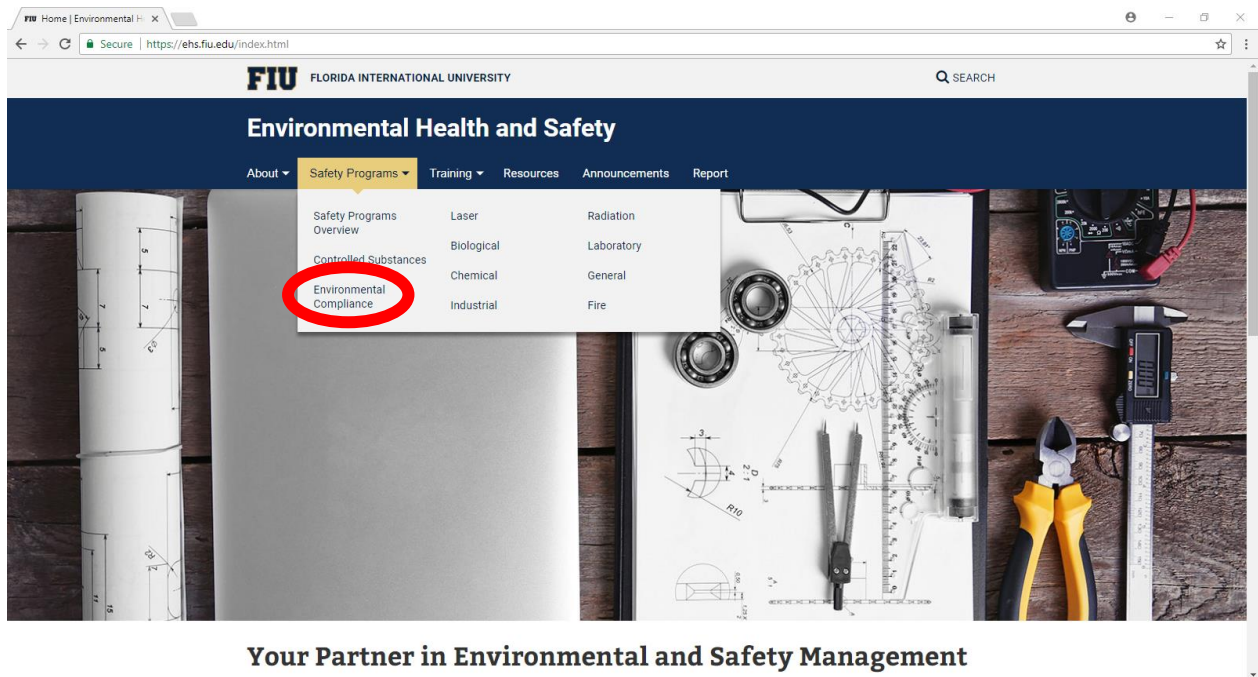


## Appendix A: Hazardous Waste Pick Up Request Process

Refer to the following guide to submit a hazardous waste pickup request. Any browser can be used to complete a request, though Mozilla Firefox is recommended. Mobile devices may also be used to complete a request.

Step 1: To submit a waste pickup request, visit: [ehs.fiu.edu](https://ehs.fiu.edu). Next, click the “Environmental Compliance” tab under the Safety Programs dropdown menu, as shown below in Figure 1.



**Your Partner in Environmental and Safety Management**

Figure 1

Step 2: When you have reached the Environmental Compliance page, scroll down until you reach the Hazardous Waste Pick-Up section. Click the link “Hazardous Waste Pick-Up Request”, as shown below in Figure 2.

