

## Submitting Multiple Manifests “Boxes” in One Email

**SAFETY FIRST** – Make sure chemicals are boxed according to their hazard compatibility characteristics (*i.e., flammable with flammable, toxic with toxic, acids with acids, bases with bases, Nitric Acid boxed alone, etc.*). **ALWAYS Refer to SDS.**

**DO NOT** submit the manifest if the chemicals “boxes” are not ready for pickup.

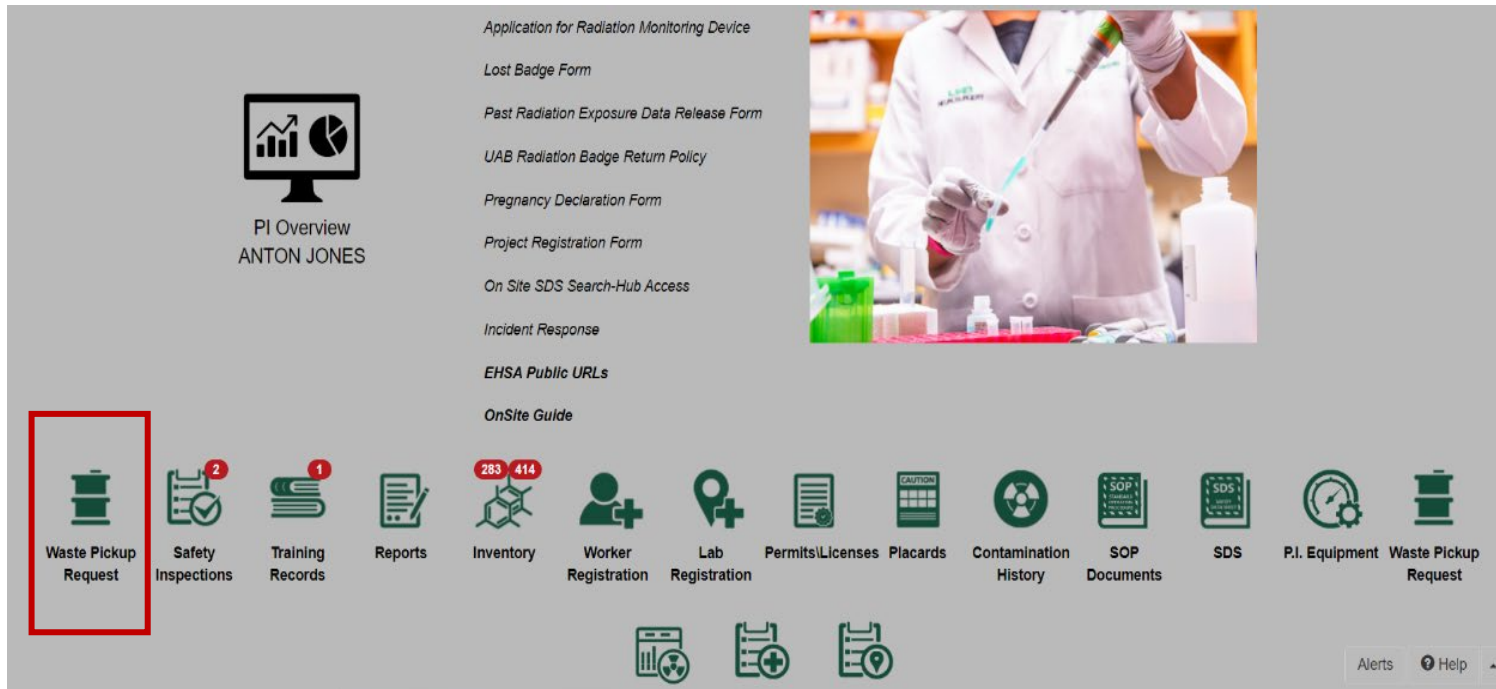
**STERICYCLE** is responsible for all biohazard waste (blood, tissues, syringes, etc.). Call 205.975.4341 if you need assistance.

Please allow up to **14 days** for hazardous waste to be removed from your lab; if it has not been removed within the timeframe, contact us at 205.934.3797.

