



LUMEN

Hazardous Waste Module

Quick Start Guide

lumen.northwestern.edu

Last updated: January 28, 2019



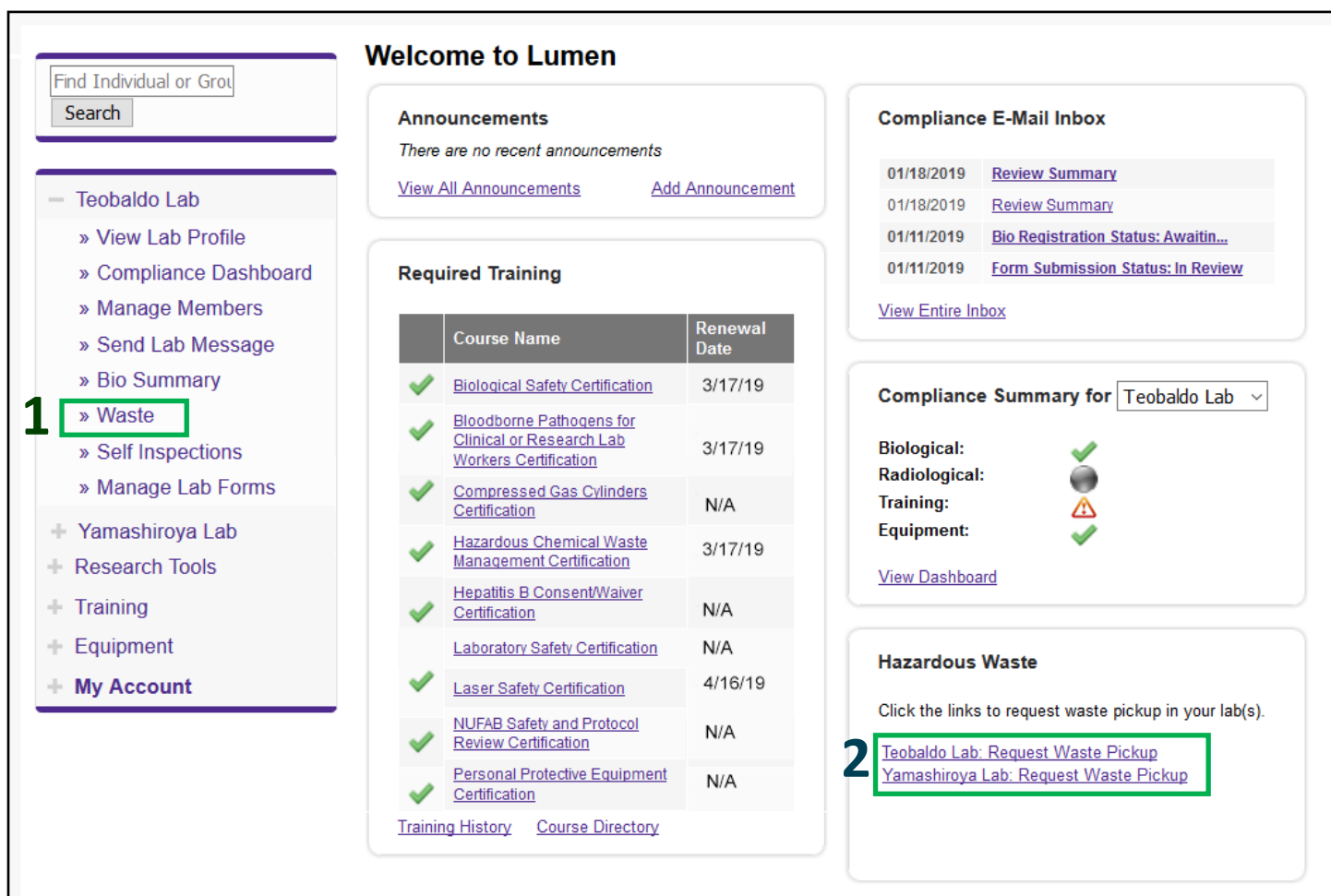
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Accessing the Hazardous Waste Module

There are several ways to access the Chemical Waste Module in Lumen.

1. From your lab homepage, click on “Waste” in the left menu.
2. Click on link in Hazardous Waste section (lower right). If you work in more than one lab, you will see a link for each lab in this section.
3. In other views, you can click on the Waste tab.



Welcome to Lumen

Announcements
There are no recent announcements
[View All Announcements](#) [Add Announcement](#)

Required Training

	Course Name	Renewal Date
✓	Biological Safety Certification	3/17/19
✓	Bloodborne Pathogens for Clinical or Research Lab Workers Certification	3/17/19
✓	Compressed Gas Cylinders Certification	N/A
✓	Hazardous Chemical Waste Management Certification	3/17/19
✓	Hepatitis B Consent/Waiver Certification	N/A
✓	Laboratory Safety Certification	N/A
✓	Laser Safety Certification	4/16/19
✓	NUFAB Safety and Protocol Review Certification	N/A
✓	Personal Protective Equipment Certification	N/A



[Training History](#) [Course Directory](#)

Compliance E-Mail Inbox

01/18/2019	Review Summary
01/18/2019	Review Summary
01/11/2019	Bio Registration Status: Awaitin...
01/11/2019	Form Submission Status: In Review

[View Entire Inbox](#)

