Environment, Health & Safety
BERKELEY LAB

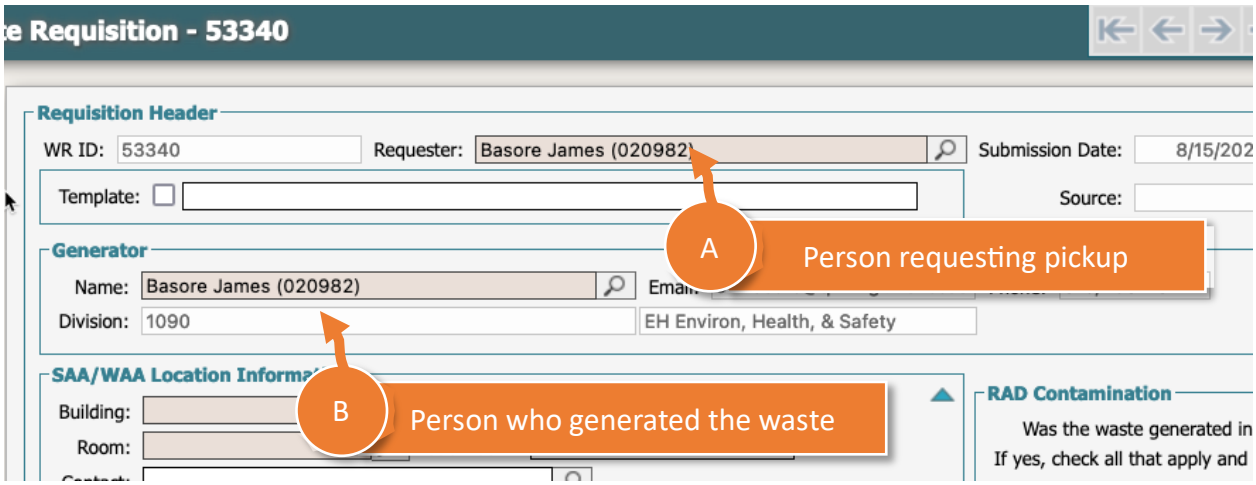
EXAMPLE: Entering a Waste Requisition for 5 Gallon solution of Sodium Hydroxide

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.