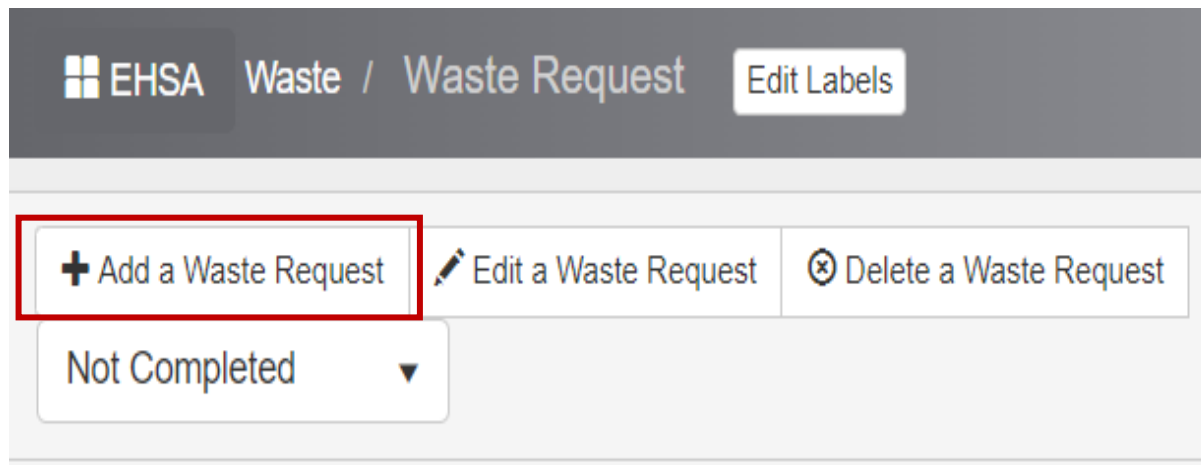
- (1) For this exercise/demonstration, you will create and submit Waste Pickup Request “manifest”.
  - a. Creating a Waste Pickup Request “manifest” from the PI’s inventory **Will Remove** the chemicals from the PI’s inventory once the chemicals “boxes” are picked up by EH&S Support Facility and processed.
  - b. Creating a Waste Pickup Request “manifest” using the UAB chemical catalog **Will Not Remove** the chemical(s) from the PI’s inventory. This feature is used when manifesting chemicals that are not found in the PI’s inventory or chemicals that were inherited, abandoned or for a lab closeout.
  - c. You **MUST** have a Valid User Waste ID Profile and complete the required [CS055: Hazardous Waste Handling & Packing](#) training before the system will allow you to submit a Waste Pickup Request “manifest.”
  - d. The software will warn you if the chemicals in the box are incompatible. **SAFETY FIRST!** The system will automatically save your work after entering three different containers with the same box.

# How to Create a Waste Pickup Request “Manifest”

1. Click on the **Waste Pickup Request** icon.



2. Click on “**+ Add a Waste Request**” in the top left corner of the screen.



**Note:** The header information (**Contact, Contact Phone, Contact Email, PI Name, Department, and Location/Room #**) will auto-populate from your Waste User ID Profile. You **MUST** have a valid Waste User ID before submitting a waste request.

The screenshot shows a web interface for a Waste User ID profile. At the top, there are buttons for 'Hide Profile' and 'Edit Profile', and a grid icon. A blue callout box points to the grid icon with the text: 'Click: If you want to see the simple Compatibility Chart. Always Refer to SDS'. Below this, the profile information is displayed in a grid format:

<b>Contact</b> <small>Edit</small> Jones, Sr., Anton (1099315)	<b>Contact Phone</b> (205)934-7469	<b>Contact Email</b> ajonesr@uab.edu
<b>PI Name</b> <small>Edit</small> Researcher, Demo (0000001)	<b>Department</b> Environmental Health and Safety (EHS)	<b>Location / Room</b> OCCUPATIONAL H FACILITY : 121
		<b>Waste Generator</b> Campus

At the bottom left, there is a blue button with an upward arrow icon and the text 'Order Replacement Containers & Labels'. A blue callout box points to this button with the text: 'You may order replacement containers (carboys or boxes for 4L bottles). Note: The preferred method is to leave comments requesting extra carboys, boxes in the "pickup instruction" above. This way the message will appear on the actual manifest. We do not supply bar codes label. Please send email to [chemicalsafety@uab.edu](mailto:chemicalsafety@uab.edu) for labels.'

At the bottom right, there is a text input field under the heading 'Pickup Instructions'. The text inside the field reads: 'Please put your request for extra carboys in this box or you can click "Order Replacement Containers & Labels" it will appear on the manifest.' A blue callout box points to this field with the text: 'Type in this section any special instruction i.e. "Please expedite pick up before inspection on Wednesday" or "I need 3 Carboys"'. In the top right corner of the interface, there is a checkbox labeled 'Recurring' and the text 'Request Number: TBD'.

