

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

GOAL: Paperwork reduction. Improvement in service request tracking.

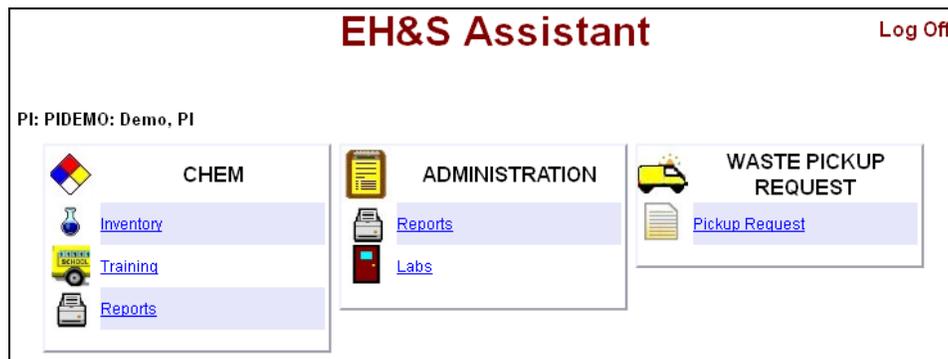
## PROCEDURE:

- 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.



The screenshot shows the login page for the Environmental Health & Safety Assistant. At the top, there is a green banner with the University of Oregon logo (a yellow 'O') and the text 'UNIVERSITY OF OREGON'. Below the banner, the text 'Environmental Health & Safety Assistant Login' is centered. Underneath, there are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue link labeled 'Change Password'. Below these fields is a grey 'Login' button. At the bottom left of the page, there is a small text string: 'Build Date: 08/12/2011 9:02:26 AM'.

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



The screenshot shows the main interface of the 'EH&S Assistant'. At the top, the title 'EH&S Assistant' is displayed in red, and a 'Log Off' link is in the top right corner. Below the title, the user's identity is shown as 'PI: PIDEMO: Demo, PI'. The interface is divided into three main sections: 'CHEM', 'ADMINISTRATION', and 'WASTE PICKUP REQUEST'. The 'CHEM' section contains links for 'Inventory', 'Training', and 'Reports'. The 'ADMINISTRATION' section contains links for 'Reports' and 'Labs'. The 'WASTE PICKUP REQUEST' section contains a link for 'Pickup Request'. Each section is represented by a box with a small icon (a diamond for CHEM, a folder for ADMINISTRATION, and a truck for WASTE PICKUP REQUEST).

## 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: [Text Area]

LAB/LOCATION: [Text Box] ?

CONTACT: [Text Box] ? CONTACT PHONE: [Text Box]

COMMENTS: [Text Area]

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 Cancel

or

Search by: Lab/Room Search Type: Starts with

Lab Room	Building Name	Permit Number	Permit Type
<a href="#">Select</a>	316	Cascade Hall	C-00119 CHEM

Select Contact Cancel

Search by: Contact Search Type: Starts with

Contact	Function	Worker Type Description	Lab Phone	Office Fax	Email Address
<a href="#">Select</a>	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.