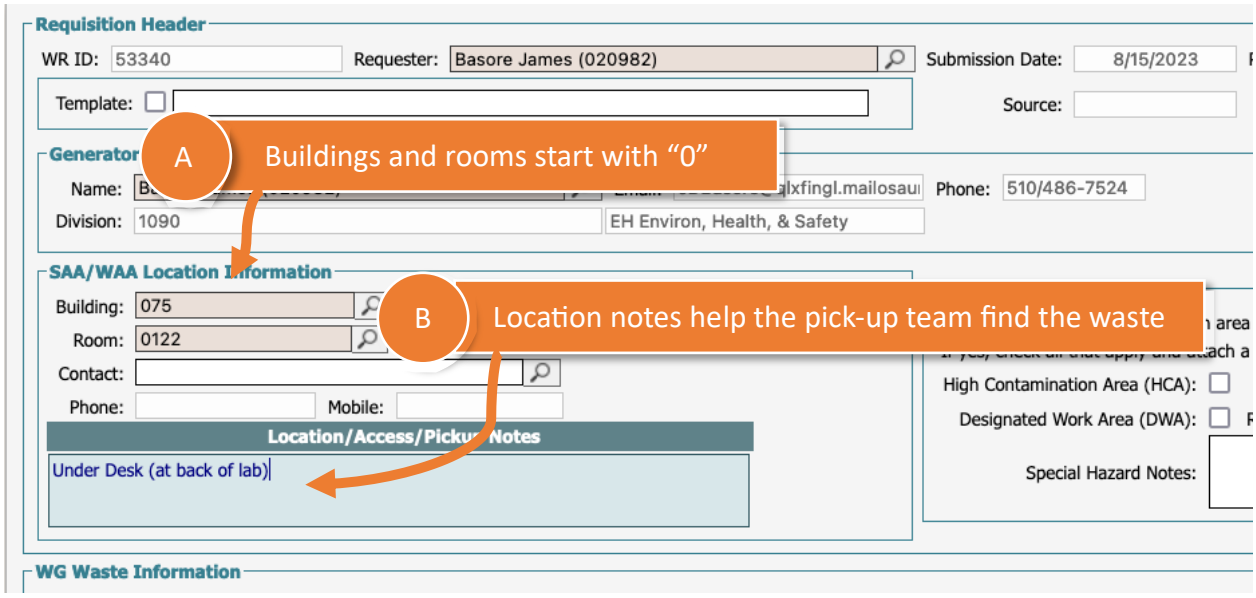
Step 1: Login https://wms.lbl.gov/

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

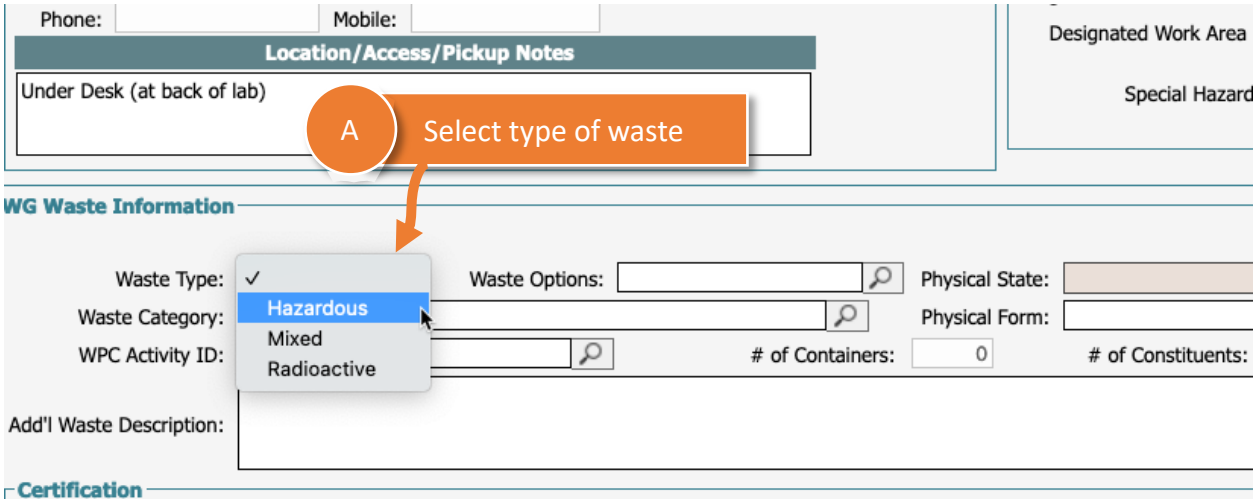
Step 3: Make sure the Requestor and Generator information is correct | Update as needed
NOTE: *This information defaults to the person who logged into the system*



