

Web-based Requisition of Hazardous Waste

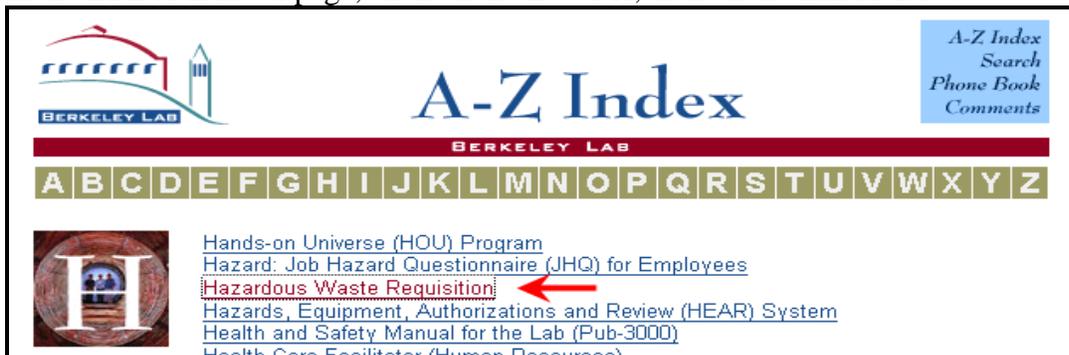
Hazardous Waste Requisitions can be submitted electronically using a web-based interface. This method enables the waste generator to enter waste data directly into the Waste Management database. Additionally, a record of all previously submitted web-based requisitions is available to the generator. Recurring waste requisitions can be created based on a previously submitted web-based requisition. Most of the previous data will be used in the new requisition, only dates and weight/volume information needs to be updated. This web-based requisition system will increase the efficiency of submitting hazardous waste requisitions dramatically.

There are various ways to access the web-based requisition system:

1. Within the LBL domain, simply type **webreq** as a URL in the browser.



2. In the LBL A-Z index page, click on the Letter H, then on the link Hazardous Waste Requisition



3. In the EH&S Home Page, under EHS Quick Links, select Haz Waste Req



Step-by-Step Procedure to enter and submit a web-based Hazardous Waste Requisition

1. Navigate to the login screen for the web-based Hazardous Waste Requisition using one of the methods outlined above.
2. If you want, bookmark this page for easy access.
3. Type your e-mail user id and your e-mail password.

4. Click on .
5. On the next screen, a menu tree on the left and a main window on the right is displayed and shown below:

System Overview

Welcome to the EH&S Waste Management Waste Tracking System. This system is used to manage pick-up, sampling, storage, and shipment of hazardous waste on a container by container basis.

For more information on Waste Management's services, please visit the [Waste Management](#) page on the [EH&S Web site](#), or contact your [Generator Assistance Specialist](#).

For technical assistance with online requisitioning, contact the Waste Tracking System support team at shoebox@lbl.gov.

6. To enter a new requisition, click on Enter/Edit Requisitions.

7. The next screen is divided into three areas, a menu on the left side, a form entry window on the right side (the main window), and a title window at the top.

 <p>Welcome to the hazardous waste requisition system - Newman,Lana T</p> <p>Return to main menu <input type="button" value="Review for Submission"/></p>	
<p>Your Requisitions Pending Submittal</p> <p>[Create NEW Req]</p>	<h2>Enter/Edit Requisitions</h2> <hr/> <p>Click on [Create NEW Req] to start a new requisition, or choose a requisition to edit from the list at the left by clicking on its number.</p> <p>You must have completed hazardous waste generator training (EHS604) to continue.</p> <p><u>Navigation:</u></p> <ul style="list-style-type: none"> • It is strongly recommended that you do not use the browser back button. • Use the buttons and links provided within each web page for navigation. • Be sure to save any changes before moving to another screen. • When the opening screen is saved a button will be included on it to navigate to the next screen for entering waste items. • Enter as many line items as necessary to include all waste to be picked up. • Multiple containers should be grouped as a single line item when their contents are identical and from the same waste stream.

8. Click on [\[Create NEW Req\]](#) on the left side to start a new requisition.

Important: If the training requirement is not met, after clicking on [\[Create NEW Req\]](#) a message appears in the main window regarding the training deficiency. The user will not be able to enter a requisition.

9. Now the first screen to enter the new requisition is displayed. This portion represents the requisition header information, such as division, generator, and account information.

