

## Entering a Waste Requisition for Accumulated Waste



**This step-by-step** shows how to enter waste that has been accumulated in a 5 gallon flam can. The process is the same for any type of accumulated waste. *The example used is collected solvent waste consisting of*

**Step 1:** Login at <https://wms.lbl.gov>

**Step 2:** Select **New Waste Requisition** (to start a new waste requisition)

A Click this icon

**Waste Generator (WG)**



The screenshot shows a dashboard titled "Waste Generator (WG)" with several icons and labels:

- New Waste Requisition (WR)**: This icon is circled in blue, and an orange arrow points to it from a callout box that says "A Click this icon".
- My Waste Requisitions (WRs)**: This icon has a small circle with the number "8" next to it.
- WRs Ready for My Review**: This icon has a small circle with the number "1" next to it.
- My Picked Up Waste Requisitions**: This icon shows a trash bin with a checkmark.
- Waste Requisition Template**: This icon shows a stack of red folders.
- My Containers not picked up**: This icon shows a clipboard with a checkmark and a yellow warning sign.
- Training**: This icon shows a person at a computer screen.

**Step 3:** Make sure the Requestor and Generator information is correct | Update as needed

**NOTE:** This information defaults to the person who logged into the system

**Requisition - 53340**

**Requisition Header**  
WR ID: 53340 Requester: Basore James (020982) Submission Date: 8/15/2023

**Generator**  
Name: Basore James (020982) Division: 1090 EH Environ, Health, & Safety

**SAA/WAA Location Information**  
Building: Room: Contact: Phone: Mobile:

**RAD Contamination**  
Was the waste generated in  
If yes, check all that apply and

**Step 4:**

(A) Add **Building and Room location** where SAA is located

(B) Add **Location Notes**

**NOTE:** Start with "0" so Building 75 is entered as 075 and Room 122 is entered as 0122.

**Requisition Header**  
WR ID: 53340 Requester: Basore James (020982) Submission Date: 8/15/2023

**Generator**  
Name: Basore James (020982) Division: 1090 EH Environ, Health, & Safety Phone: 510/486-7524

**SAA/WAA Location Information**  
Building: 075 Room: 0122 Contact: Phone: Mobile:

**Location/Access/Pickup Notes**  
Under Desk (at back of lab)

**High Contamination Area (HCA):**   
**Designated Work Area (DWA):**   
**Special Hazard Notes:**

**Step 5:** Select **Waste Type**

Phone:  Mobile:

**Location/Access/Pickup Notes**  
Under Desk (at back of lab)

Designated Work Area  
Special Hazard

**WG Waste Information**

Waste Type:  **Hazardous**  
 Waste Category:   
 WPC Activity ID:

Waste Options:  Physical State:   
 Physical Form:   
 # of Containers:  # of Constituents:

Add'l Waste Description:

**Certification**

A Select type of waste

### Step 6 : Waste Options & Physical State

**NOTE:** The default Waste Option is "Process Waste" which is correct so leave as is.

**Location/Access/Pickup Notes**  
Under Desk (at back of lab)

Designated Work Area (DWA):  Special Hazard Notes:

**WG Waste Information**

Waste Type:  **Hazardous**  
 Waste Category:   
 WPC Activity ID:

Waste Options:  Physical State:  **LIQUID**  
 Physical Form:   
 # of Containers:  # of Constituents:

Add'l Waste Description:

**Certification**

I certify to the best of my knowledge, the chemical composition provided for the item(s) is complete and correct.

**ID**

Total Activity (mCi):  Total nCi/g TRU Isotopes:  RWA #:  RAD Tag #:

A Accumulated waste is Process Waste

A It is in Liquid form

**Step 7: Enter the SAA/Earliest Accumulation Date (Listed on the SAA label)**

Designated Work Area (DWA):  Radiological Buffer Area (RBA):

Special Hazard Notes:

Process Waste:  Physical State: LIQUID Physical Form:

SAA/Earliest Accum Date:  WAA Start Date:

# of Containers:  0 # of Constituents:  0 Reactive:

on provided for the Item(s) is complete and correct.