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.*

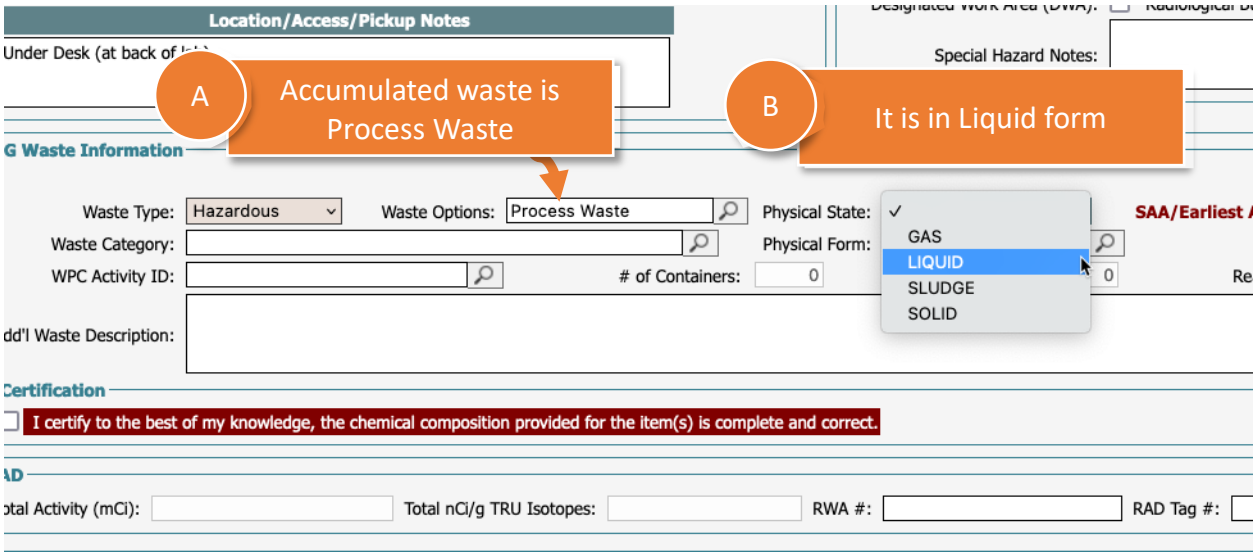


Step 5: Select **Waste Type**

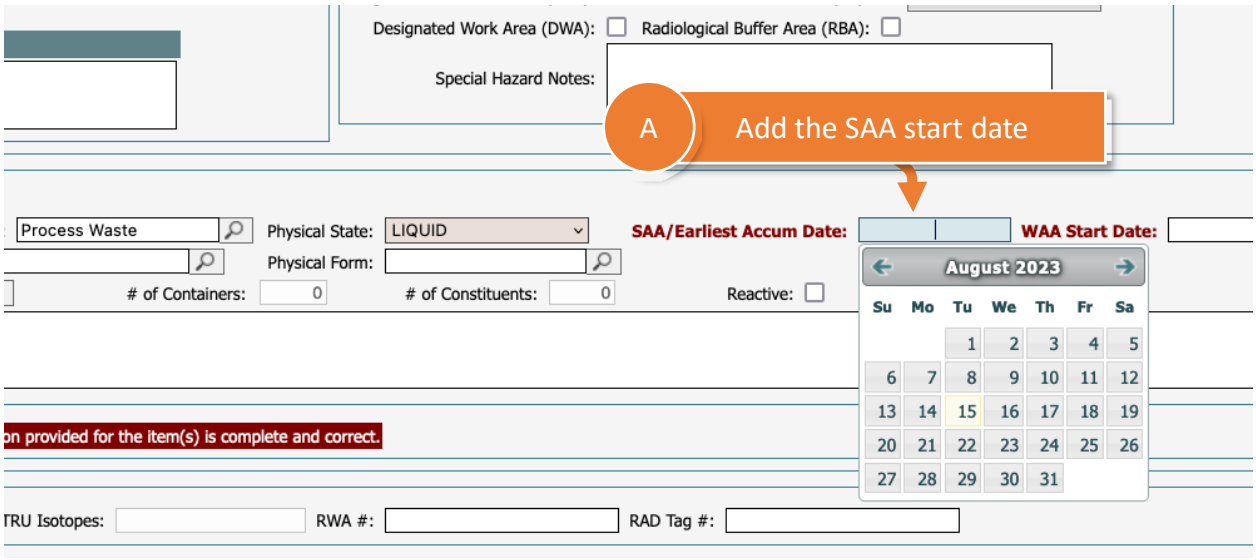


Step 6 : **Waste Options** & **Physical State**

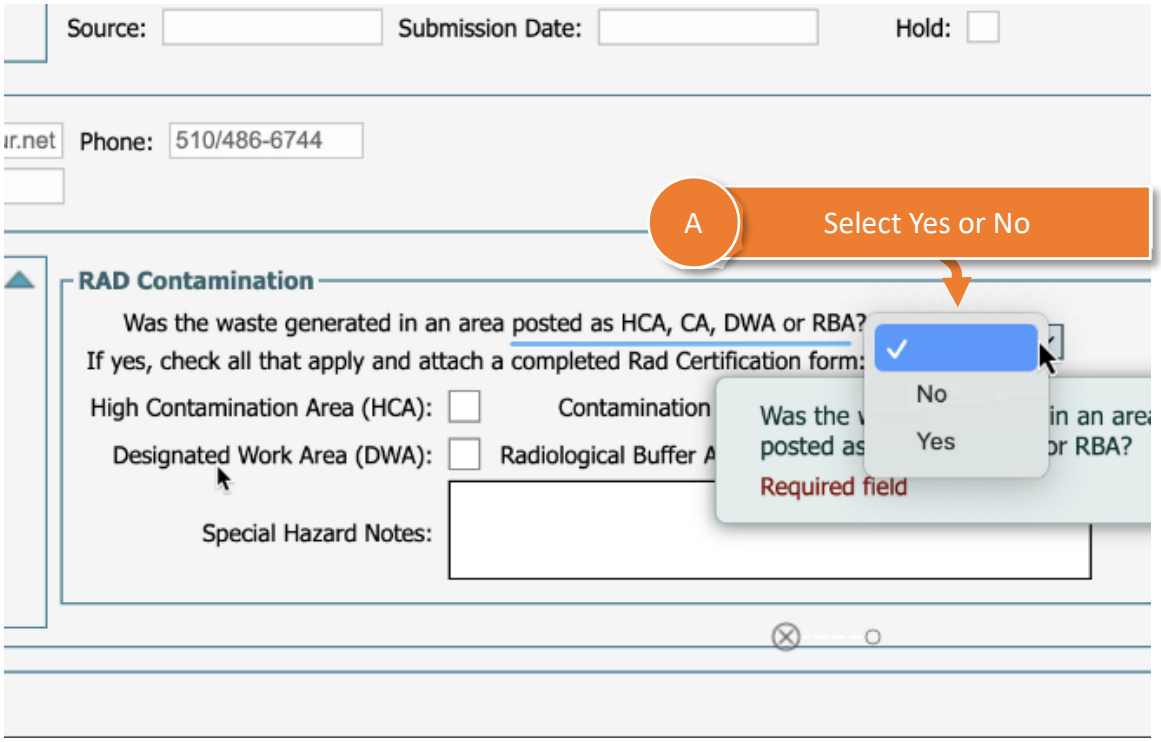
NOTE: *The default Waste Option is "Process Waste" which is correct so leave as is.*