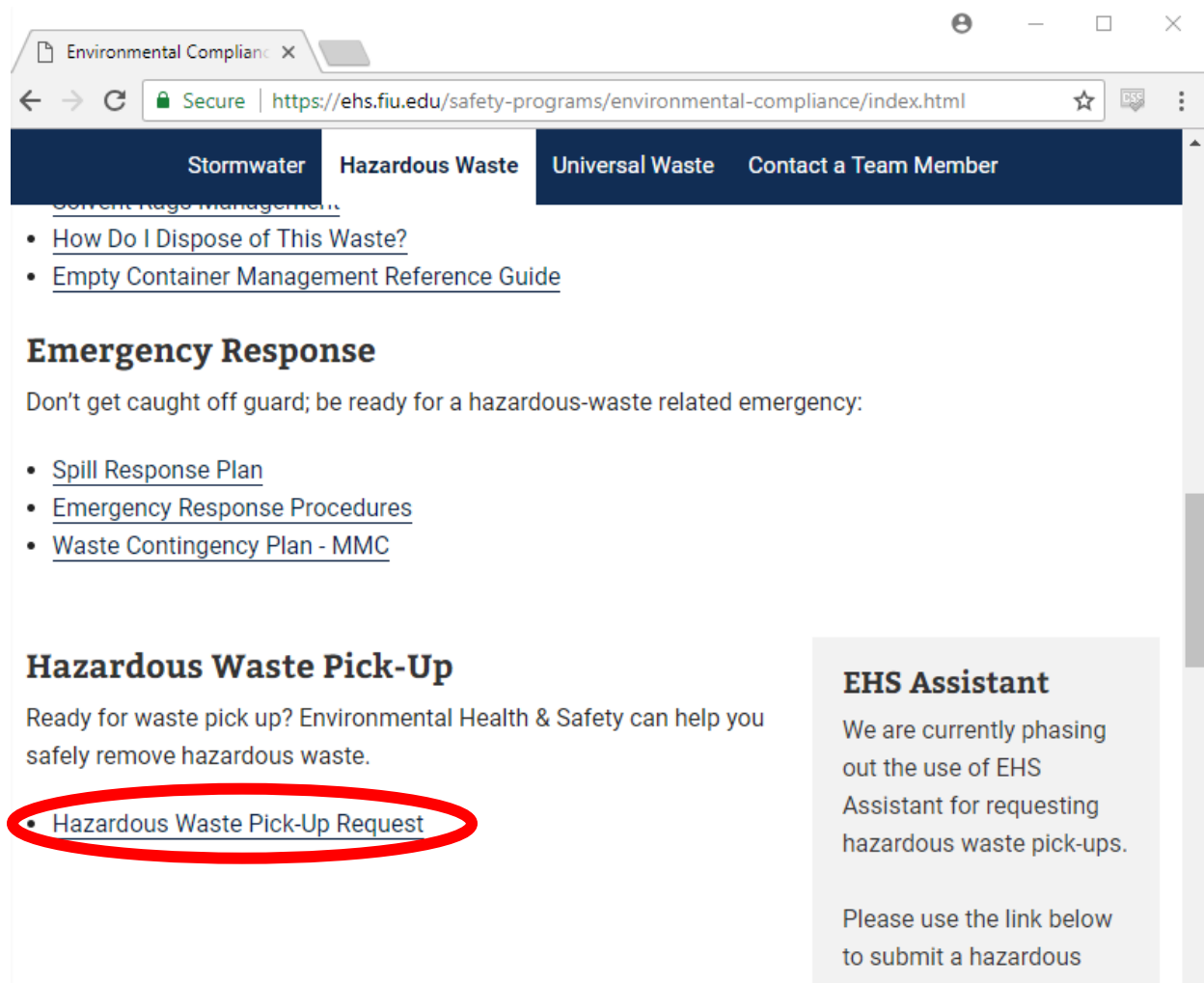


Figure 2

Step 3: The link shown in Step 2 will open a new tab with the request form, as shown below in Figure 3. Each section is required to be filled out; failure to do so will result in an error and the request will not be processed. The first page contains basic contact information.

Environmental Compliance x Hazardous Waste Pick-Up x

https://webforms.fiu.edu/view.php?id=1106186

**FIU** Environmental Health & Safety  
FLORIDA INTERNATIONAL UNIVERSITY

### Hazardous Waste Pick-Up Request

Complete one form for each container of waste. You may use a single form for multiple containers with the same chemical constituents.

Page 1 of 3 - Personal Information

33%

**Date \***  
5 / 7 / 2018  
MM DD YYYY

**Campus \***  
Modesto A. Maidique (M)

**Building (initials) \***  
AHC-4

**Room Number \***  
122

**Requestor Name \***  
Michael Rupinski  
First Last

**Panther ID \***  
4450290

**Requestor Email \***  
mrupinsk@fiu.edu

**Phone \***  
305 - 348 - 2622  
### ### ####

**Waste Generating Department \***  
EHS

**Lab Manager/PI Name \***  
Tameca Knowles

**Lab Manager/PI Email Address \***  
knowles@fiu.edu

Save my progress and resume later

Continue

Figure 3

Step 4: After completing all contact information, the next page to be completed includes waste information (what chemical, container size, etc.) and is shown below in Figures 4 and 5. Again, all sections must be completed to the best of your knowledge. It is required that all chemical constituents be spelled out (no abbreviations) and the total percent adds up to 100. Additionally, this section includes an option to add your waste to the interdepartmental chemical exchange program; this includes unused, non-expired chemicals that can be redistributed throughout FIU labs. This will lower disposal costs and minimize waste.

The screenshot shows a web browser window with two tabs: "Environmental Compliance" and "Hazardous Waste Pick-Up". The address bar shows the URL: [https://webforms.fiu.edu/view.php?id=1106186&mf\\_page=2](https://webforms.fiu.edu/view.php?id=1106186&mf_page=2). The page header features the FIU logo and "Environmental Health & Safety" text. The main heading is "Hazardous Waste Pick-Up Request" with a sub-instruction: "Complete one form for each container of waste. You may use a single form for multiple containers with the same chemical constituents." Below this is a progress bar indicating "Page 2 of 3 - Waste Information" is 67% complete. The form is divided into sections: "Chemical Waste Constituents" with instructions to list constituents and their percentages by volume (summing to 100%). The first entry shows "Hydrochloric acid" with a percentage of "100". A second entry is partially visible with "Chemical:" and "Percent (%)" fields. The "Container and Hazard Class Information" section includes "Container Sizes (check all that apply):" with radio button options: < 1 Liter, 1 Liter, 2.5 Liters (checked), 5 Gallons, 15 Gallons, > 15 Gallons, and Other. There is an empty text input field below these options.

