

# Online Instructions for Requesting a Radioactive Waste Pickup

The following slides will help you enter information correctly to the online waste request system.

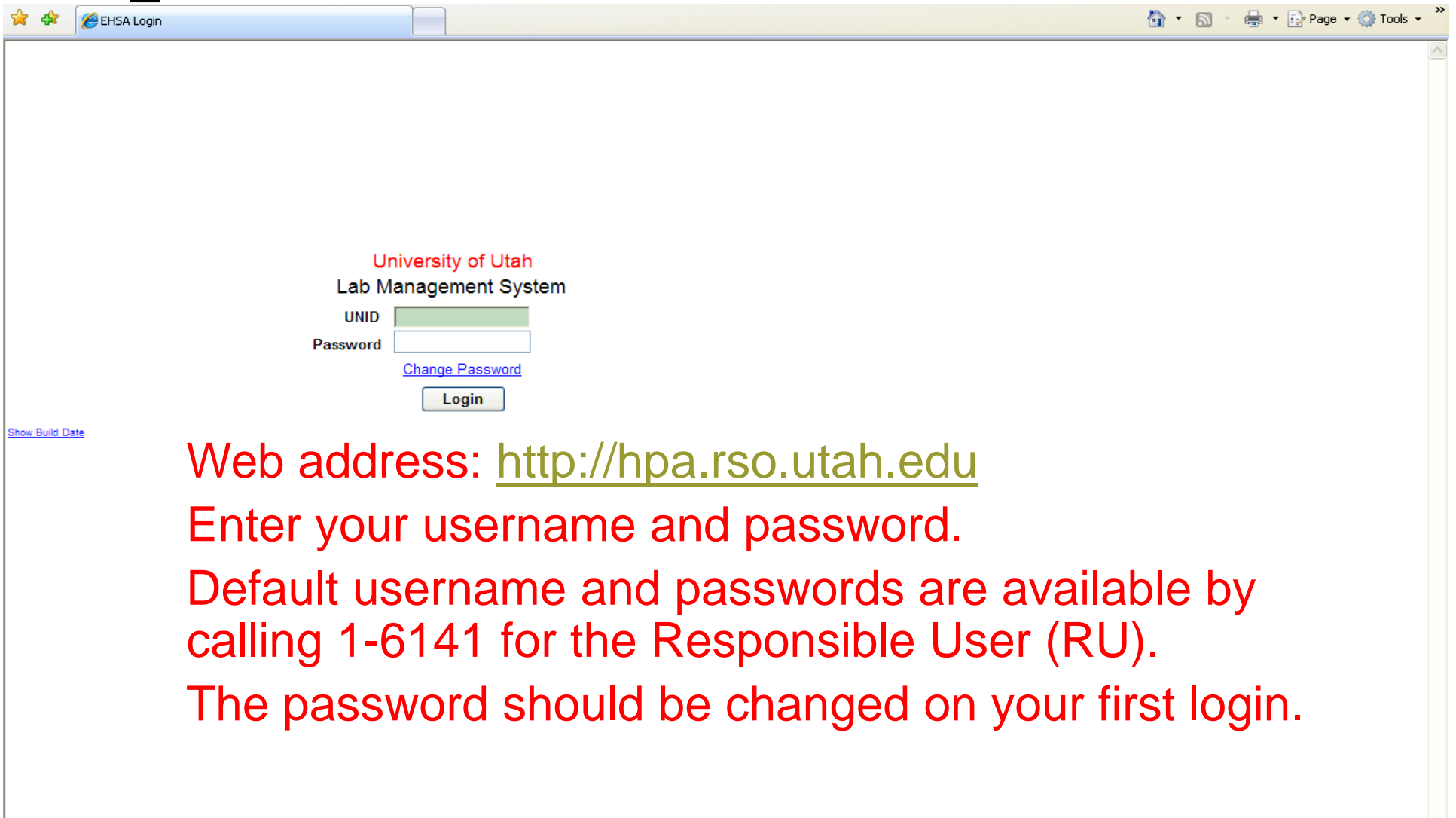
Please call Radiation Safety if you have any questions or problems at 1-6141.

# Request a Login Account

Please call us at 1-6141 if

- You are a Responsible User (RU) and have not received the email with your login information.
- You have an account with us, but forgot your password.
- You have been approved by your RU to use the waste pickup request system.

# Login



University of Utah  
Lab Management System

UNID

Password

[Change Password](#)

[Show Build Date](#)

Web address: <http://hpa.rso.utah.edu>

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.

# Waste Pickup

PI: 99999: Testing, Web

**RAM**

- [Waste Pickup](#)

**CHEM**

- [Requisitions](#)
- [Inventory](#)
- [Training](#)
- [Waste Pickup](#)
- [Reports](#)

**BIO**

- [Inventory](#)
- [Training](#)
- [Reports](#)

Select **Waste Pickup** under the **RAM** menu.

