

EXAMPLE: Entering a Waste Requisition for unused chemical in its original container

This **step-by-step** shows how to requisition an unused chemical container.



The example is a 500ml bottle that contains 49% Chloroform, 50% Phenol and 1% Isoamyl Alcohol.

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 a RAD Contamination Area? If yes, check all that apply and

Callout A: Person requesting pickup

Callout 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 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)

Callout A: Buildings and rooms start with "0"

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

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 : (A) Remove **Process Waste** which is the default waste option (B) Select **Unused waste in Original Container**

Under Desk (at back of lab)

Waste Information

Waste Type: Waste Options: Physical State: **SAA/Earliest Accumulation Date:**

OPTIONS NAME
Process Waste
Unused Waste in Original Container
Unused Waste in Secondary Container

Waste Description: 50% phenol, 49% Chloroform, 1% Isoamyl alcohol

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

Step 7: Select the Physical State of the waste (Liquid) in this example

Mobile:

Location/Access/Pickup Notes

ask

Designated Work Area (DWA): Radiological Buffer

A Choose physical state

Information

Waste Type: Waste Options: Physical State: **SAA/Earliest Accumulation Date:**

Waste Category:

Physical Form: **Reactive:**

PC Activity ID: # of Containers:

Step 8: 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: **SAA/Earliest Accum Date:** **WAA Start Date:**

Physical Form: # of Containers: # of Constituents: Reactive:

Information 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 9: Answer Yes or No to indicate if waste was generated in a posted radiological area

Source: Submission Date: Hold:

Phone:

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?
No
Yes
Required field

Step 10: (A) Add a clarification in the description to indicate what the waste is.

A Click Accumulation Log tab

Waste Type: Waste Options: Physical State:

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.

RAD

Step 11: (A) Click **Constituent Summary** (B) Click **Add/Edit**

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

Waste Constituents

R	Chemical A	Amount	Unit	Chemical B	Amount	Unit

Row Add/Edit | Help

Step 12: Enter the **contents** (A) First item is Chloroform (B) 49% of the waste (C) add a new. Row to enter other constituents

Room: Sub-Room:

Contact: Phone: Mobile:

If yes, check all that apply and attach:
High Contamination Area (HCA):
Designated Work Area (DWA):

Constituent Summary

Constituent	Percentage	Concentration	Conc Unit	Comments
CHLOROFORM	49	<input type="text"/>	<input type="text"/>	

Add Row Save Cancel

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.

Step 13: (A) Add remaining waste items (row-by-row). (B) Click save.

A Add new row for Phenol and Isoamyl Alcohol including percentage

Constituent	Percentage	Concentration	Conc Unit	Comments	Ch
CHLOROFORM	49.0000				DO:
PHENOL	50				
Isoa					

D Save when done

Save **Cancel**

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

Step 14: Add Container information

A Click Containers

Total nCi/g TRU Isotopes: RWA #:

Constituent Summary **Containers** Isotopes Accumulation Log Attachments

Cont. Type	Cont. Size	Units	Waste Volume
Row Add/Edit			

B Click Add/Edit

Row Add/Edit | Help

Step 15: (A) Add container information (B) Add waste information (C) Save
 The example below is a 500-milliliter amber glass bottle with 500 milliliters of waste.

The screenshot shows a data entry form for waste information. Callout A points to a table row with the following data: Cont. Type: GA Bottle, Cont. Size: 500, Units: ML MILLIL. Callout B points to another table row with: Waste V...: 500, Units: ML MILLIL. Callout C points to the 'Save' button in the bottom right corner of the form.

Containe...	Container S...	Cont. Type	Cont. Size	Units	Waste V...	Units	Waste Wt.	Units	pH	Fla...	Rad D
		GA Bottle, v	500	ML MILLIL v	500	ML MILLIL v					

Buttons: Save, Actions, Cancel

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

Step 16: Certify your waste

The screenshot shows the 'Waste Information' section of the form. Callout B points to the 'Certification' section where the checkbox is checked.