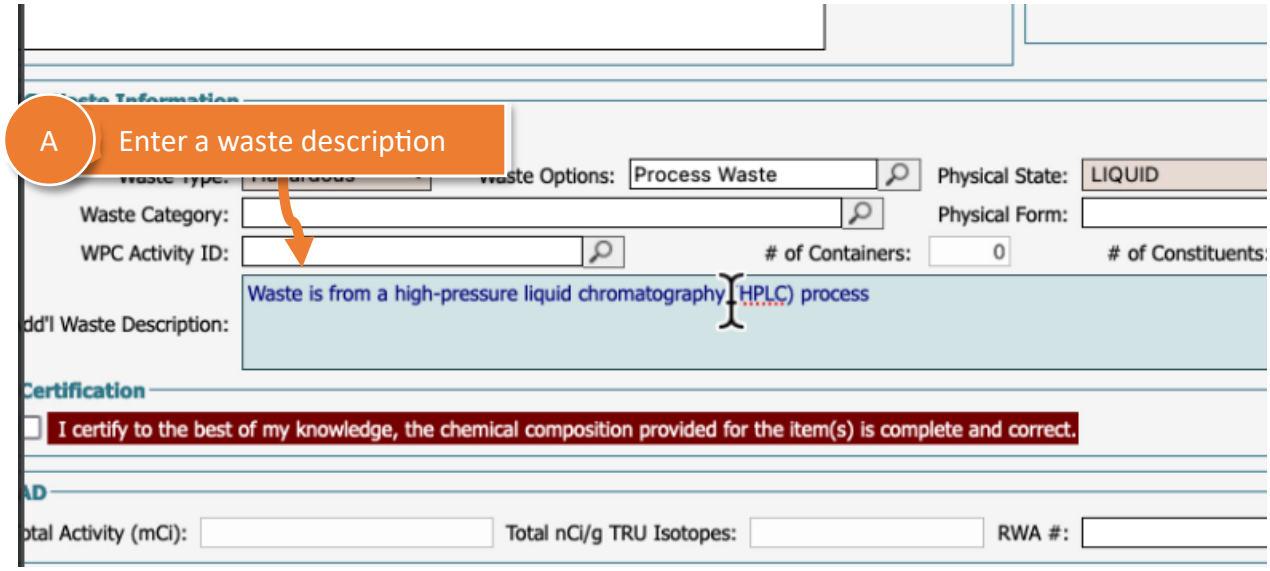
Step 7: Enter the **SAA/Earliest Accumulation Date** (Listed on the SAA label)