TRU Isotopes:  RWA #:  RAD Tag #:

**Step 8: Answer Yes/No to indicate if waste was generated in a posted radiological area**

Source:  Submission Date:  Hold:

Phone: 510/486-6744

Was the waste generated in an area posted as HCA, CA, DWA or RBA?  
If yes, check all that apply and attach a completed Rad Certification form:

High Contamination Area (HCA):  Contamination

Designated Work Area (DWA):  Radiological Buffer Area:

Special Hazard Notes:

Was the waste generated in an area posted as HCA, CA, DWA or RBA?  
Required field

**Step 9:** (A) Select **Accumulation Log** (B) **Add a row** to enter your accumulated waste

The screenshot shows the 'Accumulation Log' tab selected. A red box highlights the certification statement: "I certify to the best of my knowledge, the chemical composition provided for the item(s) is complete and correct." An orange callout 'A' points to the 'Accumulation Log' tab. Another orange callout 'B' points to the 'Add/Edit' button at the bottom of the table.

Amount	Unit	Chemical B	Amount	Unit	Chemical
No records found.					

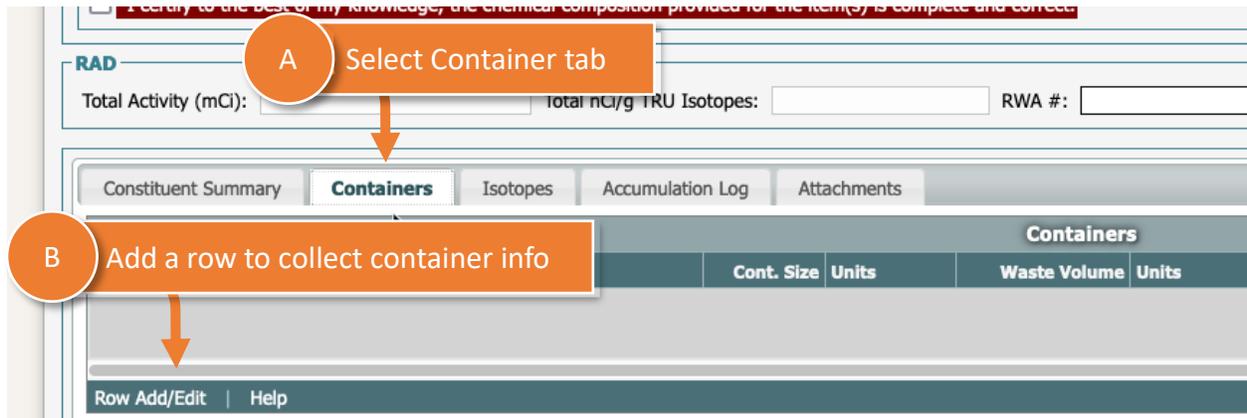
**Step 10:** (A) Enter the **Amount** of each waste item and its volume (**Unit** of measure).  
*In this example there are four types of solvent waste and each item is 4 liters in volume.*  
(B) click **Save**

The screenshot shows the 'Waste Constituents' table with four rows of data. An orange callout 'A' points to the table headers. Another orange callout 'B' points to the 'Save' button.

R	Chemical A	Amount	Unit	Chemical B	Amount	Unit	Chemical C	Amount	Unit	Chemical D	Amount	Unit
	ACETONE	4.00	L	METHANOL	4.00	L	ETHANOL	4.00	L	ISOPROPANOL	4.00	L

