Table of Contents

Accessing the Hazardous Waste Module........................................................................................................... 1
Submitting a Hazardous Waste Pick Up Request................................................................................................. 2
Completing a Hazardous Waste Pick Up Request................................................................................................. 3
Viewing or Editing Pending Hazardous Waste Pick Up Requests........................................................................ 4
Viewing Completed Hazardous Waste Pick Up Requests..................................................................................... 5
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.
Completing a Waste Pickup Request

Select “Submit New Chemical Waste Pickup Request”.

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

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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.

<table>
<thead>
<tr>
<th>Group</th>
<th>Date Requested</th>
<th>Date Completed</th>
<th>Waste Stream Profile Name</th>
<th>Total Amount</th>
<th>Supplies Needed</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teobaldo Lab</td>
<td>2019-01-28</td>
<td>2019-01-29</td>
<td>Chemical Waste</td>
<td>12.00 L</td>
<td>No</td>
<td>1901 Maple Avenue - 2452</td>
</tr>
</tbody>
</table>