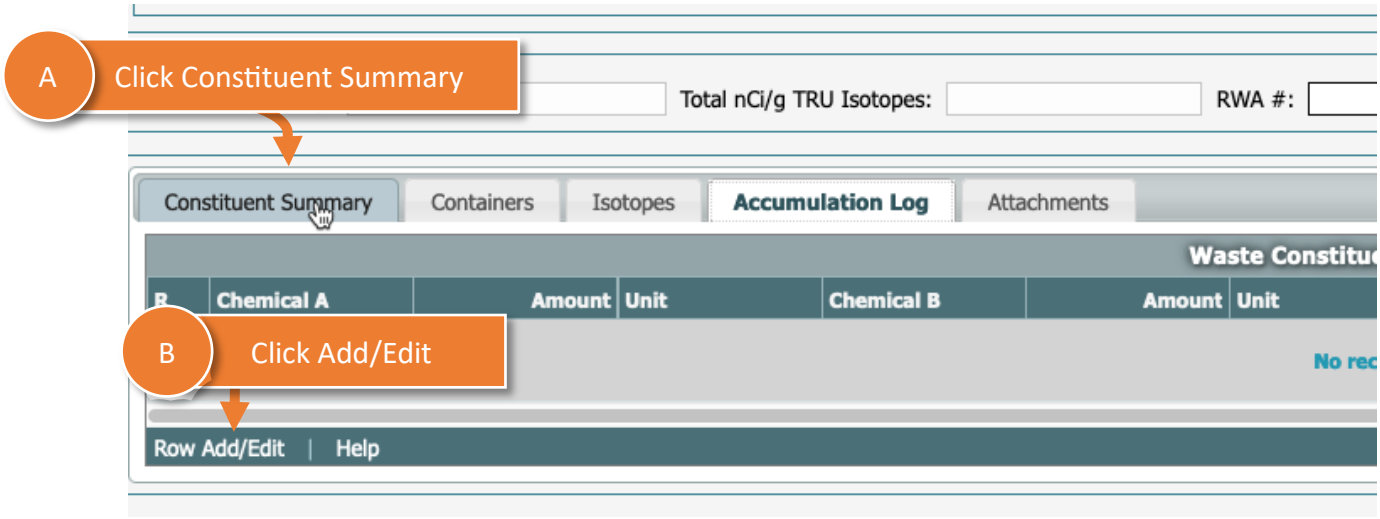
Step 8: Answer Yes/No to indicate if waste was generated in a posted radiological area



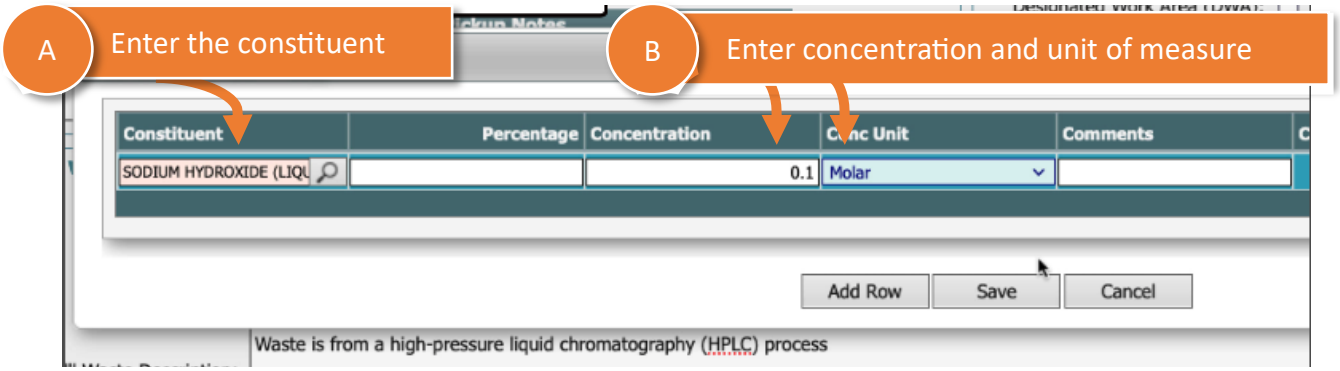
Step 9: OPTIONAL: Add a clarification in the description to indicate what the waste is.



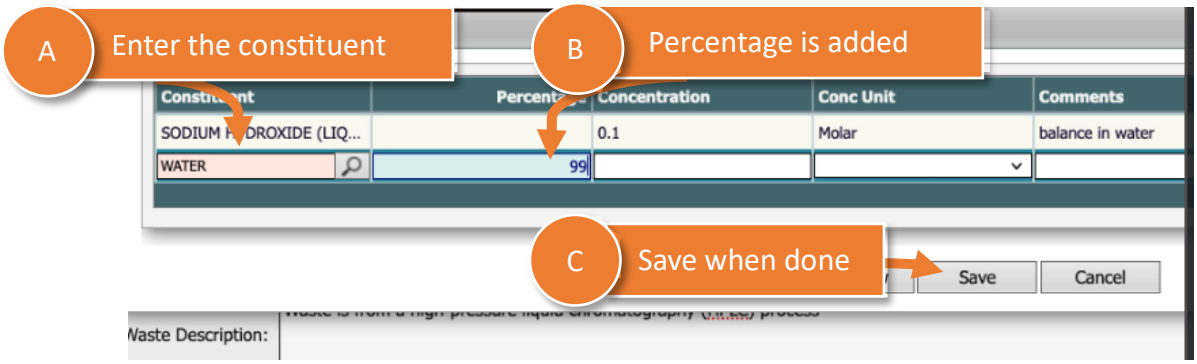
Step 10: (A) Click **Constituent Summary** (B) Click **Add/Edit** row



