How to Submit a Waste Collection Request in BioRAFT

1. Go to EHSO’s homepage at ehso.emory.edu.

2. Click the Waste Collection or the BioRAFT icon.
3. Click, “Log in with your Emory NetID and Password.”

4. Enter your Emory NetID and password and click, Login.
5. After clicking on your Lab name on the left side of the page, click Waste.

6. If EHSO has already assigned waste profiles to your lab, look for the profile that matches the waste you would like collected in the first box, and click, Request Pick Up, just to the right of the last request date.

In this example, I identify that a profile has already been assigned to my lab and the waste material is, Solvents in Vials. Because this profile matches the Solvents in Vials that I would like to have picked up, I'll click Request Pickup.
7. Complete the Add Waste Pickup Request form, by entering the amount per container, unit, number of containers of that same size, and Location from the drop down box.

8. Add the SAA or (Satellite Accumulation Area) Location if the location field above does not give information specific enough to locate the waste.

9. Add Supplies needed in the box at the bottom. This includes labels or containers.

10. After the form has been completely filled in, click, Submit Pick Up Request.
11. If you login to BioRAFT for Waste Collection and there in NOT a profile setup for a particular chemical, click, Submit New Chemical Waste Pickup Request in the first box.
12. In the Constituents area, Enter the Chemical Constituent and the maximum percentage of that chemical in your waste. If your waste contains multiple chemicals, you can enter more than one constituent by clicking the Add button.

13. If the Constituent you enter here is not found in the drop-down list, then, enter the name of the Constituent into the Other Materials field.

14. Continue to fill in the form with any remaining relevant information.

15. Be sure to include any replacement supplies needed in the last box.

16. After the form has been filled in, you can either, submit a SINGLE waste type to be picked up by clicking the Submit Pick Up Request button, OR, you can add additional wastes to be picked up by clicking the Submit Another Pick Up Request button.

17. If you experience technical difficulty or have questions, please email ChemWaste@emory.edu

<table>
<thead>
<tr>
<th>Physical State</th>
<th>Amount per Container</th>
<th>Units</th>
<th>Number of Containers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid</td>
<td>0</td>
<td>g</td>
<td>1</td>
</tr>
</tbody>
</table>

**Constituents**

Enter Chemical Constituent(s):

- [ ] Chemical Name
- [ ] CAS Number
- [ ] Product Name or Number

Maximum %: [ ]

Add

**Other Materials:**

Please include other materials not listed as chemical constituents. Examples include gloves, gels, plates, etc.

**Hazards**

- [ ] Ignitable
- [ ] Acutely Toxic
- [ ] Other Hazards
- [ ] Corrosive
- [ ] Toxic
- [ ] Uncharacterized/Unknown
- [ ] Reactive
- [ ] Non-Hazardous

**Additional Classification Information**

- [ ] Liquid - Organic, Non-Halogenated
- [ ] Liquid - Organic, Halogenated
- [ ] Liquid - Aqueous, Acidic
- [ ] Liquid - Aqueous, Basic

**Additional Details**

Add any other relevant notes or additional information:

Example: potential for off-gassing, vented caps in use

**Supplies Needed:**

- Waste traps, containers, vented caps

Submit Pick Up Request  Submit Another Pick Up Request Cancel