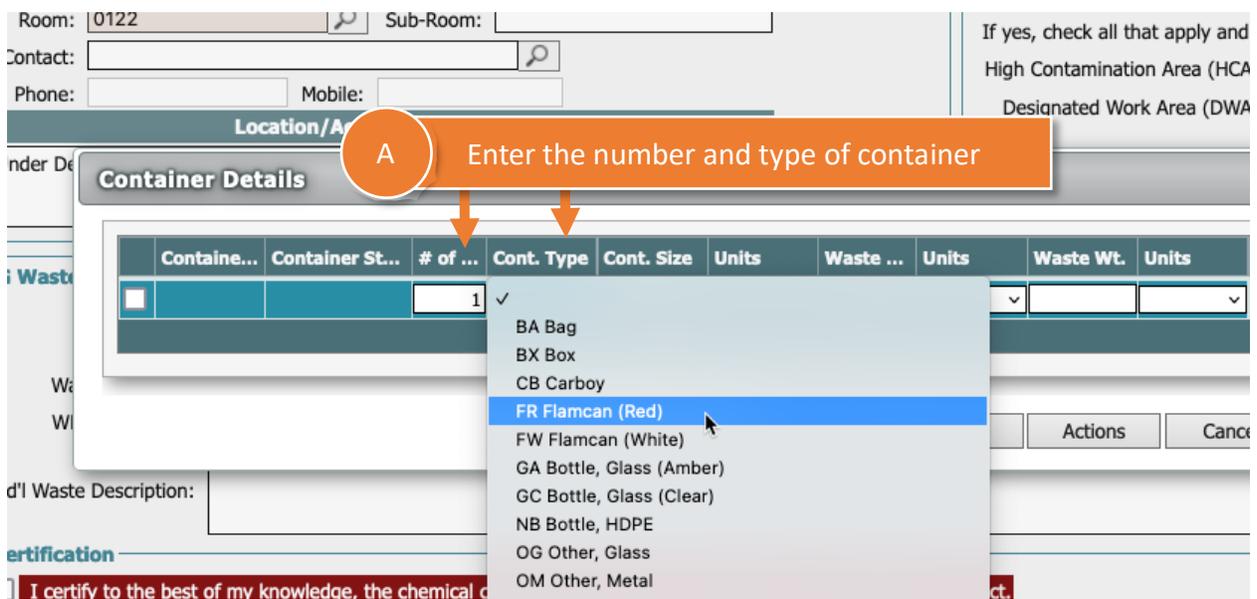
Buttons: Add Row, Save, Cancel

**Step 11: (A) Select the Container tab (B) Select Add/Edit**



**Step 12: Add container info**

Example: 1 Red flam can



- Step 13:** (A) Add **Container size** and **Units** (5 gallons)  
 (B) Enter **Waste Volume** and **Units of Measure** (16 liters)  
 (C) **Save**

The screenshot shows a 'Container Details' section with a table. Callout A points to the 'Cont. Size' field (value: 5) and 'Units' dropdown (value: G GALLON). Callout B points to the 'Waste ...' field (value: 16) and 'Units' dropdown (value: L LITERS). Callout C points to the 'Save' button.

Containe...	Container St...	# of ...	Cont. Type	Cont. Size	Units	Waste ...	Units	Waste Wt.	Units	pH	Fla...	Rad D
		1	FR Flamc	5	G GALLON	16	L LITERS					

