



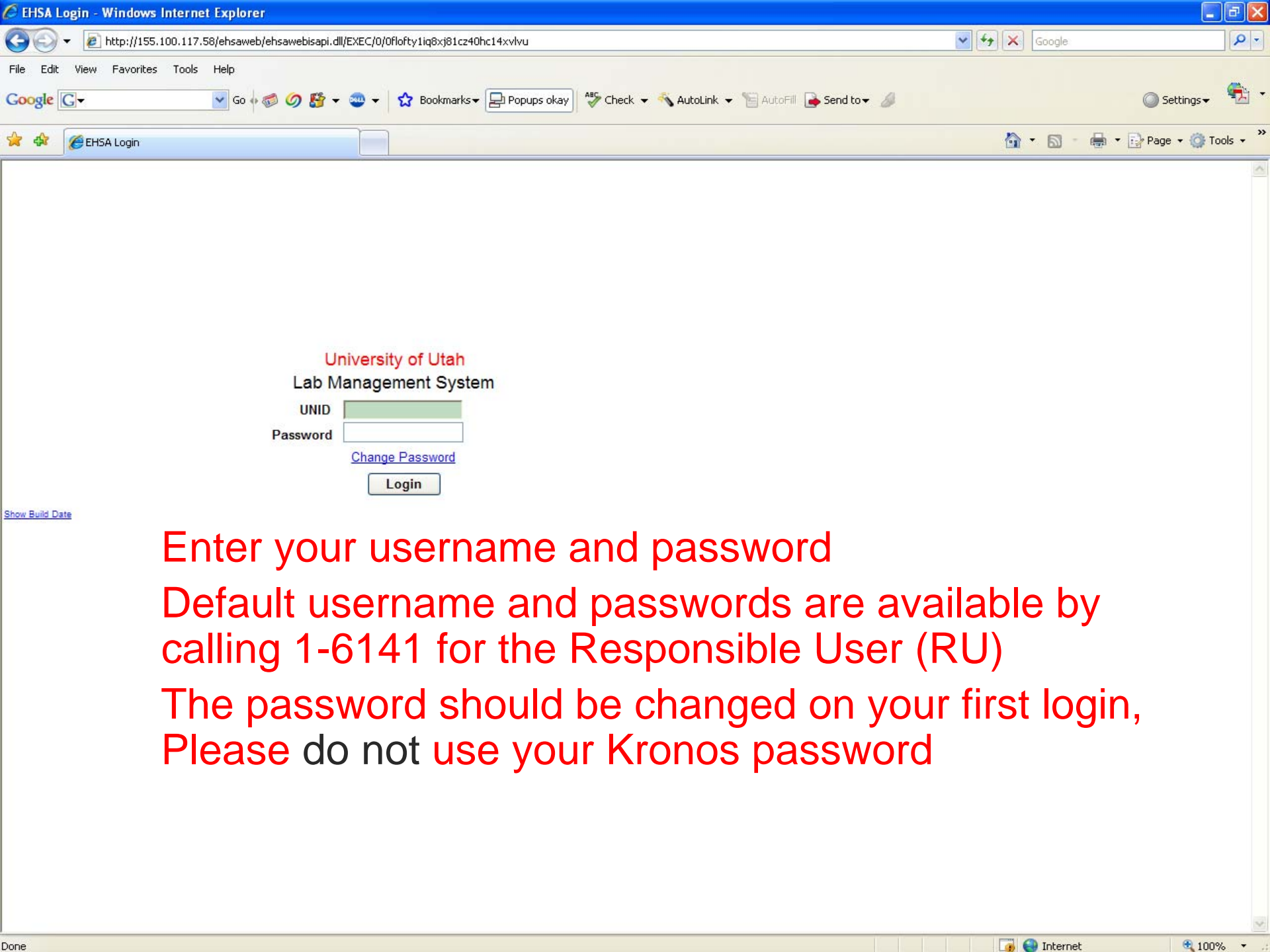
Online Instructions for Requesting a Radioactive Waste Pickup

The following slides will help you to correctly enter online waste requests using the new request system

Please call Radiological Health if you have any questions or problems at 1-6141

Request an Login Account

If you are an Responsible User (RU) and have not received the email with your login information, or if you have forgotten your password, please call 1-6141