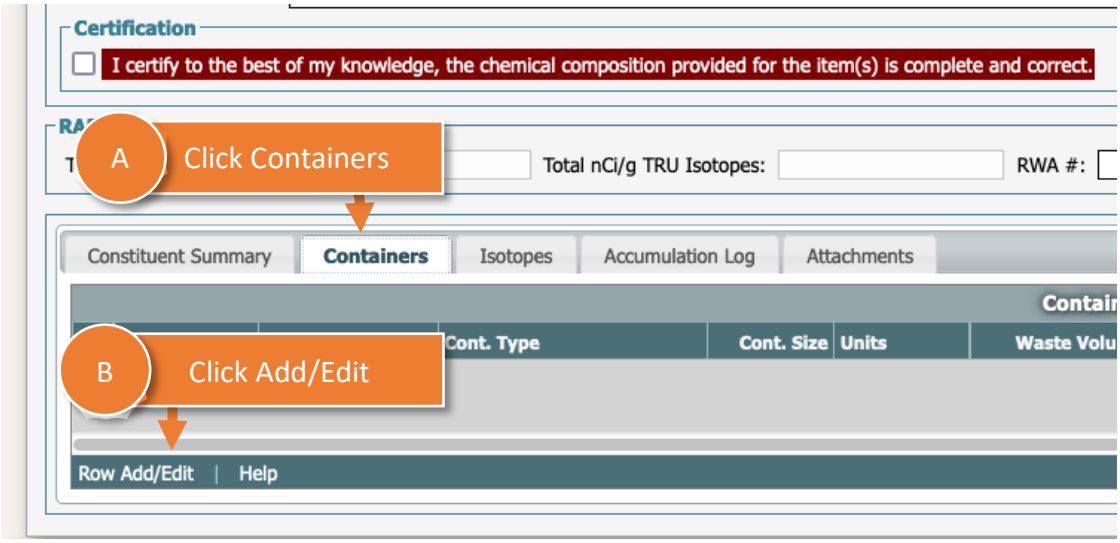
Step 11: Enter the waste **Constituents**
In this example the first constituent is Sodium Hydroxide that is .1 Molar



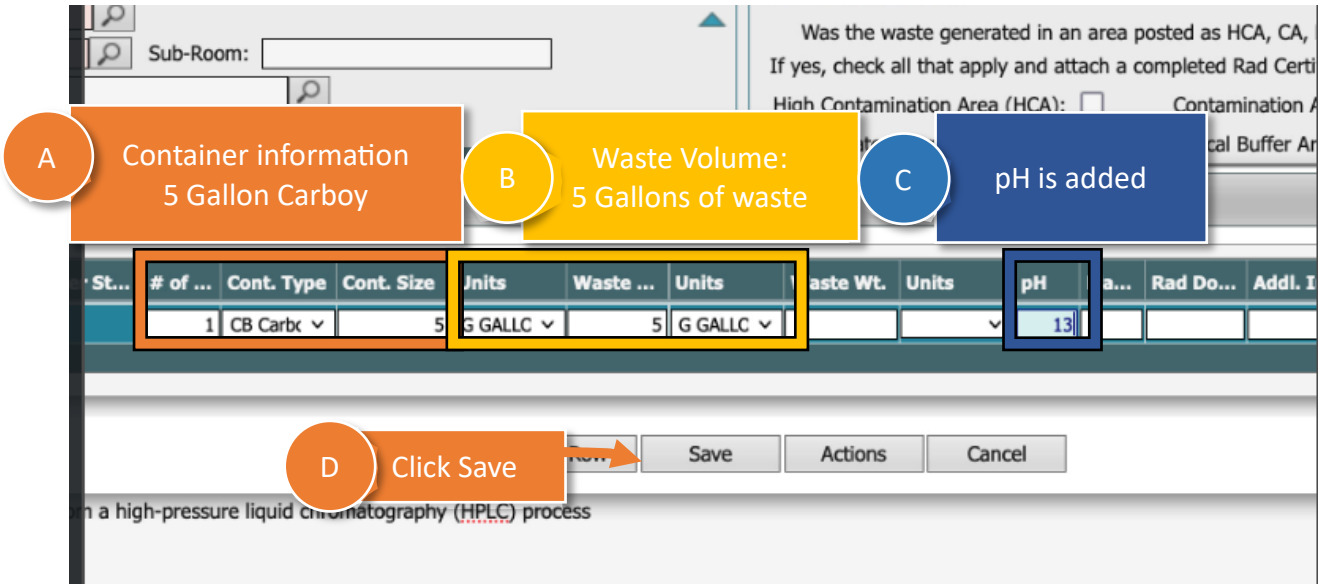
Step 12: (A) Add remaining waste items (row-by-row).
In this example the second constituent is water 99%
(B) Click save.