Compliance Summary for Teobaldo Lab

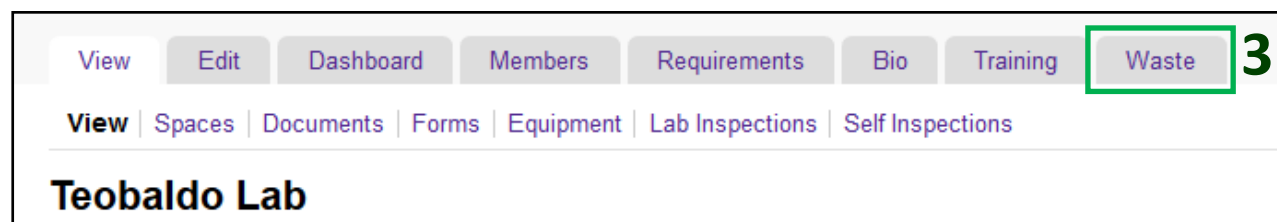
Biological: ✓
Radiological: 
Training: 
Equipment: ✓

[View Dashboard](#)

Hazardous Waste

Click the links to request waste pickup in your lab(s).

[Teobaldo Lab: Request Waste Pickup](#)
[Yamashiroya Lab: Request Waste Pickup](#)



View Edit Dashboard Members Requirements Bio Training **Waste**

View Spaces Documents Forms Equipment Lab Inspections Self Inspections

Teobaldo Lab

Completing a Waste Pickup Request

Select “Submit New Chemical Waste Pickup Request”.

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Pickup Requests | [Waste Pickup Request History](#)

Teobaldo Lab - Pick Up Requests

Assigned Waste Streams

To submit a request for a waste stream assigned to you by RS, use the link in the last column. If your waste does not fit any of the assigned waste streams, use ["Submit New Chemical Waste Pickup Request"](#).

Profile Number ▲	Profile Name	Last Request	
No waste stream profiles have been assigned to this laboratory.			
Submit New Chemical Waste Pickup Request			

Pending Chemical Waste Pick Up Requests

Request # ▲	Profile Number	Waste Profile	Total Amount	Supplies Needed	Last Requested	Requested By	
No waste pickup requests are pending pickup for this laboratory.							

Complete one request per waste stream (e.g., organic solvents). Multiple containers of the same chemical constituents may be placed in the same request. Containers of different chemical constituents will require different requests.

Waste materials that may be submitted include chemical waste, batteries, light bulbs, high hazard chemicals, surplus chemicals and unknowns.



Completing a Waste Pick Up Request *continued*

Complete Pickup Details for your waste request. All fields with an asterisk are required.

In “Other” field, add any critical information, for example “High peroxide concentration”.

If this is your only request, click Submit Pick Up Request.

If you have additional requests, click Submit Another Pick Up Request. Your first request will be saved automatically.

Teobaldo Lab - Add Waste Pickup Request

Please fill out one request per waste stream. Multiple containers of the same chemical constituents can be placed in the same request. Containers of different chemical constituents require different requests.

Pickup Details

Physical State: *

Amount per Container: * Units:

Number of Containers: *

Location:

SAA Location:

Waste Material: *

Other:

Supplies Needed

Supplies Needed:

Waste tags, containers, vented caps

 [Cancel](#)

Viewing or Editing Pending Waste Pick Up Requests

Once you submit your request, it is moved to “Pending Chemical Waste Pick Up Requests”.

You can edit the request until it is picked up.

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[Pickup Requests](#) | [Waste Pickup Request History](#)

Teobaldo Lab - Pick Up Requests

Your Waste Pickup Request has been created.





Assigned Waste Streams

To submit a request for a waste stream assigned to you by RS, use the link in the last column. If your waste does not fit any of the assigned waste streams, use "[Submit New Chemical Waste Pickup Request](#)".

Profile Number ▲	Profile Name	Last Request	
No waste stream profiles have been assigned to this laboratory.			

[Submit New Chemical Waste Pickup Request](#)

Pending Chemical Waste Pick Up Requests

Request # ▲	Profile Number	Waste Profile	Total Amount	Supplies Needed	Last Requested	Requested By		
1030	--	Chemical Waste	8.00 L	No	2019-01-28	Teobaldo, Bernardita	 View	 Edit
1031	--	Surplus Chemicals	5.00 g	No	2019-01-28	Teobaldo, Bernardita	 View	 Edit

After editing a pending request, be sure to click “Update Pick Up Request”.

Supplies Needed

Supplies Needed:

Waste tags, containers, vented caps

Update Pick Up Request

[Cancel](#)



Viewing Completed Waste Pick Up Requests

Once your waste is picked up, your request will be marked complete by Hazardous Waste Services.


Click “Waste Pickup Request History” to view any completed requests.

[View](#) [Edit](#) [Dashboard](#) [Members](#) [Requirements](#) [Bio](#) [Training](#) [Waste](#)

[Pickup Requests](#) **Waste Pickup Request History**

Teobaldo Lab - Waste Pick Up Request History

Showing 1-1 of 1 results

<u>Group</u> ▲	<u>Date Requested</u>	<u>Date Completed</u>	<u>Waste Stream Profile Name</u>	<u>Total Amount</u>	<u>Supplies Needed</u>	<u>Location</u>	
Teobaldo Lab	2019-01-28	2019-01-29	Chemical Waste	12.00 L	No	1801 Maple Avenue - 2462	 View