University of Utah
Lab Management System

UNID

Password

[Change Password](#)

Enter your username and password
Default username and passwords are available by calling 1-6141 for the Responsible User (RU)
The password should be changed on your first login,
Please do not use your Kronos password

EH&S Assistant

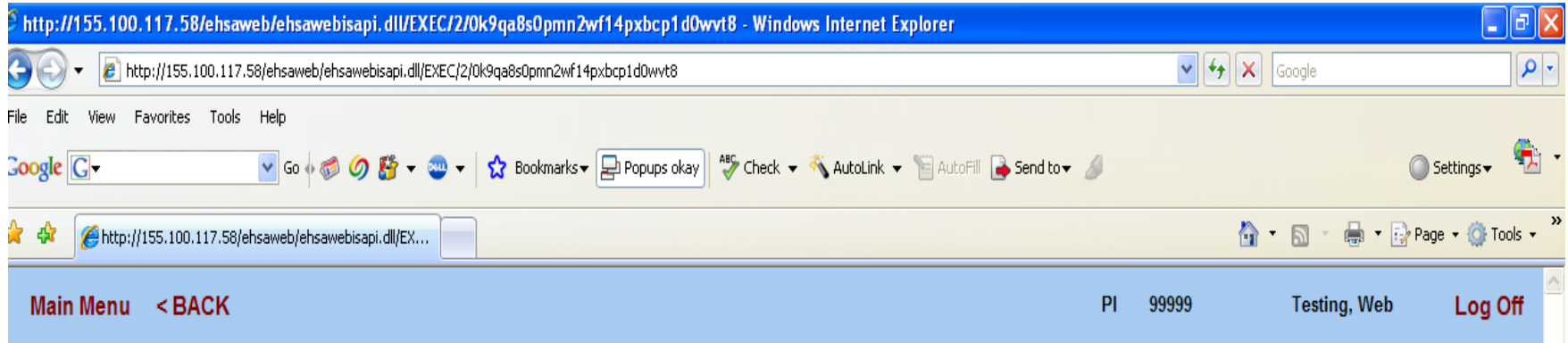
Log Off

PI: 99999: Testing, Web

 RAM	 CHEM	 BIO
 Waste Pickup	 Requisitions  Inventory  Training  Waste Pickup  Reports	 Inventory  Training  Reports

Select **Waste Pickup** under the RAM menu

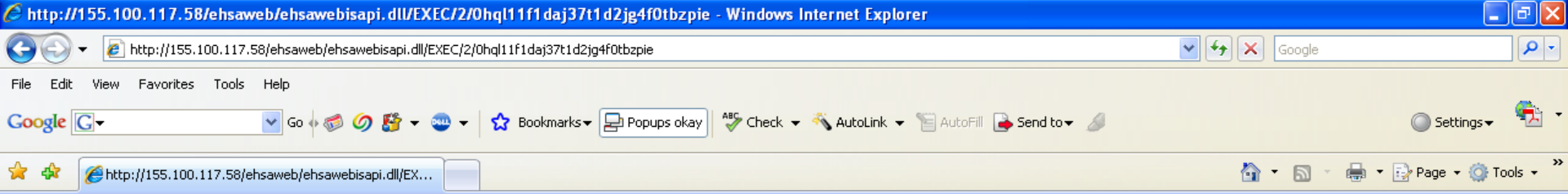
Reviewing a pending waste request



+ Add Waste Request +

Request #	Request Date	Building Name	Lab / Room	Contact	Contact Phone	Entry Date	Comments / Directions
Edit Delete View P080619003	06/19/2008	375 Chipeta Way	00006	Web Testing		06/19/2008 11:27:07 AM	

If you have pending request(s) it will appear here.



If you want to add a new request, Click on **+Add Waste Request+**

If you want to view a previous request,
Note: Please use the <Back> link in the blue header to go back rather than your browser button

PI: 99999 Testing, Web

Request Date: 06 / 18 / 2008

Lab / Location: [?] Lab not found.