You may order replacement containers (carboys or boxes for 4L bottles). **Note: The preferred method is to leave comments requesting extra carboys, boxes in the "pickup instruction" above. This way the message will appear on the actual manifest.**

We do not supply bar codes label. Please send email to [chemicalsafety@uab.edu](mailto:chemicalsafety@uab.edu) for labels.

3. Click on **“Search”**. Repeat this step if it is a composite until all the chemicals are added to the container.

Container 1    Waste Type: Hazardous Waste    \*Entry Type: By Percentage / Volume    Template Options

\*Physical Form:    \*# of Conts.: 1    \*Container Type:    \*Container Size:    \*Unit of Measure:    \*Location of Waste:

Additional Waste Content Information

Container Contents (Contents of a single container)

Chemical Description	starts with	% of Content	Volume	CAS #	Compatibility Category	Multiple Ingredients	Ingredients
<input type="text"/>	<input type="text"/>	Click to enter % of Content	Click to enter Quantity	Click to enter CAS #			

**Search**

4. Select **“Show PI’s Inventory”**. This will show you all the chemicals in the PI’s Inventory. Type **“Acetone”** in the Chemical Description and then select **“Acetone”** from the list.

Select Chemical

Search By Chemical Description        Search    starts with   

Search By Chemical CAS #        Search     **Show PI’s Inventory**

Drag a column header and drop it here to group by that column

	CAS / UAB #	Bar Code #	Chemical Description ↑	Total	Vendor Name	Catalog #	Multiple Ingredie
<input type="button" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Select"/>	67-64-1	3652418975	Acetone	1 Gallons	Sigma-Aldrich	W332615	<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	9854236172	Acetone	1 Gallons	Sigma-Aldrich	W332615	<input type="checkbox"/>
<input type="button" value="Select"/>	67-64-1	2534698713	Acetone	1 Gallons	Sigma-Aldrich	W332615	<input type="checkbox"/>

5. Select “No” when this dialog box appears unless it is the correct amount you are disposing.

Apply Chemical Inventory container details? ✕

**No** **Yes**

6. Make the necessary correction(s) to container(s). **All fields with a red asterisk are required fields.**

Container 1    Waste Type: Hazardous Waste    \*Entry Type: By Percentage / Volume

\*Physical Form: Liquid    \*# of Confs.: 4    \*Container Type: Glass Container    \*Container Size: 4    \*Unit of Measure: Liters Liquid    \*Location of Waste: SAA near the back of the room under the fumehood

Additional Waste Content Information

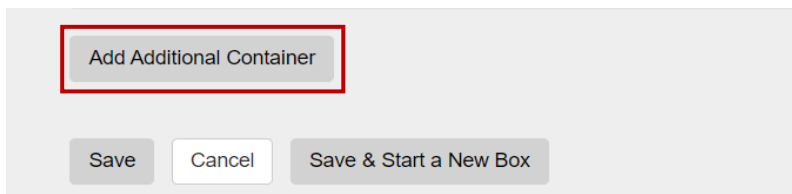
Container Contents (Contents of a single container)

	Chemical Description	starts with	% of Content	Volume	CAS #	Compatibility Category	Multiple Ingredients	Ingredients
<a href="#">Remove</a>	<a href="#">Search</a> Acetone		100	4	67-64-1	Flammable	No	
<a href="#">Remove</a>	<a href="#">Search</a>		Click to enter % of Content	Click to enter Quantity	Click to enter CAS #			

