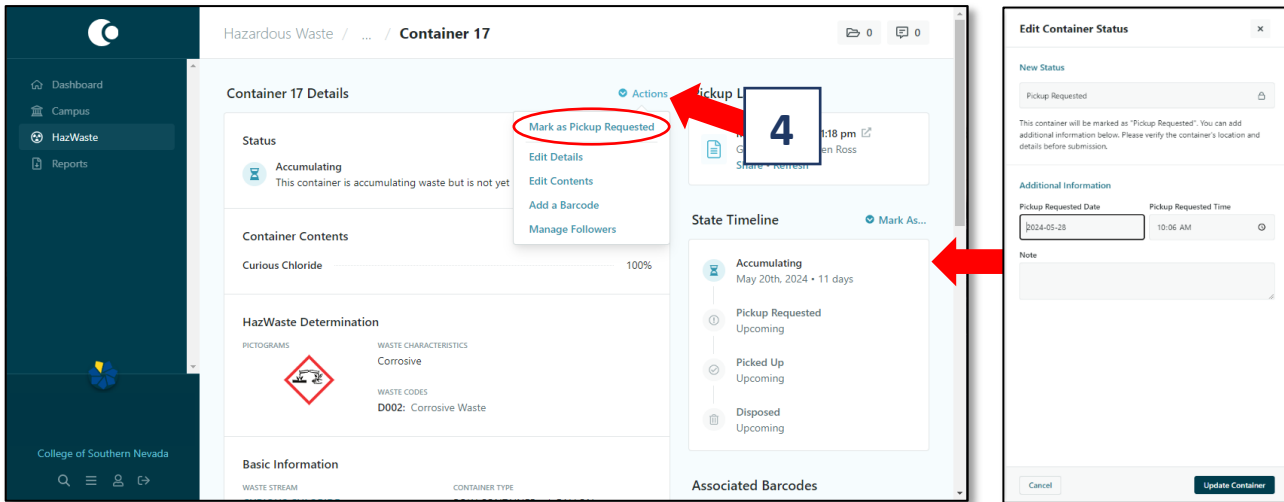
An "**Edit Container Status**" slider window will appear on the right giving you the ability to enter the pickup request date, time, and any notes on the location of the container. After entering all the necessary information, click the "**Update Container**" button at the bottom right of the slider window. Once a pickup request has been submitted, the requester will receive an email notification confirmation of their request for the pickup.

