

EXAMPLE: [Entering a Waste Requisition for Dry Waste \(Lab Debris\)](#)



This step-by-step shows how to enter a 5-gallon bag of dry lab waste into the Waste Requisition System. *The example includes glass, paper, plastic, and rubber gloves that have been collected in a 5-gallon plastic bag.*

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

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



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.

The screenshot shows the 'Requisition - 53340' form. The 'Requisition Header' section includes fields for 'WR ID: 53340', 'Requester: Basore James (020982)', and 'Submission Date: 8/15/2023'. Below this is the 'Generator' section with 'Name: Basore James (020982)', 'Email: JD...', and 'Division: 1090'. An orange callout box labeled 'A' points to the 'Requester' field with the text 'Person requesting pickup'. Another orange callout box labeled 'B' points to the 'Generator' section with the text 'Person who generated the waste'. There are also fields for 'SAA/WAA Location Information' and 'RAD Contamination'.

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.

This screenshot shows the 'SAA/WAA Location Information' section of the form. The 'Building' field is filled with '075' and the 'Room' field is filled with '0122'. An orange callout box labeled 'A' points to these fields with the text 'Buildings and rooms start with "0"'. Another orange callout box labeled 'B' points to the 'Location/Access/Pickup Notes' field, which contains the text 'Under Desk (at back of lab)'. The text 'Location notes help the pick-up team find the waste' is written next to callout B. The 'WG Waste Information' section is partially visible at the bottom.

Step 5: Select the type of waste.

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: # of Containers: # of Constituents: _____

Physical State:
Physical Form:

Add'l Waste Description: _____

Certification

Step 6 : Waste Options & Physical State

(A) The type of waste is **Process Waste**

(B) The form is **Liquid**

NOTE: The default Waste Option is "Process Waste." If it is a different type use the magnifying glass to find

Location/Access/Pickup Notes

Under Desk (at back of lab)

Designated Work Area (DWA): _____

Special Hazard Notes: _____

WG Waste Information

Waste Type: Waste Options: Physical State: **LIQUID**
Waste Category: Physical Form:
WPC Activity ID: # of Containers: # of Constituents: _____

Physical State: **LIQUID**
GAS
SLUDGE
SOLID

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 #:

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 SAA/Earliest Accum Date: WAA Start Date:

Physical Form:

of Containers: 0 # of Constituents: 0 Reactive:

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

TRU Isotopes: RWA #: RAD Tag #:

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

Source: Submission Date: Hold:

Phone: 510/486-6744

RAD Contamination

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: OPTIONAL: (A) Add a clarification in the description field when the waste has something noteworthy. In this example it contains nano particles.

Waste Type: Hazardous Waste Options: Process Waste Physical State: SOLID SAA
Waste Category: Physical Form:
WPC Activity ID: # of Containers: 0 # of Constituents: 0
Add'l Waste Description: lab debris contaminated with nano particles
Certification
 I certify to the best of my knowledge, the chemical composition provided for the item(s) is complete and correct.

Step 10: (A) Click **Constituent Summary** (B) Click **Add/Edit**

Add'l Waste Description: lab debris contaminated with nano particles
Certification
 I certify to the best of my knowledge, the chemical composition provided for the item(s) is complete and correct.
Total nCi/g TRU Isotopes: RWA #:
Constituent Summary Containers Isotopes Accumulation Log Attachments
Waste Constituents
Percentage Concentration Conc Units Comment
Row Add/Edit Help

Step 11: Enter the contents (First item is glass)

Contact: _____ Phone: _____ Mobile: _____ High Contamination Area (HCA): Contaminatio
Designated Work Area (DWA): Radiological Buffer

A Glass **B** 15% of the waste **C** Comment to note nano contamination

Constituent	Percentage	Concentration	Conc Unit	Comments	Characteristic Co
GLASS	15			contaminated with nano partik	

D Add new row

Add Row Save Cancel

Id'l Waste Description: _____

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

D

Step 12: Add remaining waste items (row-by-row). Then save.

