

EXAMPLE: [Entering a Waste Requisition for 5 Gallon solution of Sodium Hydroxide](#)



This step-by-step shows how to requisition a 5 Gallon solution of Sodium Hydroxide and water (0.1 Molar of Sodium Hydroxide in 99% water). This tutorial includes how to include the pH value of the waste that has > 50% water.

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

Requisition - 53340

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

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

A Person requesting pickup

B Person who generated the waste

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
Template: Source:

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

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

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

A Buildings and rooms start with "0"

B Location notes help the pick-up team find the waste

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

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: Waste Options: Physical State: **LIQUID**
Waste Category: Physical Form:
WPC Activity ID: # 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 #:

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

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

Special Hazard Notes:

A Add the SAA start date

Process Waste: Physical State: LIQUID Physical Form:

of Containers: 0 # of Constituents: 0 Reactive:

SAA/Earliest Accum Date: WAA Start Date:

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

TRU Isotopes: RWA #: RAD Tag #:

August 2023						
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/No to indicate if waste was generated in a posted radiological area

Source: Submission Date: Hold:

ir.net Phone: 510/486-6744

A Select Yes or No

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

No
Yes

Step 9: OPTIONAL: Add a clarification in the description to indicate what the waste is.

The screenshot shows a web form for waste management. An orange callout box labeled 'A' with the text 'Enter a waste description' has an arrow pointing to the 'Additional Waste Description' text area. The text area contains the text 'Waste is from a high-pressure liquid chromatography (HPLC) process'. Other fields include 'Waste Options' set to 'Process Waste', 'Physical State' set to 'LIQUID', and 'Physical Form' set to an empty field. Below the description is a 'Certification' section with a checkbox and the text 'I certify to the best of my knowledge, the chemical composition provided for the item(s) is complete and correct.' At the bottom, there are input fields for 'Total Activity (mCi)', 'Total nCi/g TRU Isotopes', and 'RWA #'.

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

The screenshot shows a table interface for 'Waste Constituents'. An orange callout box labeled 'A' with the text 'Click Constituent Summary' has an arrow pointing to the 'Constituent Summary' tab. Below the tabs is a table with columns for 'Chemical A', 'Amount', 'Unit', 'Chemical B', 'Amount', and 'Unit'. The table is currently empty, and the text 'No records found' is visible. An orange callout box labeled 'B' with the text 'Click Add/Edit' has an arrow pointing to the 'Row Add/Edit' button at the bottom left of the table.

Step 11: Enter the waste **Constituents**

In this example the first constituent is Sodium Hydroxide that is .1 Molar

Enter the constituent

Enter concentration and unit of measure

Constituent	Percentage	Concentration	Conc Unit	Comments
SODIUM HYDROXIDE (LIQ...		0.1	Molar	

Waste is from a high-pressure liquid chromatography (HPLC) process

Add Row Save Cancel

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

In this example the second constituent is water 99%

(B) Click save.

Enter the constituent

Percentage is added

Save when done

Constituent	Percentage	Concentration	Conc Unit	Comments
SODIUM HYDROXIDE (LIQ...		0.1	Molar	balance in water
WATER	99			

Waste Description: Waste is from a high-pressure liquid chromatography (HPLC) process

Save Cancel

Step 13: Add **Container** information

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

Click Containers

Total nCi/g TRU Isotopes: RWA #:

Containers

Cont. Type	Cont. Size	Units	Waste Volume

Row Add/Edit Help

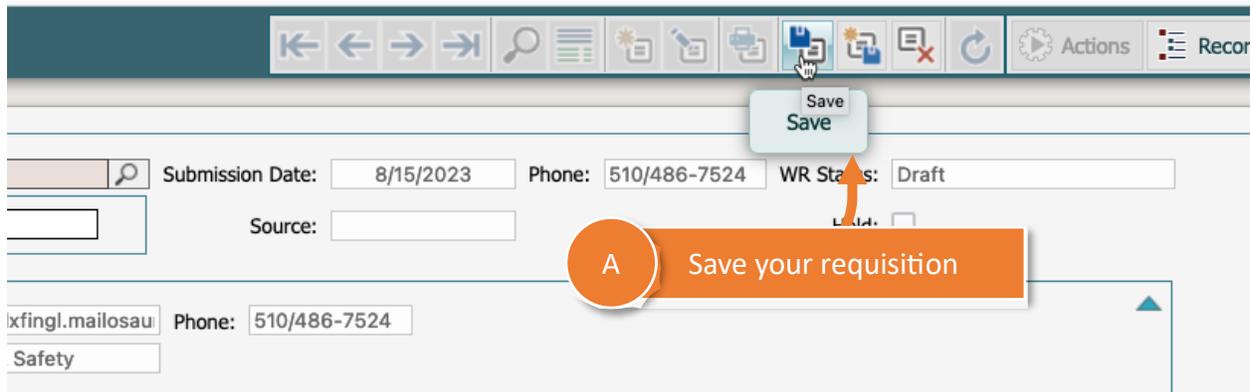
- Step 14:** (A) Add container information
 (B) Add waste information
 (C) Add pH (Because the water content is > 50% pH is required)
 (D) Click Save

The screenshot shows a software interface for waste management. At the top, there are search fields for 'Sub-Room:' and a text area with instructions: 'Was the waste generated in an area posted as HCA, CA, If yes, check all that apply and attach a completed Rad Certi High Contamination Area (HCA): [] Contamination A cal Buffer Ar'. Below this is a table with columns: '# of ...', 'Cont. Type', 'Cont. Size', 'Units', 'Waste ...', 'Units', 'Waste Wt.', 'Units', 'pH', 'a...', 'Rad Do...', and 'Addi. I'. The first row contains: '1', 'CB Carbx', '5', 'G GALLC', '5', 'G GALLC', and '13'. Callout A points to the first row, B points to the 'Units' column, C points to the 'pH' column, and D points to the 'Save' button.