Figure 4

After filling out all the personal and chemical information, you must sign the form with your mouse (in the case of touch screen devices, your finger may be used). The form can then be reviewed for final submittal.

The screenshot shows a web browser window with two tabs: "Environmental Compliance" and "Hazardous Waste Pick-Up". The address bar displays the URL: [https://webforms.fiu.edu/view.php?id=1106186&mf\\_page=2](https://webforms.fiu.edu/view.php?id=1106186&mf_page=2). The form content is as follows:

- Quantity options:  > 15 Gallons,  Other, followed by a text input field.
- Hazard Class (check all that apply): \***
  - Corrosive
  - Flammable
  - Reactive
  - Toxic
  - Other, followed by a text input field.
- Please Answer The Following Questions: \***
- Table with columns "Yes" and "No":

	Yes	No
Are all containers labeled and sealed?	<input checked="" type="radio"/>	<input type="radio"/>
Is item(s) eligible for Inter Departmental Chemical Exchange Program (IDCEP)?	<input type="radio"/>	<input checked="" type="radio"/>
- Acknowledgement And Signature**

You must check the statements below and sign your name in the signature box.

  - \*  I certify that the information provided above is accurate to the best of my knowledge.
  - \*  I am aware, as a generator of hazardous waste, I am required to complete annual training on proper handling/disposal of hazardous waste. I am also responsible for environmental compliance for my lab/operation.
- Requestor Signature \***

Signature box with a horizontal line and a "Clear" link below it.
- Save my progress and resume later
- Buttons: "Continue" and "Previous"

Figure 5

Step 5: Once you have signed and submitted the form, page 3 allows you to review all information and confirm waste pickup request submittal. After doing so, a confirmation screen will appear (shown below in Figure 6) and EHS will dispose of your waste ASAP. This may take anywhere from 1 to 5 business days. You do not need to maintain waste pick-up requests for your lab; EHS will maintain copies of each request.

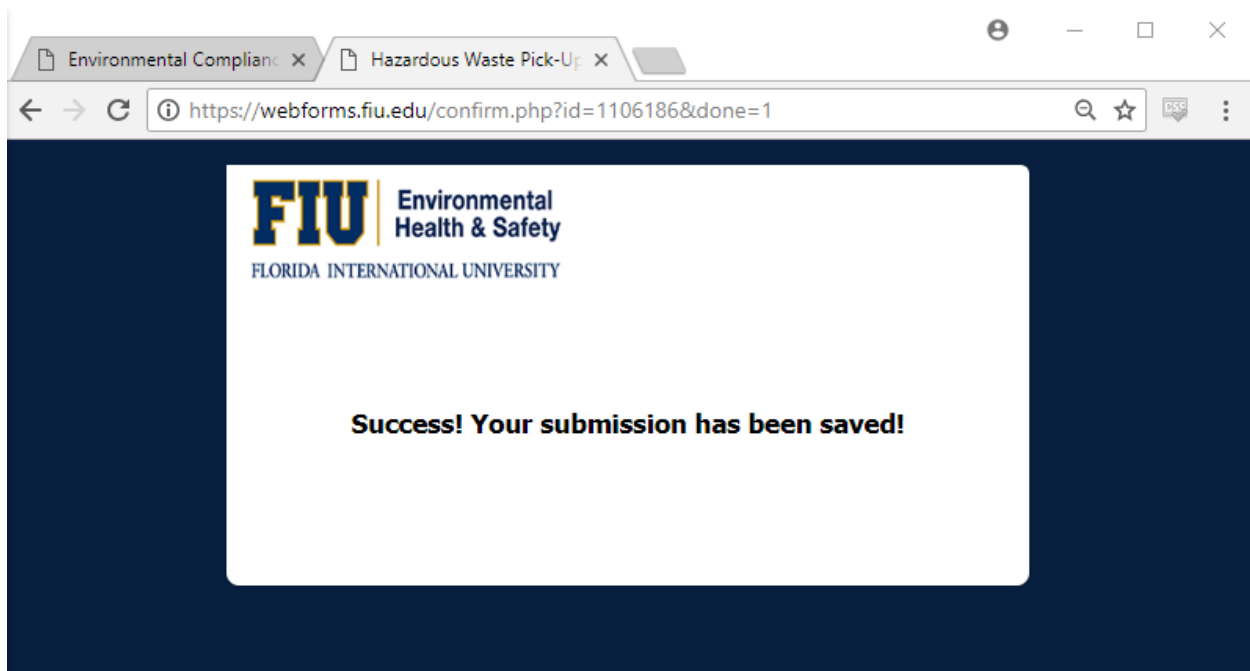


Figure 6