# [ Reviewing a pending waste request ]

+ Add Waste Request +

<a href="#">Request #</a>	<a href="#">Request Date</a>	<a href="#">Building Name</a>	<a href="#">Lab / Room</a>	<a href="#">Contact</a>	<a href="#">Contact Phone</a>	<a href="#">Entry Date</a>	<a href="#">Comments / Directions</a>
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a> 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.

# Add a Request

Main Menu <BACK

PI 99999 Testing, Web Log Off

+ Add Waste Request +

<u>Request #</u>	<u>Request Date</u>	<u>Building Name</u>	<u>Lab / Room</u>	<u>Contact</u>	<u>Contact Phone</u>	<u>Entry Date</u>	<u>Comments / Directions</u>
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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

# Fill the Request

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

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





# Fill the Package Detail

**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

# Fill the Package Detail

**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

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

# Fill the Package Detail

## Adding Waste Pickup Package Detail

Request #

Waste Type

Tag #

Container Type

Multiple Isotopes in Container?

Isotope  License Line #  Permit #

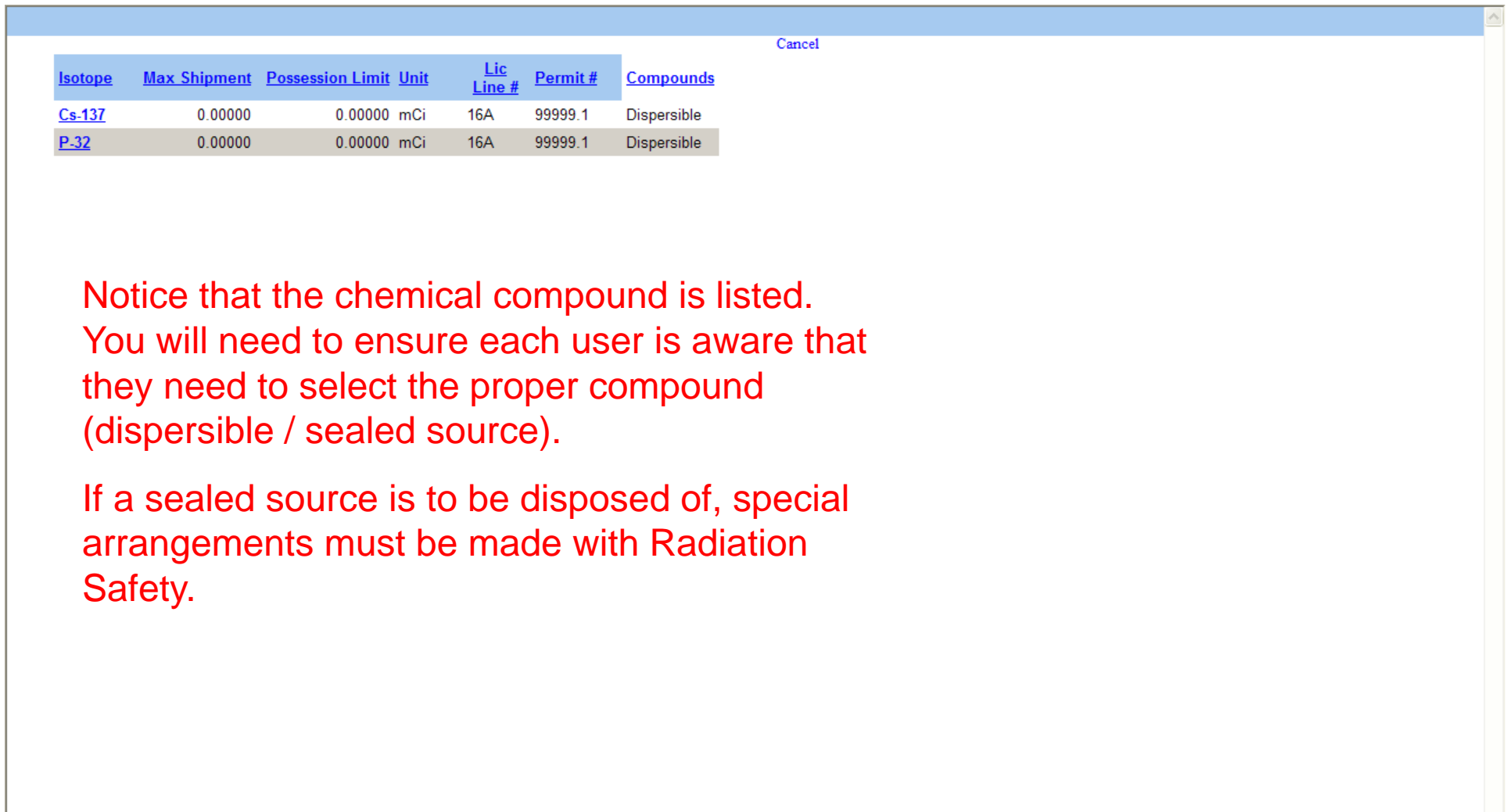
Activity  [Attach](#)

---	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

# Add Isotopes



Isotope	Max Shipment	Possession Limit	Unit	Lic Line #	Permit #	Compounds
Cs-137	0.00000	0.00000	mCi	16A	99999.1	Dispersible
P-32	0.00000	0.00000	mCi	16A	99999.1	Dispersible

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 Radiation Safety.