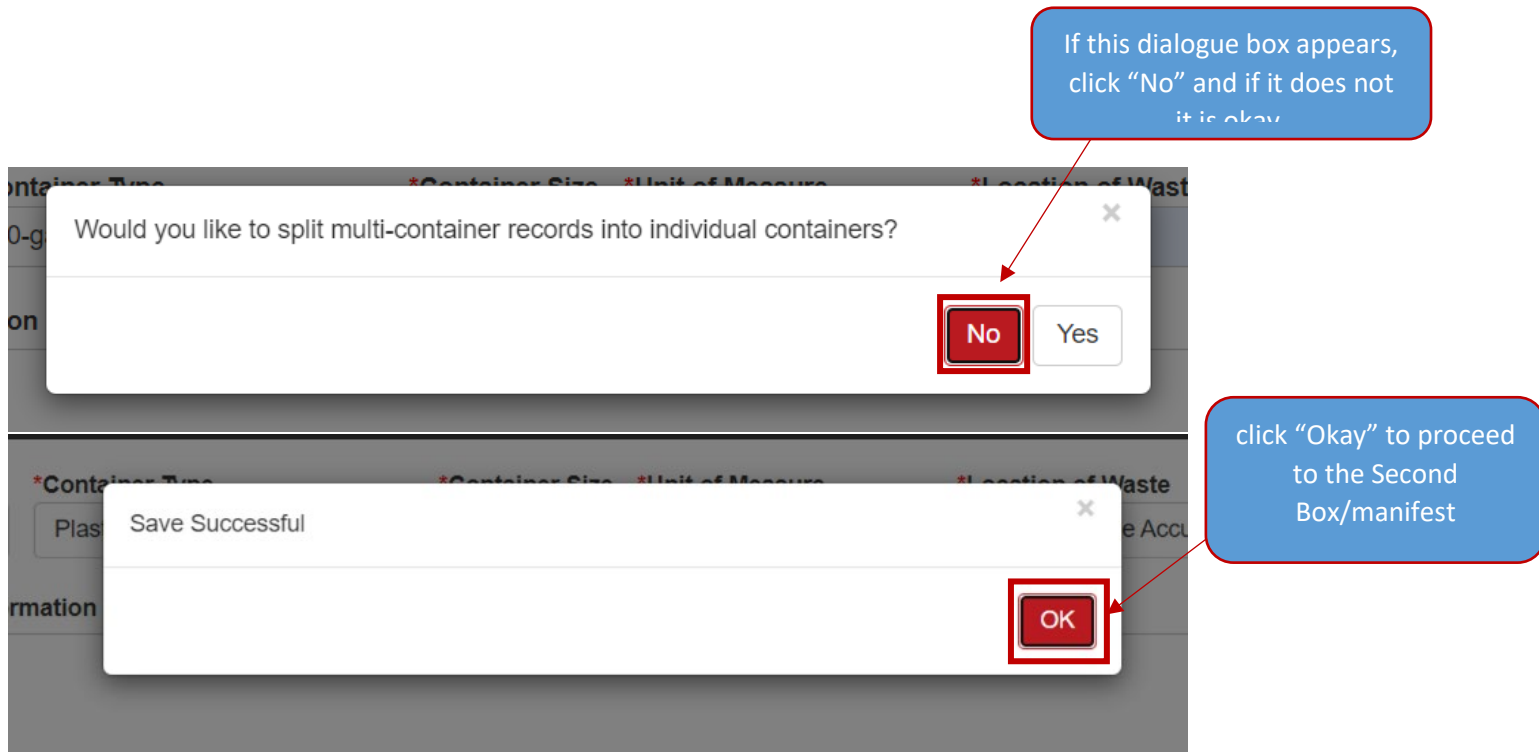
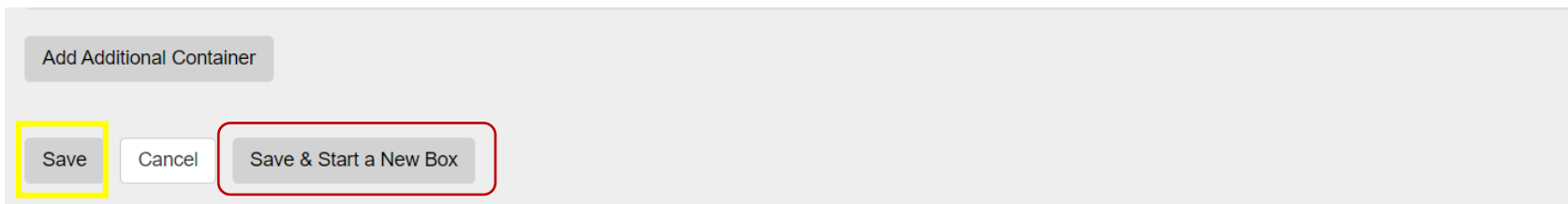
Change this information to the actual location of the waste instead of the information that is auto populated by the software. (i.e. SAA, or near back door under hood -SAA)

This information is automatically populated if it is available in the PI's inventory or UAB Catalog.

7. Click on “**Add Additional Container**” which is at the bottom of the screen to add another bottle to the same box. **Repeat** until you have filled the box and want to start a new box. Proceed to step 8.




