Electronic/Web Waste Pick-up Submittals to Environmental Health and Safety

GOAL: Paperwork reduction. Improvement in service request tracking.
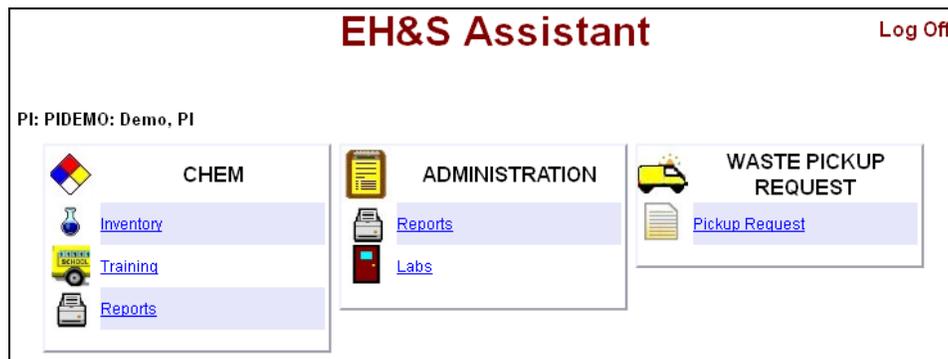
PROCEDURE:
- Navigate your web browser to: https://jwj-ehsaweb.uoregon.edu/Ehsaweb/EHSAWebISAPI.dll
    - Hardware being used must be connected to the secure UO internet.
- Login to your laboratory's (or workgroup's) web interface using the username and password that has been provided to the group.

- Select Waste Pickup Request at the Laboratory/Workgroup-specific interface.

Adding a Pick-up Request

A listing of submitted requests in the collection queue will be shown. To submit a new request, click the "Add Waste Pickup Request" button and open up the input window:

Adding Waste Pickup Request

PI PIDEMO Demo, PI
REQUEST # P110909001
REQUEST DATE 9/9/2011
PICKUP TYPE ○ BIOLOGICAL ○ CHEMICAL ○ RADIOLOGICAL ○ OTHER
DESCRIPTION OF WASTE
LAB/LOCATION ?
CONTACT ? CONTACT PHONE
COMMENTS

Save   Cancel

- Primary Investigator name, a unique request number, and the request date will be populated for you.
- Select the type of pickup: Biological (red biohazard boxes or containers), Chemical, Radiological, or Other (e.g. batteries, light tubes, light ballasts, used oil, etc.)
  - *Note: Separate requests MUST be submitted when you have multiple pick-up types ready for collection.*
- Give a brief description of the waste (e.g. number of containers, type of containers, solid, liquid, organic, inorganic, type of waste if Other, etc.)
- Indicate the Lab/Location, your name as a Contact, and a Contact Phone
  - Data may be input directly into the text boxes. Predefined selections for your laboratory/workgroup are also available by clicking upon the "?" icons – this method of entry is preferred when available.

Pick a lab linked to the PI or Pick from All Labs

Search by Lab/Room   Search Type Starts with   1

	Lab/Room	Building Name	Permit Number	Permit Type
Select	316	Cascade Hall	C-00119	CHEM

Select Contact

Search by Contact   Search Type Starts with   1

	Contact	Function	Worker Type Description	Lab Phone	Office Fax	Email Address
Select	PI Demo	PI	Principle Investigator			

- Click "Save" to complete your request and you will be taken back to the collection queue. You may now submit additional requests, or return to the main

menu for your laboratory/workgroup, or may log off of the database system.