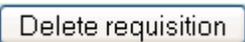
 <p>Welcome to the hazardous waste requisition system - Newman,Lana T</p> <p>Return to main menu <input type="button" value="Review for Submission"/></p>	
<p>Your Requisitions Pending Submittal</p> <p>[Create NEW Req]</p>	<p>Temporary Requisition ID: (new) HELP</p> <p>* Indicates a required field</p> <p>*Division: <input type="text"/> <input type="button" value="v"/> *Project: <input type="text"/></p> <p>*SAA/WAA Location -- Bldg: <input type="text"/> <input type="button" value="?"/> Room: <input type="text"/> <input type="button" value="?"/> </p> <p>*Is this waste from an RMA? <input type="radio"/> Yes <input type="radio"/> No</p> <p>More about location: <input type="text"/></p> <p><u>Additional Information</u></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;"><input type="button" value="Reset"/> <input type="button" value="Save"/></p>

10. Enter the information in the fields as follows:

The screenshot shows a web form titled "Temporary Requisition ID: (new)" with a "HELP" link. The form includes several fields and a legend: a legend stating "* Indicates a required field"; a dropdown menu for "Division" (callout 1); a text field for "Project" (callout 2); text fields for "SAA/WAA Location -- Bldg" (callout 3) and "Room" (callout 4), each with a "?" button; radio buttons for "Is this waste from an RMA?" with "Yes" and "No" options (callout 5); a text field for "More about location:" (callout 6); a large text area for "Additional Information" (callout 7); and "Reset" and "Save" buttons at the bottom.

1. Division. Select division responsible for project generating the waste.
2. Project. Enter the account number you charge to for this project.
3. Bldg. Enter the building number where the waste is located.
4. Room. Enter room number where the waste is located.
5. Is this waste from an RMA? Check "Yes" if the waste is from a radioactive material area.
6. More about location. Additional information about the location, e.g., "In fume hood." (This field is **required** if room number is not provided)
7. Additional Information. Provide any additional information related to the waste to be picked up.

11. After all the information is provided, click on the  button on the lower right hand corner.

12. Now the screen contains additional buttons:  and .

The screenshot shows the "Temporary Requisition ID: 346151-1" form after submission. The title bar reads "Welcome to the hazardous waste requisition system - Newman, Lana T" with a "Return to main menu" link and a "Review for Submission" button. A sidebar on the left contains "Your Requisitions Pending Submittal #1 (2/12/2007)" and a "[Create NEW Req]" link. The main form area shows the same fields as in step 10, but with the "Project" field filled with "H15674" and the "RMA" radio button selected for "No". At the bottom, the "Reset" button is replaced by "Go to Description of Waste>" and "Delete requisition" buttons, with the "Save" button remaining.

13. To enter hazardous waste line items, click on the button Go to Description of Waste.

14. Now enter the waste item information as follows:

Temporary Requisition ID: 346151-1 **Waste Item #: (new)** [HELP](#)

* Indicates a required field

*Earliest Accumulation Start Date: Month? Day Year

*Description of Waste Process Knowledge: Analytical: MSDS:

*Waste Form: pH of aqueous liquid:

Number of Containers

*Containers	Cont. Type	*Size	* Units	Additional Info
<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>	Choose units <input type="text"/>	<input type="text" value="9"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose units <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose units <input type="text"/>	<input type="text"/>

*Total Waste Quantity: Choose units

Reset <Go to previous page Save

- ◆ Enter as many waste items as necessary to include all waste to be picked up.
- ◆ Multiple containers should be grouped as a single waste item when their contents are identical and from the same waste stream.
- ◆ To delete a container line, set Number of Containers = 0.

1. Earliest Accumulation Start Date. Indicate the date that waste was first placed in the container(s).
2. Process Knowledge, Analytical, MSDS. Check applicable box(es) to indicate the basis for waste characterization.
3. Waste Description. List all hazardous and nonhazardous waste constituents and give their concentrations. Include any additional information that may be helpful in describing the waste, e.g. unused, used in wiping operation, etc.
4. Waste Form. Choose Liquid, Solid, or Gas as appropriate.
5. pH of Aqueous Liquid. pH must be entered for all acids, bases, and aqueous liquids (>50% water).
6. Number of Containers. Enter the number of homogeneous containers of waste. When sizes vary use separate lines. To eliminate a container line, set the number of containers to zero (or blank).
7. Container Type. Choose the type of container. Use "Additional info" for container types not on the list.
8. Container Volume. Enter the size of each container in English or metric units.
9. Additional info(s). Provide additional description of container(s), distinguishing features, etc. (e.g., "In original container")
10. Total Waste Quantity. Enter the total amount of waste for all containers making up this waste item. Report solids by weight and liquids by volume.