one: _____ High Contamination Area (HCA): C
Designated Work Area (DWA): Radiol

A Constituent and the percentage of each

Constituent	Percentage	Concentration	Conc Unit	Comments	Char
GLASS	15			contaminated with nano par...	
PLASTIC	25				
Paper	10				
RUBBER GLOVES	50				

D Save when done

row Save Cancel

ification

Step 13: Add Container information

A Click Containers

B Click Add/Edit

Cont. Type	Cont. Size	Units	Waste Volume

Row Add/Edit | Help

Step 14: (A) Add container and waste information

The example below is (One 5-gallon Bag that contains 5 gallons of waste)

A Container: 1 Bag that is 5 gallons

B Waste: 5 gallons of waste (full bag)

Containe...	Container St...	Waste Wt.	Units	pH	Fla...
1	BA Bag	5	G GALLON		

Add Row | Save | Actions | Cancel

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

Step 15: Certify your waste

Waste Information

Waste Type: Waste Options: Physical State:
Waste Category: Physical Form:
WPC Activity ID: # of Containers: # of Const:

B Certify your waste

Certification

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

RAD

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

Constituent Summary **Containers** Isotopes Accumulation Log Attachments

Containers						
Container ID	Status	Cont. Type	Cont. Size	Units	Waste Volume	Units
<input type="checkbox"/> 53340.01	New	FR Flamcan (Red)	5.00	G GALLONS	16.00	L LITER

Step 16: Save your waste requisition (at the top of the interface)

Navigation icons: Back, Forward, Search, List, Print, Save, Refresh, Actions, Record

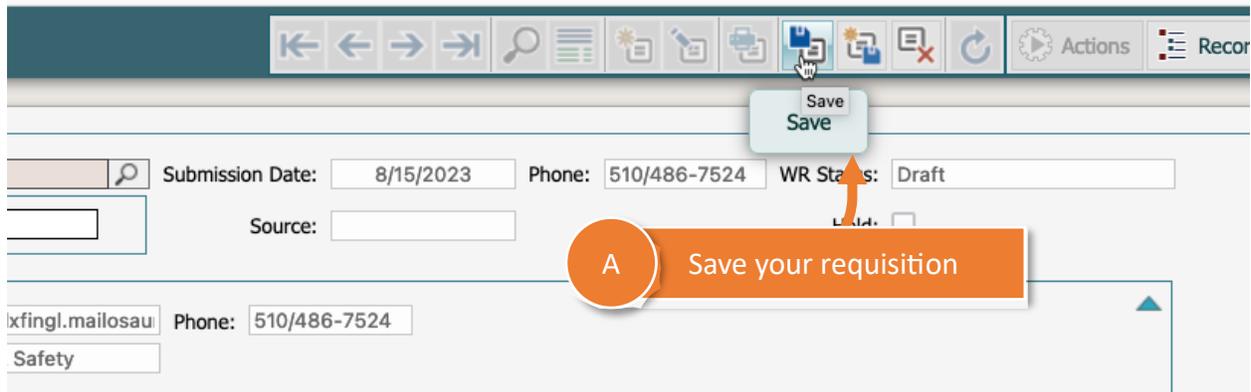
Save
Save

Submission Date: Phone: WR Status:
Source:

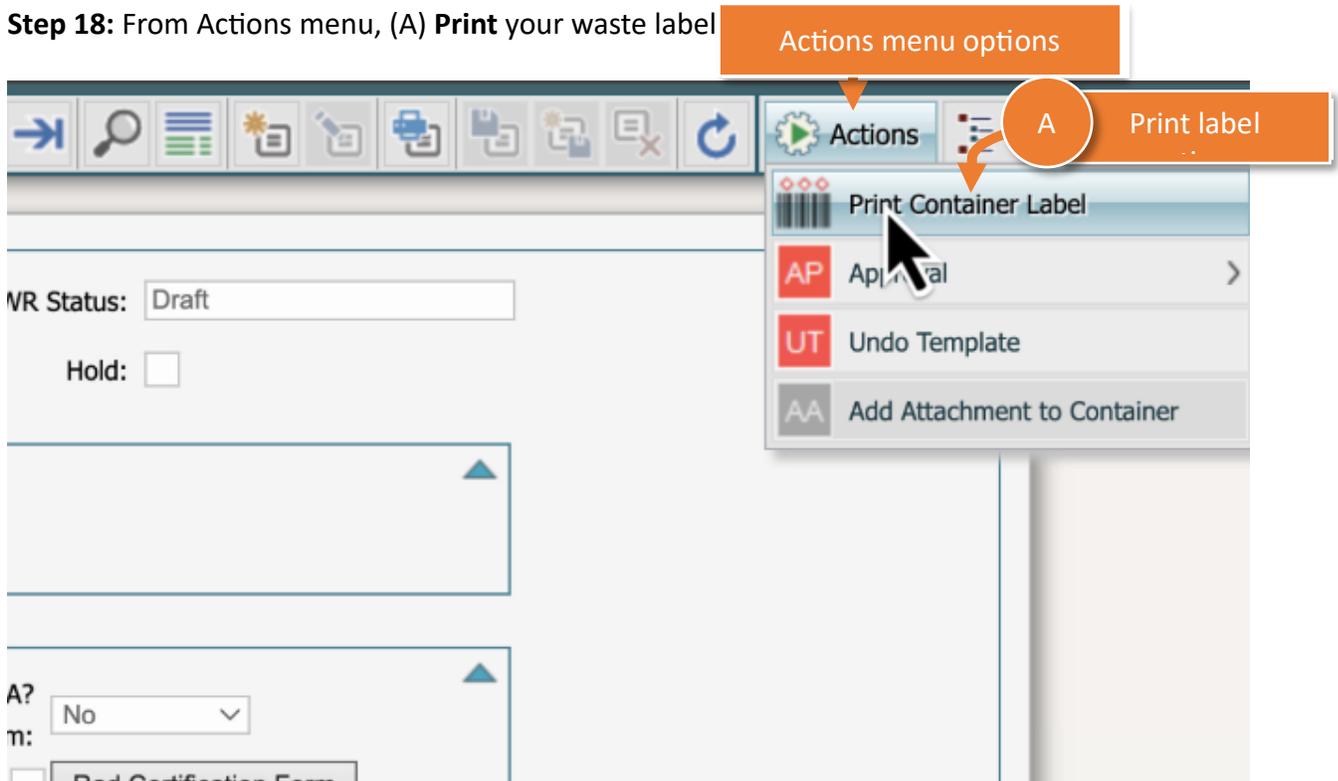
A Save your requisition

xfingl.mailosau Phone:
Safety

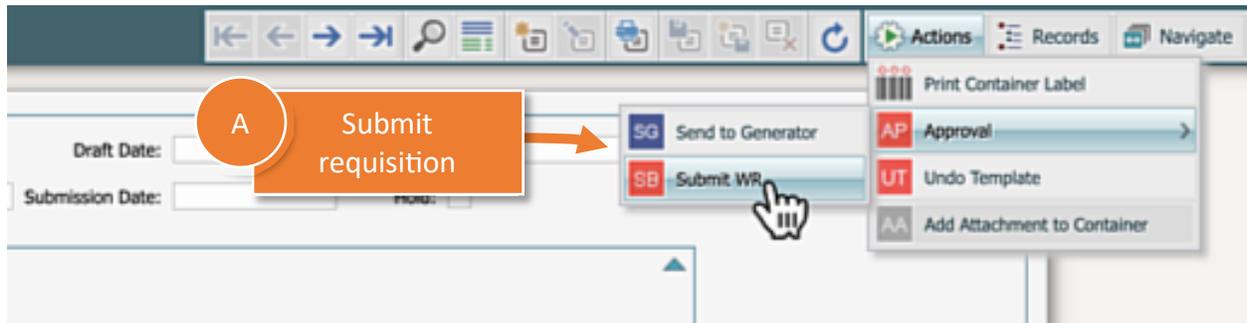
Step 17: When done, **Save** your waste requisition (at the top of the interface)



Step 18: From Actions menu, (A) **Print** your waste label



Step 19: After you print your label submit the requisition



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

Good to know items