Waste Type: Hazardous | Waste Options: Process Waste | Physical State: LIQUID

Waste Category: | Physical Form: |

WPC Activity ID: | # of Containers: 1 | # of Const: |

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

Step 17: Save your waste requisition (at the top of the interface)

The screenshot shows the top navigation bar and the top section of the form. Callout A points to the 'Save' button in the navigation bar.

Navigation: Back, Forward, Search, Home, Print, Save, Refresh, Actions, Records

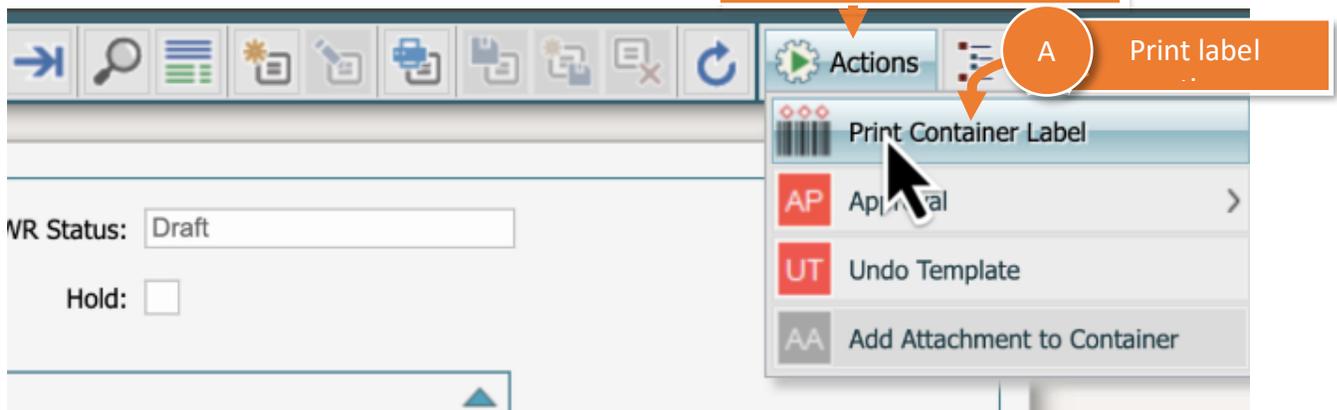
Submission Date: 8/15/2023 | Phone: 510/486-7524 | WR Status: Draft

Source: |

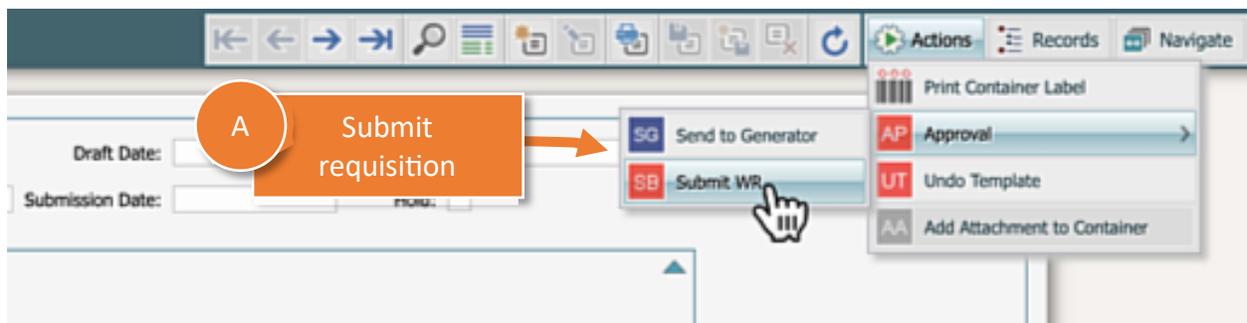
xfingl.mailosau | Phone: 510/486-7524

Safety

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