# Fill the Package Detail

**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

# Fill the Package Detail

**Adding Waste Pickup Package Detail**

Request #  ← **Important Note: Remember this number as a reference**

Waste Type

Tag #

Container Type

Multiple Isotopes in Container?

Isotope  ? License Line #  Permit #

Activity  [Attach](#)

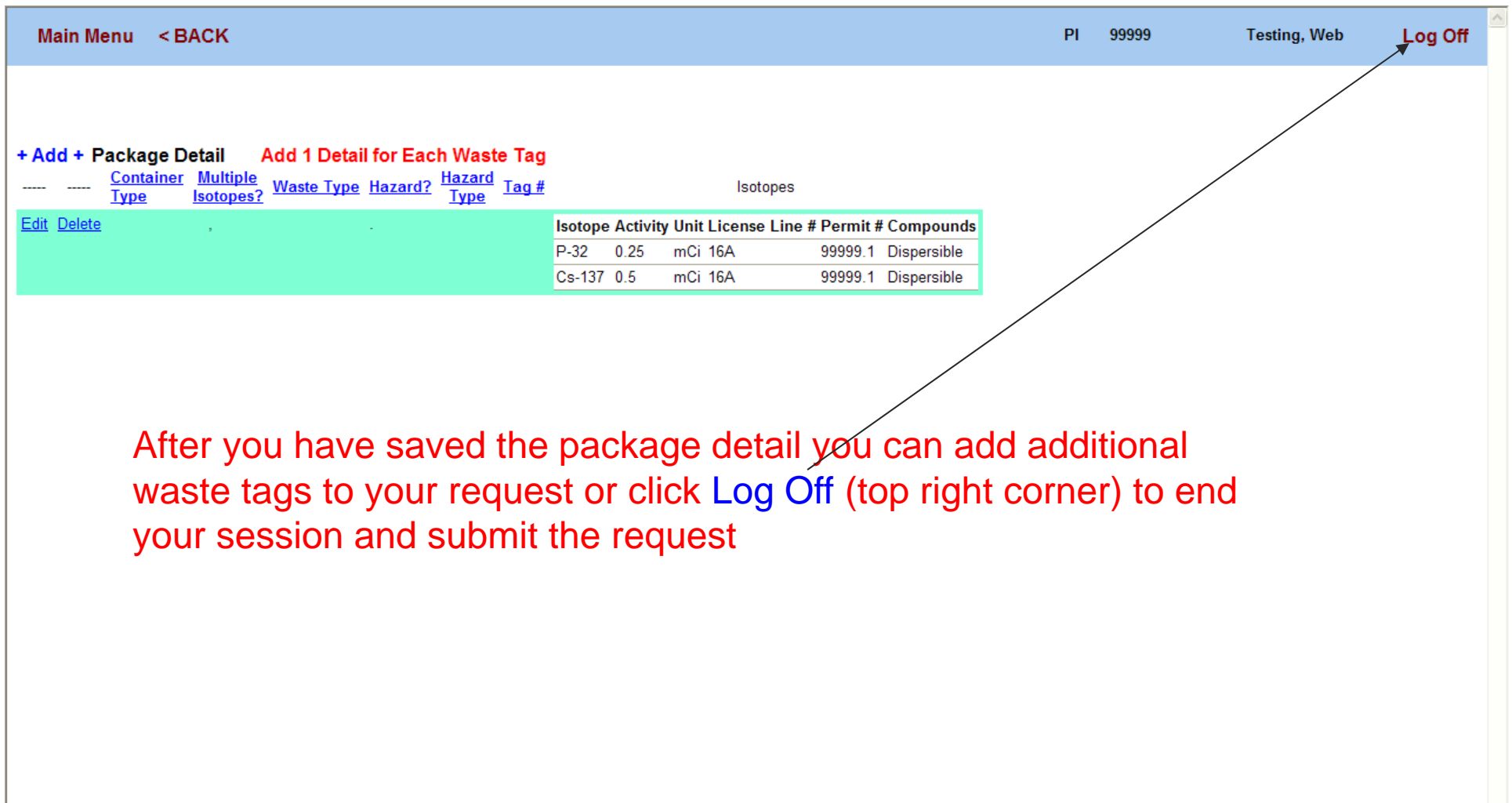
---	Isotope	Activity	Unit	License Line #	Permit #

Hazard? Hazard Type

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

**7. Click Save when you are done**

# Log Off



Main Menu < BACK PI 9999 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

[Edit](#) [Delete](#)

Isotope	Activity	Unit	License	Line #	Permit #	Compounds
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.