8. Click “**Save & Start a New Box**” which is located at the bottom of the screen. The software will automatically save this manifest “**Box #1/ Manifest #1**”. A dialog box will appear “**Would you like to split multi-containers into individual containers?**” Click “**NO**” and it will say “**Save successful**” then click “**OK**.” **IF you click “Save” see note below.**



**Note:** You can submit one manifest with several containers (i.e. (5) carboy(s), (4) 5-gallon drums, etc.) if that is all you must request for waste pick up. Click “**Save**” at the bottom of the screen and then “**Save & Submit**” and then “**NO**” to split to multi-containers. **However, for this exercise continue to follow the steps for submitting several boxes “manifests” in one email.**

9. The system will return you to the screen below. Your screen should look similar to the one below. The header information will automatically populate from your user waste ID Profile. You DO NOT have to retype it. **However, if it does not, simply click “Edit Profile” and select the appropriate information. (See Create a User Waste ID Profile)**

Waste User ID   Hide Profile   **Edit Profile**   

Recurring | Request Number:TBD

**Contact** [Edit](#)  
Jones, Sr., Anton (1099315)

**Contact Phone**  
(205)934-7469

**Contact Email**  
ajonesr@uab.edu

**PI Name** [Edit](#)  
Abbots, Albert (9914)


**Department**  
ONSITE-Chemistry & Physics Department (ON-CHEM)

**Location / Room #** [Edit](#)  
CHEMISTRY BUILDING : 132B

**Waste Generator**  
Campus

**Pickup Instructions**  
This is the second box and manifest for the example/exercise

[Order Replacement Containers & Labels](#)

Container 1   Waste Type: Hazardous Waste   \*Entry Type: By Percentage / Volume      [Template Options](#)

\*Physical Form   \*# of Conts.   \*Container Type   \*Container Size   \*Unit of Measure   \*Location of Waste

Additional Waste Content Information

10. Repeat steps 1- 7 for each box until you are ready to submit the final email.

**Remember: DO NOT click on “Save & Submit” unless you want to submit ONLY that one manifest.**

**Note:** If chemicals are incompatible, then the dialog box below will appear (see below). **IMPORTANT:** Verify that all chemicals are compatible (i.e., flammable with flammable, toxic with toxic, etc.). Click **“Proceed”** and then select **“Ok.”**

The software is looking at the chemical(s) in the container, which is a composite mixture.

Hazard Incompatibility

Container 1 (Water Sensitive) and Container 2 (Flammable)  
Container 1 (Water Sensitive) and Container 3 (Flammable)

Please review the requested pick up for compatibility issues. If you proceed with the request, you are acknowledging the request does not conflict with any known hazard compatibilities. *Invalid Request may be Rejected.*

Review Request Proceed

	Flammable	Acid	Base	Oxidizer	Toxic
Flammable	✓	✗	✓	✗	✓
Acid	✗	✓	✗	✓	✗
Base	✓	✗	✓	✓	✓
Oxidizer	✗	✓	✓	✓	✓
Toxic	✓	✗	✓	✓	✓

**Nitric Acid** MUST package alone. Only pack with other Nitric Acid  
**Shock Sensitive** Must be packaged alone. Only packed with other Shock Sensitive.  
**Water Sensitive** MUST package alone. Only pack with other Water Sensitive

READ THE WARNING CAREFULLY!

If you are sure the containers are in excellent condition, safe, and secure, click “Proceed.”

**Note:** This dialog box will appear after you have created 3 containers for the same box. Click **“Okay”**. The system is programmed to Auto-save after entering 3 containers in the same box, so you do not lose your work. Then it will allow you to complete the next container.

