



Stanford University EH&S Presents:

Chemical Waste Manager – Quick Start Guide

Welcome to the new Chemical Waste Manager. This quick start guide will help you get started with logging in, creating new waste tags, managing your waste inventory, and requesting pickups.

On the left of the Chemical Waste Manager screen are two help areas: The top is for general page help about the form you're currently working on, and the bottom is field-specific help meaning as you click on that various fields in the application, the text in the "Field Help" box will change to give you help with whatever specific part you're working on right now.

Log In:

Access the application here: <http://wastelabel.stanford.edu/> or <http://wastetag.stanford.edu/> and login using your SUNetID and password (the same one you use for your email). The first time you login you'll be asked to associate a Chemical Waste Manager ID with your SUNetID if you're not already a ChemTracker user. This makes it easy—no extra username and password to keep track of. Please do not login under a group authority to create an item. It is critical that each item has an "owner" in order to resolve any issues that might arise with the waste.

Create a Tag:

Select the "Create a Waste Tag" tab by clicking on it and fill in the first three numbered boxes. ALL fields are required. **When you are finished, click on the "Save..." or the "Save/Print" button** in box 4 at the bottom of the screen.

NOTE: The 'Generator' field in BOX 1 automatically set to your user account and cannot be changed.

About Locations: Select the appropriate location (department, building and room) for where this item of chemical waste is located; getting this right is very important. If the room where the waste is located is not shown, unclick the box "Show only rooms with chemical inventory" to see all rooms in the building.

About PI's: The PI pick list is automatically filled in with the PI's that have chemical inventory in ChemTracker for that specific location. If you don't see the one you need, use the "Change" button to search the PI list.

About Container Size: The system requires that the unit of measure and the physical state are in agreement, e.g.; Gallons will not work with Solids. If your waste is moist or dry debris in a bag, use a solid unit of measure such as grams rather than the volumetric measure.

About Components: If your waste is a Kit, a "buffer", or a proprietary mixture not found in Chemtracker, you can enter it using the text field below the Chemicals box on the "Chemical Picker" screen. However, you must adequately identify the chemical components in the waste, and a trade name is not sufficient. So for example "Qiagen Kit" would not be compliant, but "Qiagen Nucleotide Removal Kit-containing ethanol and acetic acid" would be acceptable.

About Hazards and States: For "Hazards", please specify the primary hazard(s). If the waste exhibits more than one characteristic, please select the applicable hazards. For "Physical State", if the chemical waste contains any liquid at all, select a physical state of "Liquid".

Manage My Waste:

Select the “View My Waste Inventory” tab by clicking on it. Anything item for which you’ve previously created a waste tag, which has not yet been picked up, will appear here. If you have group authority under ChemTracker, you will be able to see all items created by any user in your group. As your waste inventory ages, the line will be highlighted yellow when its age reaches 8-months old, and red when it reaches 9.

Request a Pickup: Select the waste tag(s) you want picked up by clicking on each one (use CTRL: to highlight more than one) and click the “Request Pickup” button. You must specify the % full for each container using the pull down menu before the system will accept the request.

Modify or Edit a Waste Tag: Select the waste tag you want to modify by clicking on it and click the “View/Modify Waste Tag” button.

Delete a Waste Tag: Select the waste tag you want to delete by clicking on it and push “delete”

Print a Waste Tag: Select the waste tag you want to print and click the “Print Waste Tag” button.

Request Inventory Item Pickup:

Use this screen either to request pickup of bar-coded items not belonging to you, or to request pickup of several bar-coded items at once, whether belonging to you or to someone else.

Select the “Request a Pickup – Bar-coded Items” tab by clicking on it.

Select the “Barcode” field and scan your barcode using a barcode reader attached to your computer. If you do not have a barcode reader you may hand type the digits under the barcode which are the same as what is in the barcode itself.

After entering the barcode, select how full the container is, from the pull down list, and click the “Add” button to add it to the table. If you have several items to submit, you may request a barcode scanner from EH&S.

To add additional items, repeat this process. When you are done click on the ‘Continue’ button in box 2 to continue.

If you have any specific questions about what should go where, click into the field you have a question about to select it and look at the ‘Field Help’ section below for assistance.

Assistance:

If you require assistance with chemical waste or with the Chemical Waste Manager application, please contact the appropriate person from the list below:

General question about Stanford’s chemical waste program:

Craig Barney

Telephone: x5-7529

Email: cbarney@stanford.edu

Technical Problems with Chemical Waste Manager application:

Email: ehs_it_support@stanford.edu