## Creating a Waste Container Pickup Label

1. Once a request for pickup has been made, a waste container pickup label must be created and applied to the container. To create the label, click on the "**Date**" link inside the Pickup Label box on the right side of the screen.
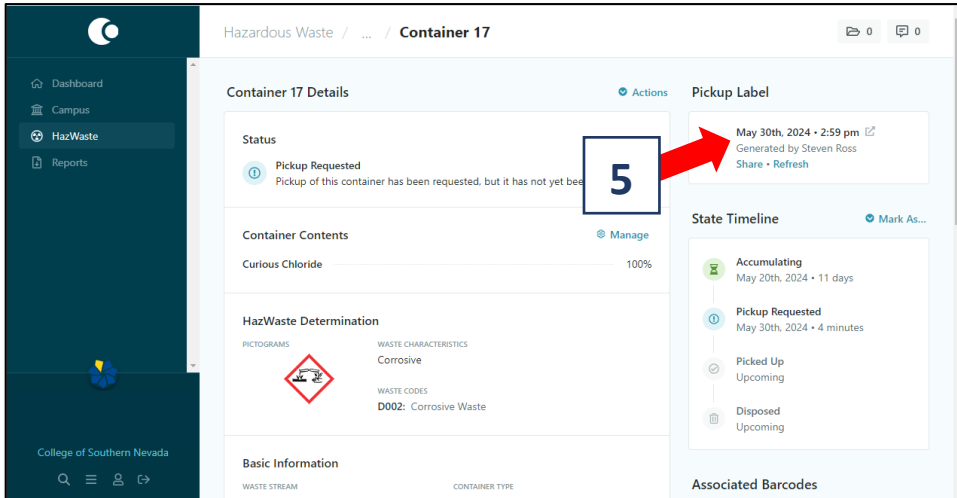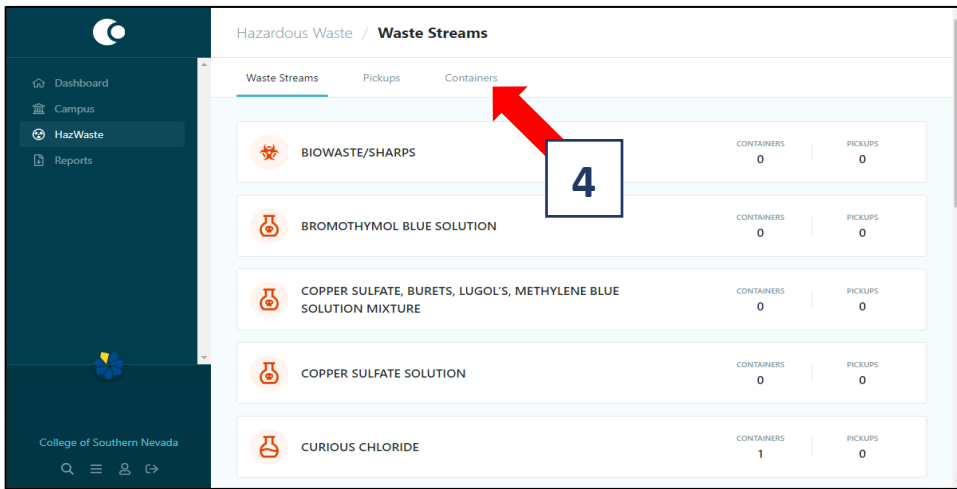
2. Print the 8.5" x 11" label using a color printer, fold in half, and apply it to your container.
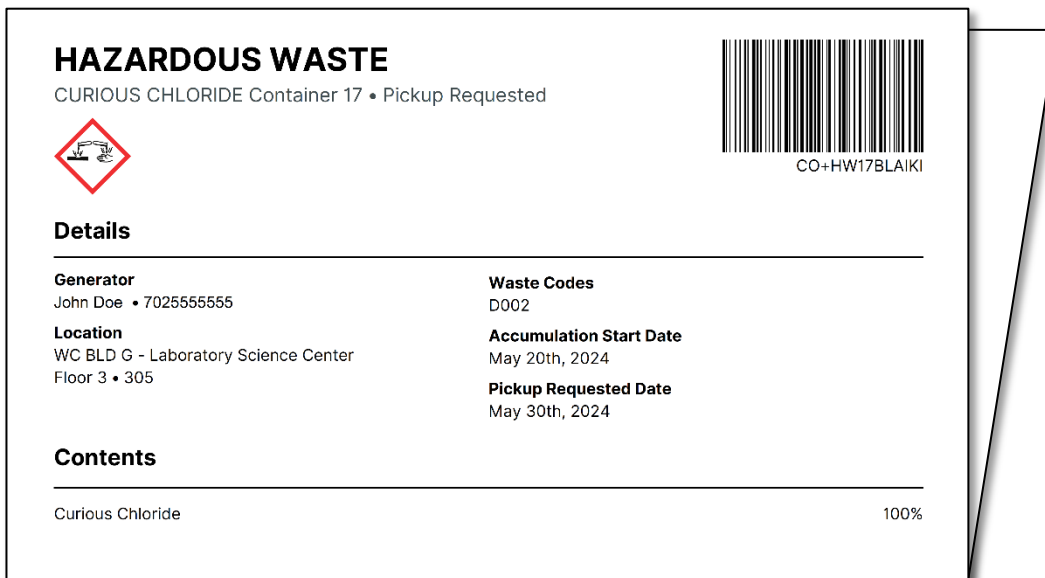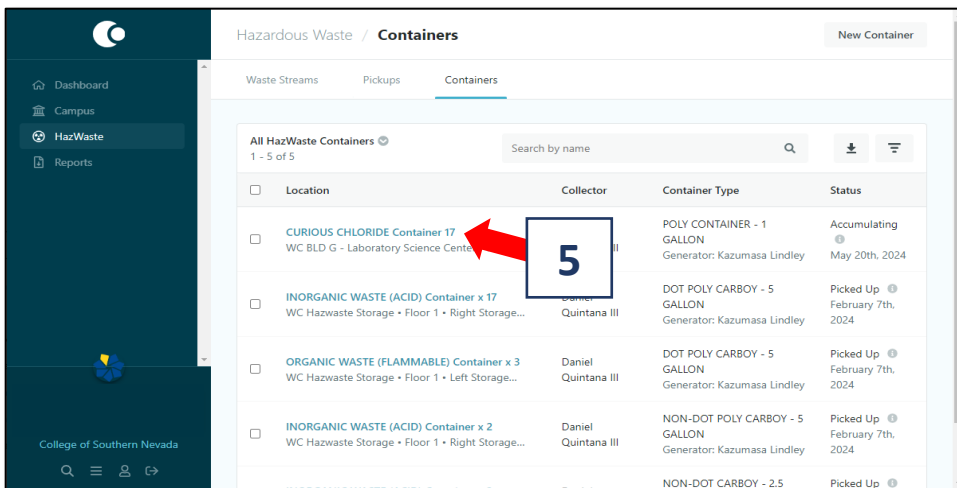