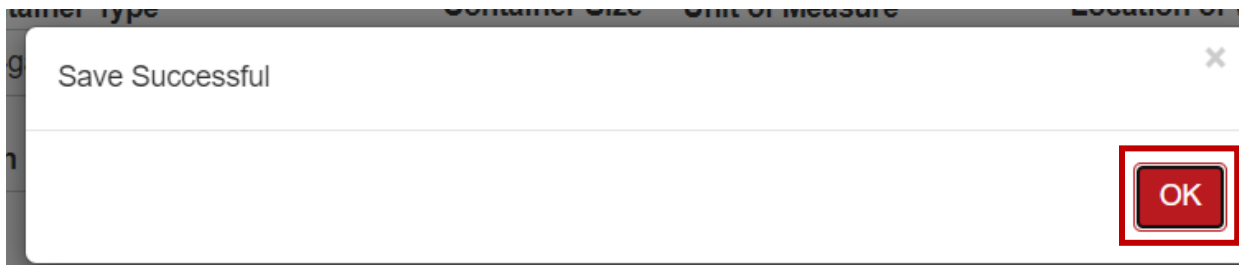
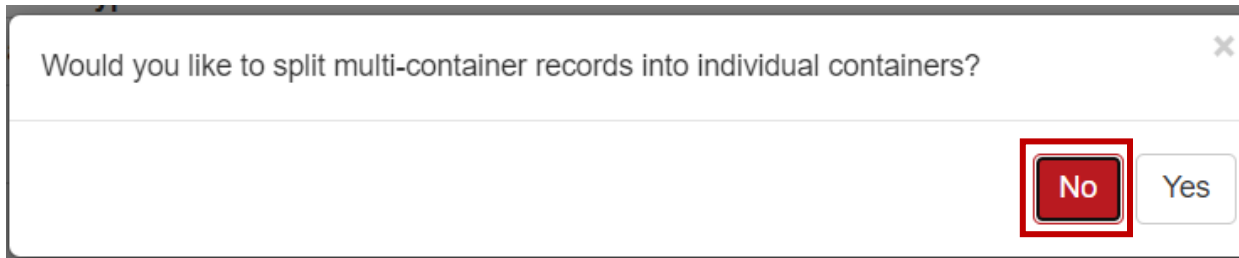
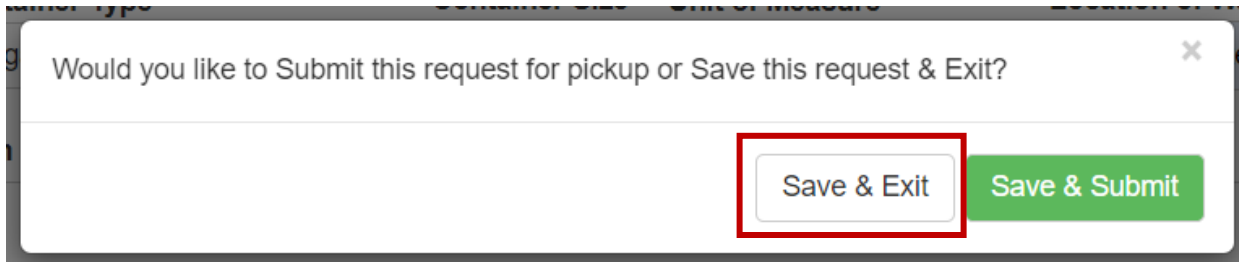
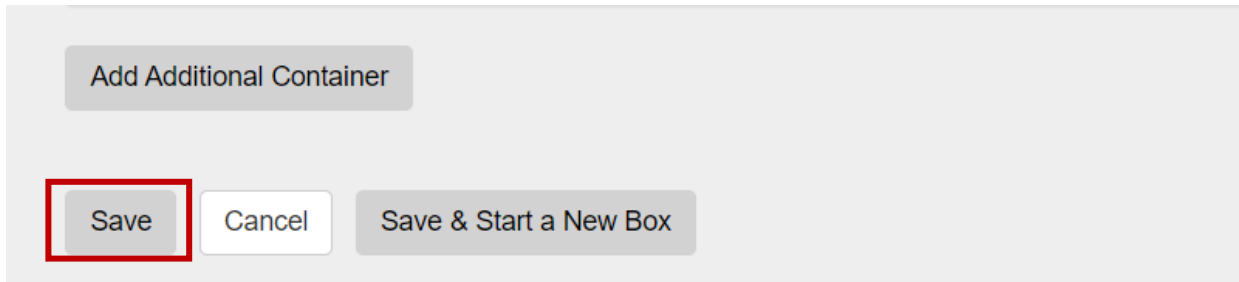
Auto-Save

You have exceeded the maximum amount (3) of new containers before saving. Please continue with your Waste Pickup Request. The page will automatically save and reload every 3 new containers added.

OK



11. Click **Save** and then Click **Save & Exit** then select **NO** followed by **OK**.



12. It will take you to the Waste Request page (Below). Your four manifests “waste requests” will appear at the top of the page according to the date. ***If you double click anywhere on the line item, it will open the waste request screen with the header information and details so you can modify or add/remove containers from that specific request.***

[+ Add a Waste Request](#)
[✎ Edit a Waste Request](#)
[⊗ Delete a Waste Request](#)
[+ New Lab Room Clean Out](#)
[📄 Duplicate Waste Request](#)
[➔ Request Pick-Up](#)
Labels and Waste Request Reports ▾
Status:
Options ▾
[✉ Send Email](#)