Buttons: Add Row, Save, Actions, Cancel

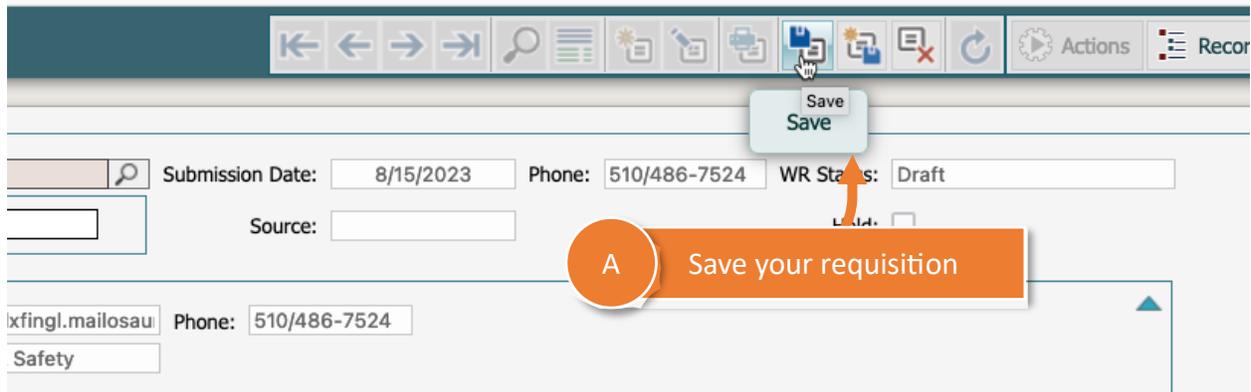
Save button callout: C Save

**Step 14:** Certify your waste

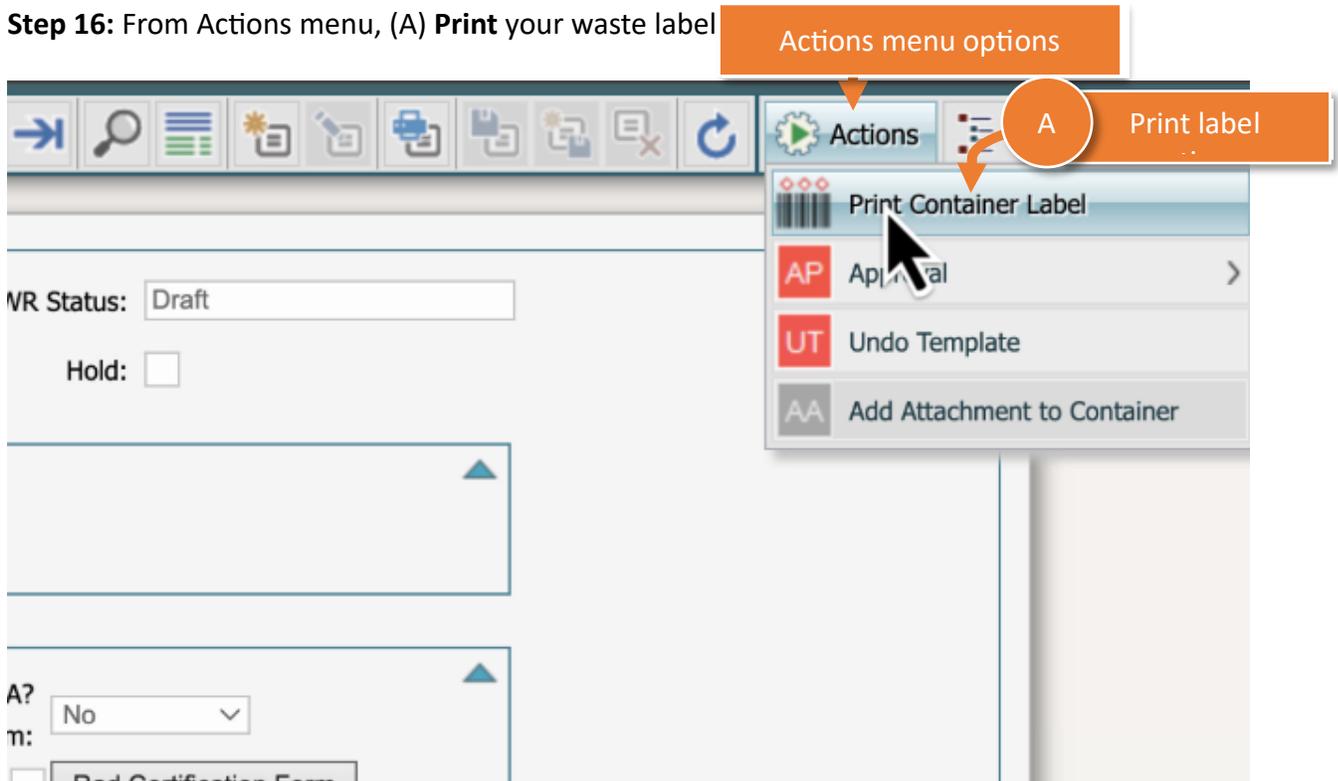
The screenshot shows 'Waste Information' fields: Waste Type: Hazardous, Waste Options: Process Waste, Physical State: LIQUID. Below is a 'Certification' section with a checked checkbox and the text: 'I certify to the best of my knowledge, the chemical composition provided for the item(s) is complete and correct.'

Callout B: B Certify your waste

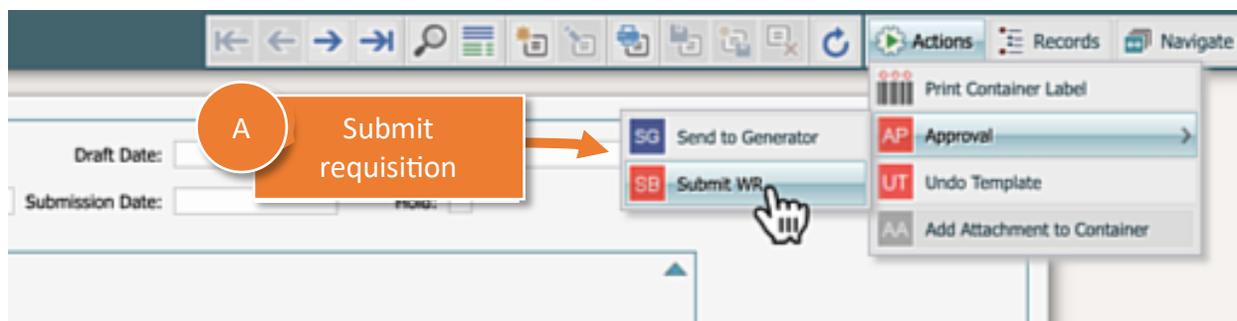
**Step 15: Save your waste requisition (at the top of the interface)**



**Step 16: From Actions menu, (A) Print your waste label**



**Step 17: After you print your label submit the requisition**



**END.** After you submit your waste requisition you are done

**Good to know items**