15. Click on Save to save the line item information.

16. Now the screen contains additional buttons: Delete waste item and Add another waste item.

17. To add another waste item, click on the [Add another waste item](#) button (below the Save button), or click on [Add a waste item](#) on the left side under Waste Items.

Welcome to the hazardous waste requisition system - Newman, Lana T

[Return to main menu](#) [Review for Submission](#)

Requisition
346151-1

Waste Items
[Item #1](#)
[Add a waste item](#)

Temporary Requisition ID: 346151-1 **Waste Item #: 1** [HELP](#)

* Indicates a required field

*Earliest Accumulation Start Date: February 2, 2007

*Description of Waste: broken mercury thermometers
Process Knowledge: Analytical: MSDS:

*Waste Form: Solid pH of aqueous liquid: _____

Number of Containers	Cont. Type	* Size	* Units	Additional Info
1		1	cubic feet	plastic bag
			Choose units	
			Choose units	

*Total Waste Quantity: 1 lbs

[Reset](#) [<Go to previous page](#) [Save](#)
[Delete waste item](#) [Add another waste item](#)

- Enter as many waste items as necessary to include all waste to be picked up.
- Multiple containers should be grouped as a single waste item when their contents are identical and from the same waste stream.
- To delete a container line, set Number of Containers = 0.

18. Once the requisition is finished, you can keep the requisition as pending. That means, the requisition remains under the control of the generator and can be edited or items can be added. When the requisition is finalized and ready to send to Waste Management, click on [Review for Submission](#).

19. A new window is displayed.

Berkeley Lab Hazardous Waste Disposal Requisition Temporary requisition ID: 346151-1

Date: 2/12/2007 Account No. H15674 SAA/WAA Location: Bldg 085 Rm. 0201 RMA Waste? N
Name: LANA T NEWMAN Employee Id#: 346151 Division: Environment, Health & Safety

1. Process Knowledge Y Analytical _ MSDS _ Earliest Accumulation Start Date 2/2/2007
Waste Description: broken mercury thermometers

Waste Form: S pH of aqueous liquid: _

# of Containers	Container Type	Container Size Unit	Additional Container Information
1	plastic bag	1 cu. ft.	plastic bag

Total Waste Quantity: 1 lbs

I certify that to the best of my knowledge, the chemical composition provided for each item is complete and correct.

[Make Corrections or Add More Waste Items](#) [Certify/Submit Requisition](#)

20. Click on [Make Corrections or Add More Waste Items](#) to close the window and edit the requisition, or click on the button [Certify/Submit Requisition](#) to submit the requisition.

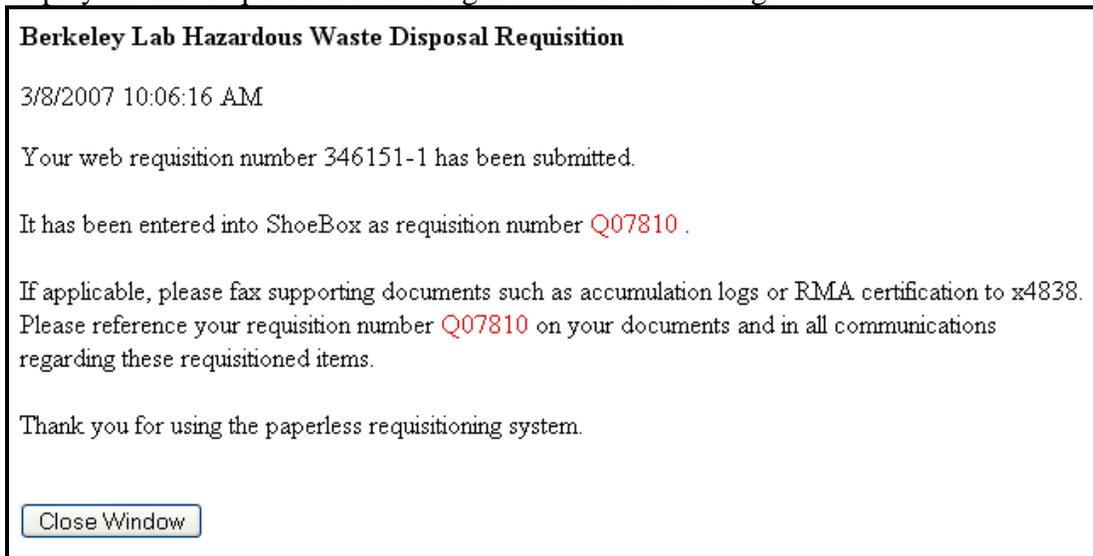
21. The following message box is displayed when you click on the button