3. To print the label from the main menu, click on the "HazWaste" link in the left navigation menu.
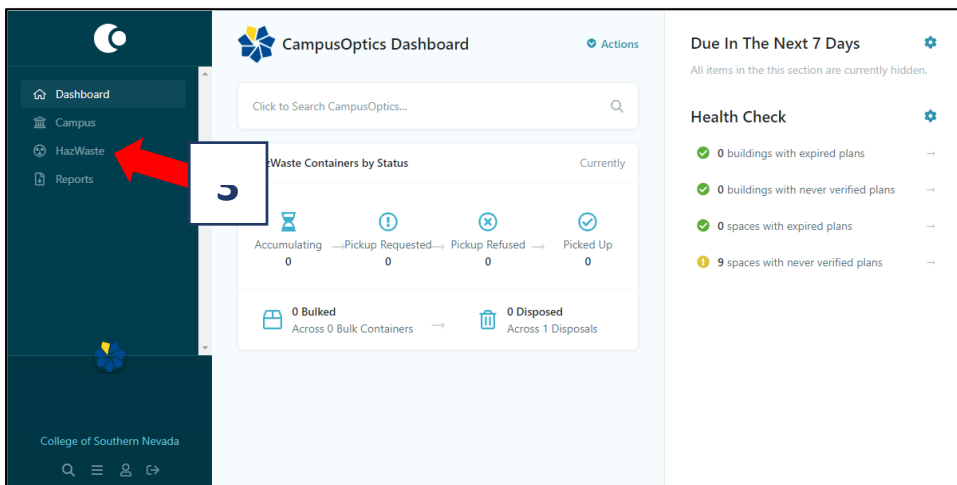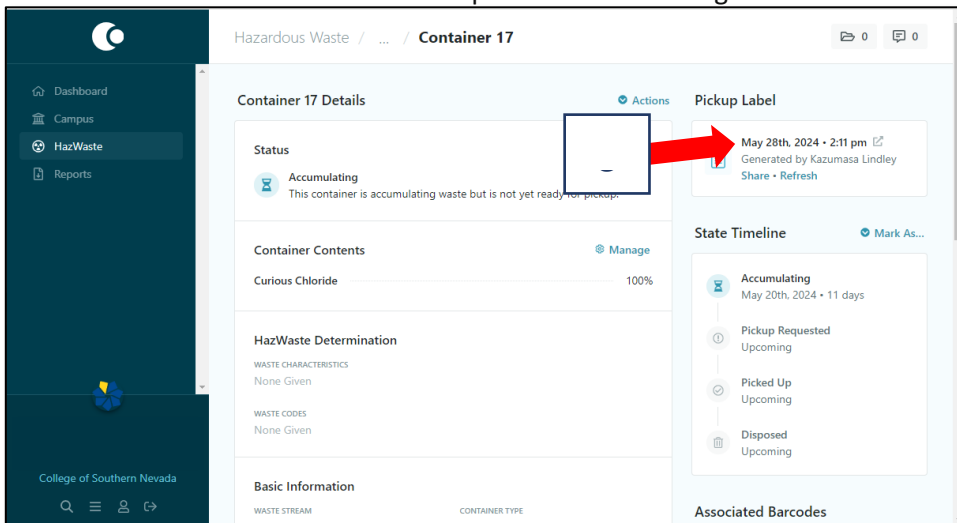
4. On the waste streams page, click the "**Containers**" link in the top menu. The "Containers" page will show a list of in-process containers that only you have created.

5. Click on a particular in-process container that is ready to be picked up by EH&S.

6. Click on the "**Date**" link inside the Pickup Label box on the right side of the screen.

1. Print the 8.5" x 11" label using a color printer and apply it to your container, fold in half, and apply it to your container. (Note: pick-up labels can also be used as the primary label for a new container by printing the label by following steps 3 through 6 above)

HAZARDOUS WASTE

CURIOUS CHLORIDE Container 17 • Pickup Requested

CO+HW17BLAIKI

Details

Generator
John Doe • 7025555555

Location
WC BLD G - Laboratory Science Center
Floor 3 • 305

Waste Codes
D002

Accumulation Start Date
May 20th, 2024

Pickup Requested Date
May 30th, 2024

Contents

Curious Chloride   100%