Contact: [?] Contact's Phone: []

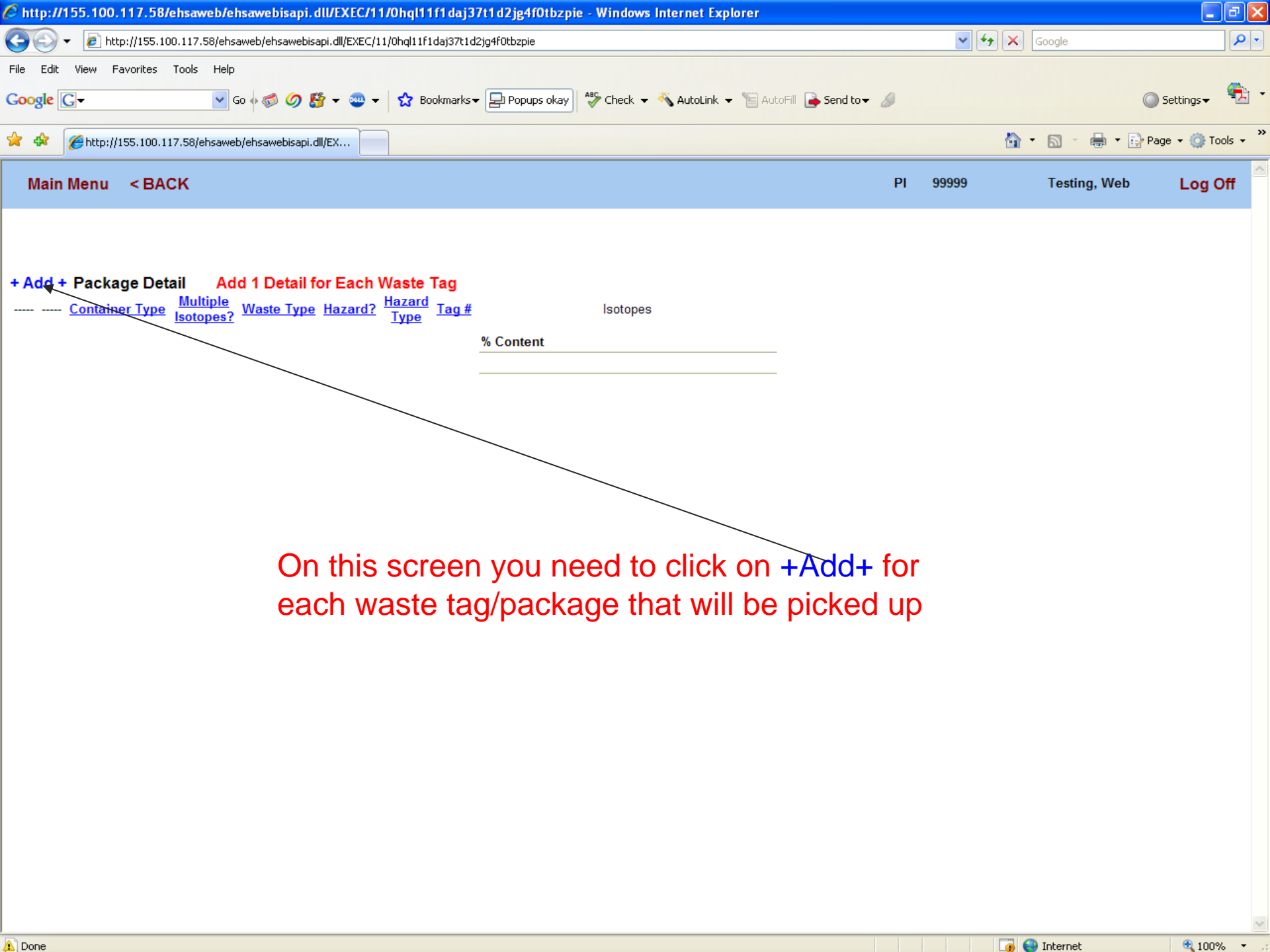
Comments: []

Empty Waste Containers Requested

Bags: [] 1 Gallon: [] 2.5 Gallon: []

[Continue] [Cancel]

1. Click on the “?” to select a location for the pickup. Only the rooms on the permit(s) will appear
2. Contact name may be typed in or selected from a list by clicking on the “?”
3. Enter any additional instructions in the comments field
4. Enter the numbers of replacement bags/containers needed, enter the size of bag required in comments field above
5. Click continue when you are ready to enter the waste tag information



Main Menu < BACK

PI 99999

Testing, Web

Log Off

+ Add + Package Detail Add 1 Detail for Each Waste Tag

----- Container Type Multiple Isotopes? Waste Type Hazard? Hazard Type Tag #

Isotopes

% Content

On this screen you need to click on +Add+ for each waste tag/package that will be picked up

Adding Waste Pickup Package Detail

Request #

Waste Type

Tag #

Container Type

Multiple Isotopes in Container?