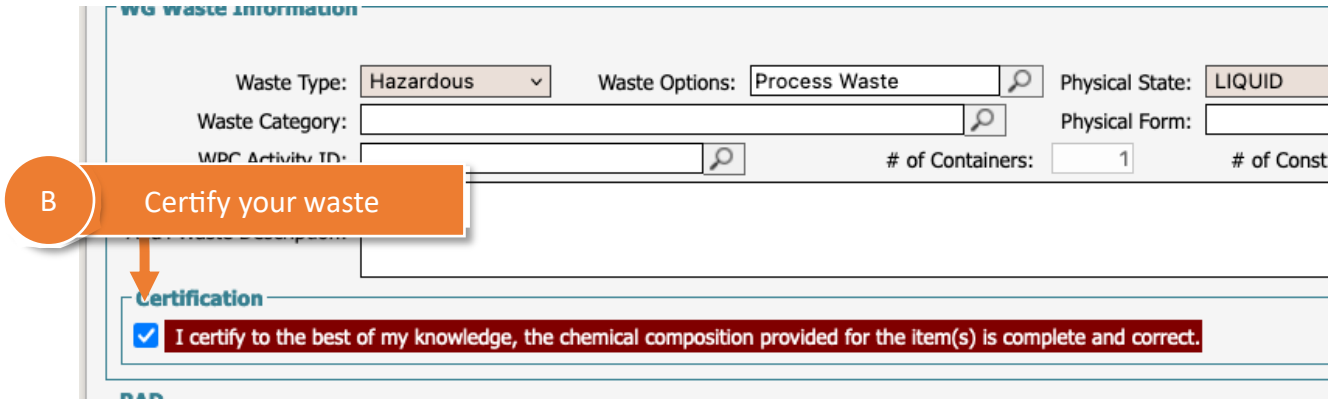
Step 13: Add **Container** information



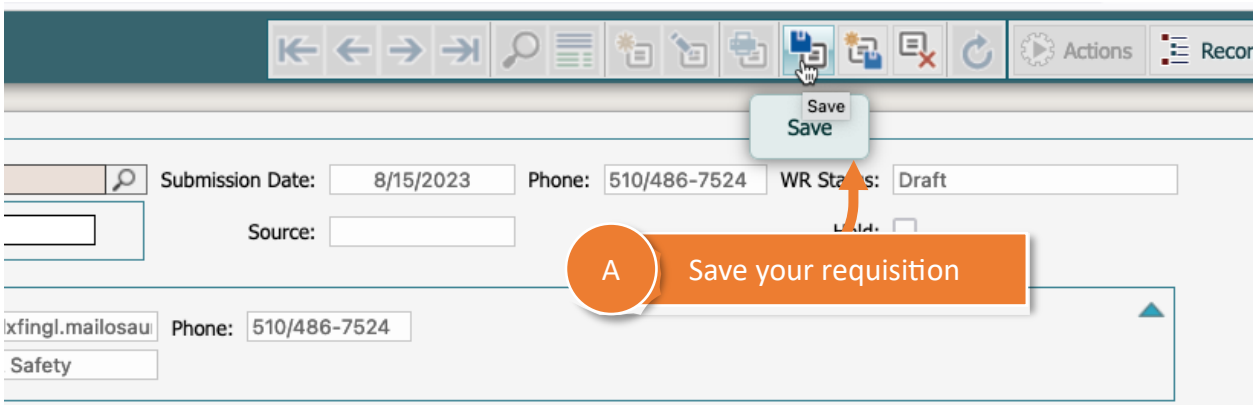
Step 14: (A) Add container information
(B) Add waste information
(C) Add pH (Because the water content is > 50% pH is required)
(D) Click Save