Certify/Submit Requisition



22. Clicking on the OK button constitutes your electronic signature.

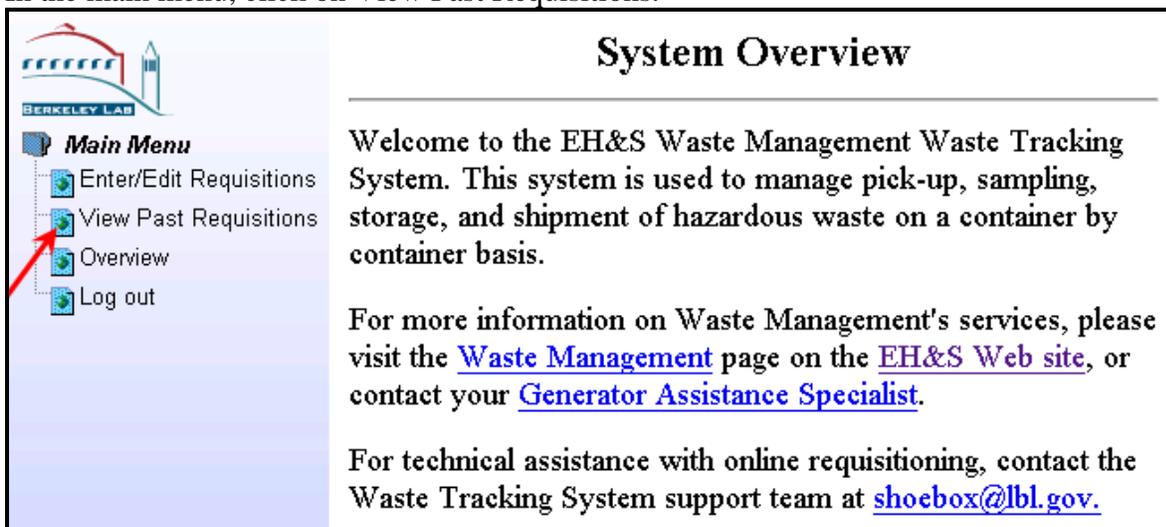
23. After clicking the OK button the requisition has been submitted and the following confirmation is displayed. The requisition is no longer available for editing.



Step-by-Step Procedure to create a new requisition based on a previously submitted requisition

All submitted web-based requisitions are stored in the database and displayed in the web-based requisition system.

1. In the main menu, click on View Past Requisitions.



2. The list of previously submitted web-based requisitions is displayed on the left side (original sequence number, assigned Requisition # and date). Click on the desired requisition to view.

The screenshot shows a web application interface. At the top left is the Berkeley Lab logo. The main header reads "Welcome to the hazardous waste requisition system - Tanouye, Patricia A". To the right of the header is a "Create Like" button. Below the header is a "Return to main menu" link. The interface is split into two columns. The left column, titled "Your Requisitions", lists two items: "#2 (Q07808 2/28/2007)" and "#1 (Q06320 3/10/2004)". The right column, titled "View Requisitions", contains a list of instructions: "Choose a requisition number to view from the list at the left by clicking on its number.", "To duplicate the requisition displayed, click the 'Create Like' button above. A new requisition having the next higher number will be created.", "Make any needed changes/additions the new requisition.", and "The earliest accumulation start date will not be duplicated, and must be entered."

3. The requisition is displayed as read-only, no changes can be made to any submitted requisition. Click on the button .
4. A new window is displayed informing the user that the new requisition has been created. Click on to navigate to the main requisition page to edit the requisition. Alternatively, you may close the window using the button.

The screenshot shows a Mozilla Firefox browser window. The address bar displays "https://ehswdev.lbl.gov - Mozilla Firefox: Berk...". The main content area of the browser shows a message: "Your requisition number 3 has been created." Below the message are two buttons: "Edit Now?" and "Close Window".

5. Follow the same steps as discussed above to edit and submit the requisition.