Isotope ? License Line # Permit #

Activity mCi [Attach](#)

Isotope	Activity	Unit	License Line #	Permit #

Hazard? Hazard Type

1. Fill out Waste Type, Tag #, and Container Type

Adding Waste Pickup Package Detail

Request #

Waste Type

Tag #

Container Type

Multiple Isotopes in Container?

Isotope ? License Line # Permit #

Activity mCi [Attach](#)

Isotope	Activity	Unit	License Line #	Permit #

Hazard? Hazard Type

2. Check here if there is more than one isotope in the container

Adding Waste Pickup Package Detail

Request #

Waste Type

Tag #

Container Type

Multiple Isotopes in Container?

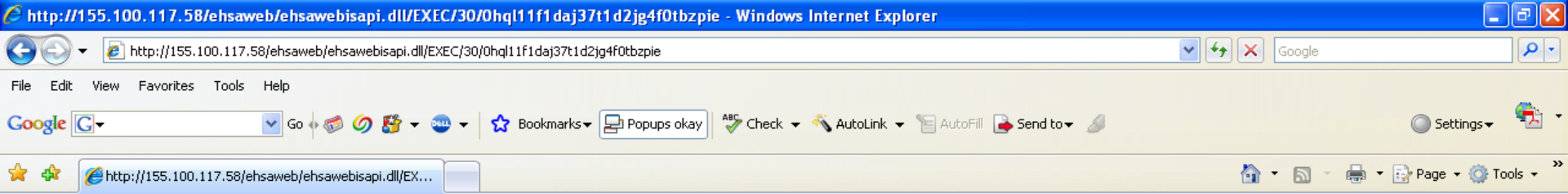
Isotope License Line # Permit #

Activity [Attach](#)

Isotope	Activity	Unit	License Line #	Permit #

Hazard? Hazard Type

3. Click here to select the isotope. Only authorized isotopes will appear in the selection list



Notice that the chemical compound is listed. You will need to ensure each user is aware that they need to select the proper compound (dispersible / sealed source).

If a sealed source is to be disposed of, special arrangements must be made with Radiological Health.

Adding Waste Pickup Package Detail

Request #

Waste Type

Tag #

Container Type

Multiple Isotopes in Container?

Isotope ? License Line # Permit #

Activity [Attach](#)

Isotope	Activity	Unit	License Line #	Permit #

Hazard? Hazard Type

4. Enter activity and units here

5. Click on **Attach** to add the isotope information to the request

Repeat this process for each isotope in the container

Adding Waste Pickup Package Detail

Request #

Waste Type

Tag #

Container Type

Multiple Isotopes in Container?

Isotope ? License Line # Permit #

Activity [Attach](#)

Isotope	Activity	Unit	License Line #	Permit #

Hazard? Hazard Type

Important Note: Remember this number as a reference

6. Check here if there are additional hazards, and select the hazard type

7. Click Save when you are done

+ Add + Package Detail **Add 1 Detail for Each Waste Tag**

[Container Type](#) [Multiple Isotopes?](#) [Waste Type](#) [Hazard?](#) [Hazard Type](#) [Tag #](#)

Isotopes

		Isotope	Activity	Unit	License	Line #	Permit #	Compounds
Edit	Delete	P-32	0.25	mCi	16A		99999.1	Dispersible
		Cs-137	0.5	mCi	16A		99999.1	Dispersible

After you have saved the package detail you can add additional waste tags to your request or click **Log Off** (top right corner) to end your session and submit the request



The END

If you have any questions or
problems entering your
request please call 1-6141
and we will assist you