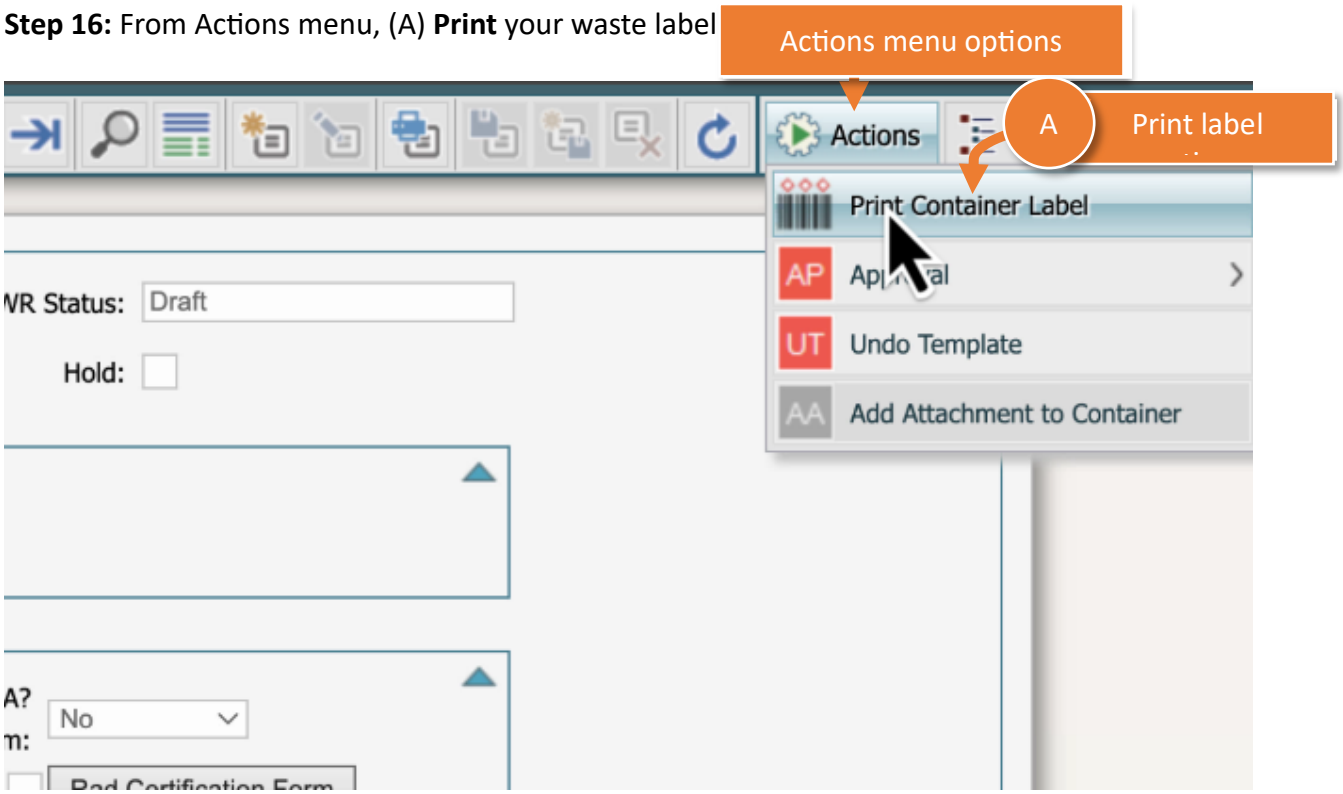
Step 15: Certify your waste



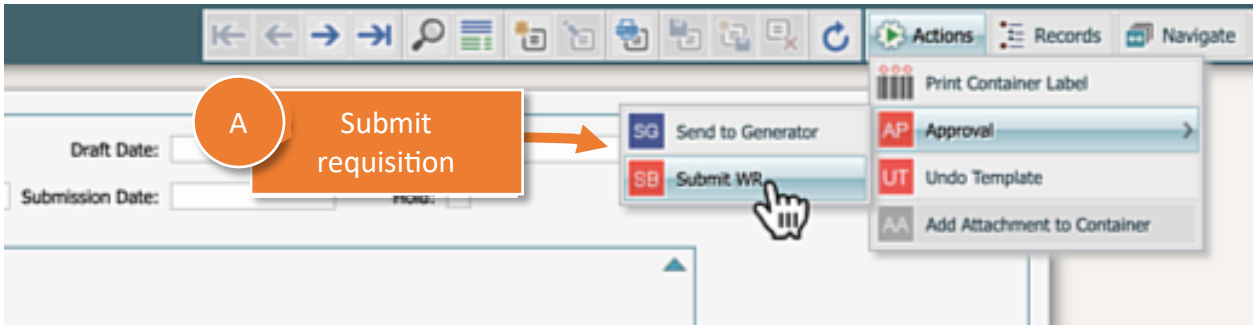
Step 16: When done, **Save** your waste requisition (at the top of the interface)



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