Not Completed ▾

Drag a column header and drop it here to group by that column

		Completed	Request Date	Request Number/Container # ↓	Contents
		<input type="checkbox"/> ▾	<input type="text"/> 📅 ▾	<input type="text"/> ▾	<input type="text"/> ▾
<a href="#">UAB Multi Waste ...</a> <a href="#">Waste Pick-Up L...</a>	<a href="#">➔ Request Pickup</a>	No		P230706004	4 - 10.0 GAL 10-gal Carboy (Liquid) - [RED, UN 1219, 3, II] M-XYLENE/70% ISOPROPANOL
<a href="#">UAB Multi Waste ...</a> <a href="#">Waste Pick-Up L...</a>	<a href="#">➔ Request Pickup</a>	No		P230706003	3 - 100.0 G Glass Container (Solid) - [YELLOW, UN 1426, 4.3, I] 2 - 100.0 G Glass Container (Solid) - [BLUE, UN 1687, 6.1, II] 1 - 500.0 ML Glass Container (Liquid) - [1789, 8, II] 1 - 1.0 LT Plastic Container (Liquid) - [1823, 8, II]
<a href="#">UAB Multi Waste ...</a> <a href="#">Waste Pick-Up L...</a>	<a href="#">➔ Request Pickup</a>	No		P230706002	1 - 4.0 LT Glass Container (Liquid) - [GRAY, MC 0000, NRM] 1 - 4.0 LT Glass Container (Liquid) - [BLUE, UN 3082, 6.1, III] 1 - 4.0 LT Glass Container (Liquid) - [1230, 3, II] 1 - 4.0 LT Glass Container (Liquid) - [REFRIG 1, UN 1155, 3, I]
<a href="#">UAB Multi Waste ...</a> <a href="#">Waste Pick-Up L...</a>	<a href="#">➔ Request Pickup</a>	No		P230706001	4 - 4.0 LT Glass Container (Liquid) - [RED, UN 1090, 3, 1.1, II] Acetone

13. Click on the **Request Pick-Up** button at the top, and it will change to the screen below. **DO NOT** “**Select All**” unless you are sure that you want to submit everything in your request window. Click/select each line item that you wish to include in the email as shown below then click “**Continue**.”

Navigation bar: + Add a Waste Request | Edit a Waste Request | Delete a Waste Request | + New Lab Room Clean Out | Duplicate Waste Request | **Request Pick-Up** | Labels and Waste Request Reports | Status: | Options | Send Email


Not Completed

Drag a column header and drop it here to group by that column

		Completed	Request Date	Request Number/Container # ↓	Contents
UAB Multi Waste ...	<input checked="" type="checkbox"/>	No			
Waste Pick-Up L...	<input checked="" type="checkbox"/>	No			
UAB Multi Waste ...	<input checked="" type="checkbox"/>	No			
Waste Pick-Up L...	<input checked="" type="checkbox"/>	No			
UAB Multi Waste ...	<input checked="" type="checkbox"/>	No		P230706002	1 - 1.0 LT Plastic Container (Liquid) - [1823, 8, II] 1 - 4.0 LT Glass Container (Liquid) - [GRAY, MC 0000, NRM] 1 - 4.0 LT Glass Container (Liquid) - [BLUE, UN 3082, 6.1, III] 1 - 4.0 LT Glass Container (Liquid) - [1230, 3, II] 1 - 4.0 LT Glass Container (Liquid) - [REFRIG 1, UN 1155, 3, I]
UAB Multi Waste ...	<input checked="" type="checkbox"/>	No		P230706001	4 - 4.0 LT Glass Container (Liquid) - [RED, UN 1090, 3, 1.1, II] Acetone

Request Pick-Up dialog box: Select Requests for Pick-Up | Select All | **Continue** | Cancel


Sending Waste Request Email Notifications



Sending Waste Request Email Notifications. Please wait.


14. You will receive an acknowledgment email with the PDF files “manifest(s)” attached that you submitted for pickup. Please allow up to **14 days** for your waste to be removed from your lab.

Thu 7/6/2023 4:22 PM

 EHSASupport@uab.edu

**Multiple Waste Request Submitted for Pick-Up**

To  onsite@hpassist.com;  Jones, Anton, Sr;  Wooden, Antonio B

 UAB Multi waste request manifest 12122022.PDF  
28 KB

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**Environmental Health & Safety**

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EHS Hazardous Material Support Facility has received the Waste Manifest you submitted. Unless you receive a separate rejection email we will pick up the chemicals listed on the manifest within 30 days and/or the Radiological waste listed on the manifest within 7 days.

CS055: Hazardous Waste Handling & Packing. This class is required for anyone submitting hazardous waste manifests.

RS105: Radiation Safety Waste Handling and Packing. This class is required for anyone submitting Radioactive hazardous waste manifests.