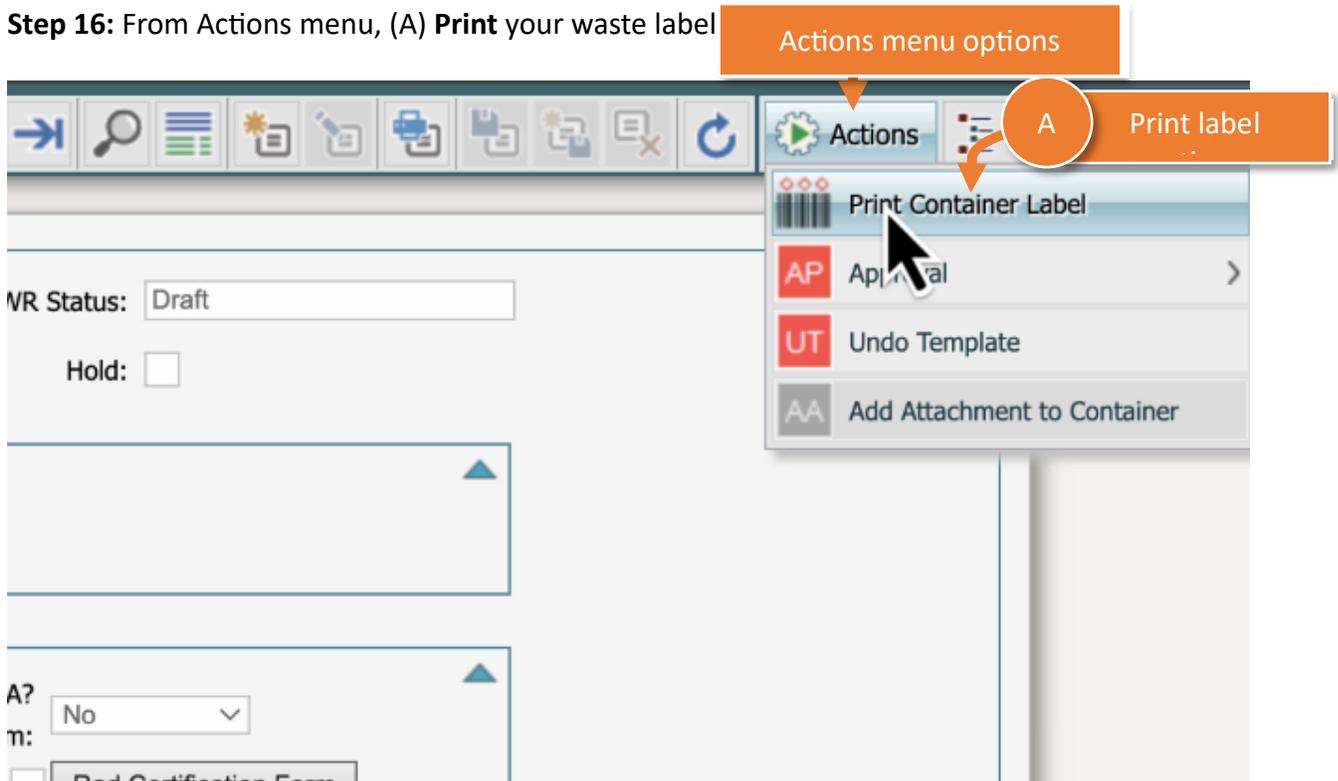
Step 15: Certify your waste

The screenshot shows the 'Waste Information' section of the software. Fields include: 'Waste Type: Hazardous', 'Waste Options: Process Waste', 'Physical State: LIQUID', 'Waste Category:', 'WPC Activity ID:', '# of Containers: 1', and '# of Const:'. Below these fields 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.'

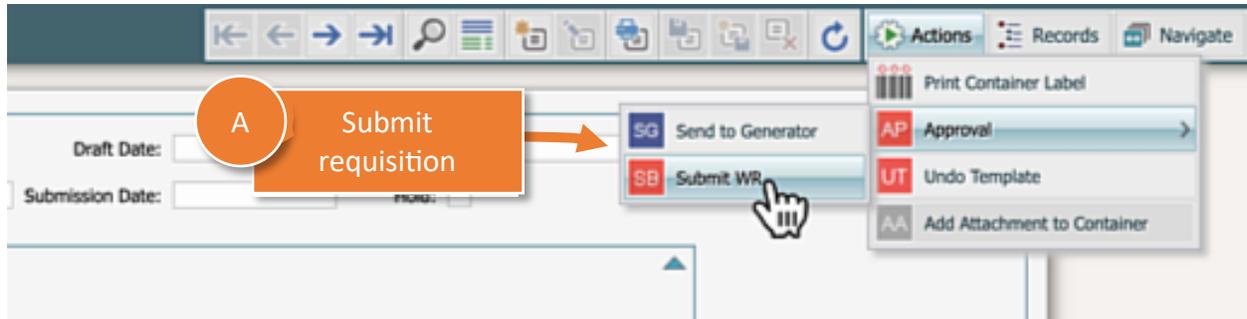
Step 16: When done, **Save** your waste requisition (at the top of the interface)



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