If you have any questions or concerns regarding this matter, please contact us by e-mail or phone at 205-934-3797.

**Request Number: P230706004**  
Submitted By: Jones, Sr., Anton (109931)  
Phone #: (205)934-7469  
Email: [ajonesr@uab.edu](mailto:ajonesr@uab.edu)  
Researcher / PI: Abbots, Albert  
Department: ONSITE-Chemistry & Physics Department  
Location: CHEMISTRY BUILDING 132B  
Comments: Last example Box # 4

15. You can print the manifest(s) by clicking on the green “UAB Multi Waste” button. Attach the manifest to the box. You can always reprint the manifest(s) if you accidentally deleted the email or did not receive the acknowledgement. The Request Date allows you to view the date the waste request was submitted to the EH&S Support Facility.

		Completed	Request Date	Request Number/Container # ↓	Contents
<input type="button" value="UAB Multi Waste ..."/> <input type="button" value="Waste Pick-Up L..."/>	<input checked="" type="radio"/> Request Received	No	07-06-2023	P230706004	4 - 10.0 GAL 10-gal Carboy (Liquid) - [RED, UN 1219, 3, II] M-XYLENE/70% ISOPROPANOL
<input type="button" value="UAB Multi Waste ..."/> <input type="button" value="Waste Pick-Up L..."/>	<input checked="" type="radio"/> Request Received	No	07-06-2023	P230706003	3 - 100.0 G Glass Container (Solid) - [YELLOW, UN 1426, 4.3, I] 2 - 100.0 G Glass Container (Solid) - [BLUE, UN 1687, 6.1, II] 1 - 500.0 ML Glass Container (Liquid) - [1789, 8, II] 1 - 1.0 LT Plastic Container (Liquid) - [1823, 8, II]
<input type="button" value="UAB Multi Waste ..."/> <input type="button" value="Waste Pick-Up L..."/>	<input checked="" type="radio"/> Request Received	No	07-06-2023	P230706002	1 - 4.0 LT Glass Container (Liquid) - [GRAY, MC 0000, NRM] 1 - 4.0 LT Glass Container (Liquid) - [BLUE, UN 3082, 6.1, III] 1 - 4.0 LT Glass Container (Liquid) - [1230, 3, II] 1 - 4.0 LT Glass Container (Liquid) - [REFRIG 1, UN 1155, 3, I]
<input type="button" value="UAB Multi Waste ..."/> <input type="button" value="Waste Pick-Up L..."/>	<input checked="" type="radio"/> Request Received	No	07-06-2023	P230706001	4 - 4.0 LT Glass Container (Liquid) - [RED, UN 1090, 3, 1.1, II] Acetone

7/6/2023	<b>University of Alabama at Birmingham Hazardous Materials Management</b>	Page 1 of 1							
<b>Hazardous Waste Manifest</b>									
(1) Generator Name: Abbots, Albert (2) Building: CHEMISTRY BUILDING (4) Telephone: (205)934-7469 (6) Department: ONSITE-Chemistry & Physics Department		(3) Lab/Room: 0144:132B (5) Date: 07/06/2023 (7) Person Completing Manifest: Jones, Sr., Anton							
		EHS Support Facility Use Only EPA Generator # ALD06-369-0705 Technician: _____ Accumulation Start Date: _____							
(8) Chemical Waste Code(s)	(9) Chemical Compound (One Chemical per Line)	Bar Code Label	(10) %	(11) Physical Form	(12) Amount mL, LT, gal, grams	(13) # of Containers	(14) Type of Container	(15) Control #	Cont#
D001, F003, U002	Acetone	3652418975	100	Liquid	4 LT	4	GLASS	P230706001	1
<b>Improperly labeled hazardous waste will not be accepted.</b> By entering and submitting this manifest, I am certifying that I have successfully completed the annual Hazardous Waste Handling and Packing Training (CS055). And that the above-named items/chemical are properly classified, described, packaged, marked, labeled, sealed, boxed, and in proper condition for transportation according to applicable requirements of the UAB Chemical Safety and Hazardous Material Management Program. <b>IMPROPERLY DOCUMENTED OR UNKNOWN MATERIALS WILL BE ANALYSED AND DISPOSED OF AT THE GENERATOR'S EXPENSE.</b>									
(16) Blazer ID of person completing the manifest : ajonesr					Date: 07/06/2023				
(Attach a completed copy to the box)									
<b>Additional Information</b>									
<b>Pickup Instructions:</b>									
<b>Additional Waste Info:</b>									