

Waste Pickup Request

Before a waste pickup request can be initiated the waste must first be moved from Inventory to Waste. It will also be helpful to refer to your “Radioactive Use and Disposal Log” (see “radiation forms” on our website) if you’ve been using it.

1. Click on Inventory

The screenshot shows the home page of the Radiation Safety Management System. The navigation bar includes Home, Personnel, Inventory, Orders, Permits, Permit Requests, and Waste. The main content area features a welcome message and four primary action buttons: Permits, Purchasing, Inventory, and Radioactive Waste. The 'Inventory' button is circled in red. Below these buttons are contact details for ehs.harvard.edu, Radiation_Safety@Harvard.edu, and the phone number 617-496-3797.

2. Click the dispose icon for the material you want to move to waste

The screenshot displays the Inventory management interface. It includes a search filter for the Principal Investigator (set to 'mitchell') and various search criteria for Status, Code, Principal Investigator, Lot, Element, Compound, and Isotope. A table shows two inventory entries. The first entry, 'In Stock' with code 20180727-249, has a 'Dispose' icon circled in red. The second entry, 'Disposed' with code 20180727-248, also has a 'Dispose' icon. The table columns include Status, Code, Principal Investigator, Element, Isotope, Compound, Current Activity, Physical Form, Receipt Date, Possession Limit, Last Survey, Permit Number, Manufacturer, and Model/Product Number. The interface also shows 'Showing 1 to 2 of 2 entries' and navigation buttons for Previous, 1, and Next.

Status	Code	Principal Investigator	Element	Isotope	Compound	Current Activity	Physical Form	Receipt Date	Possession Limit	Last Survey	Permit Number	Manufacturer	Model/Product Number	Actions
In Stock	20180727-249	Mitchell, Corinne	Phosphorus	P-32		100.90026 uCi	Liquid	Jul 27, 2018	300.00000 mCi		R0771	Perkin Elmer	BLU512H100UC	Surveys, Dispose, Sub-Val
Disposed	20180727-248	Mitchell, Corinne	Phosphorus	P-32		96.11400 uCi	Liquid	Jul 27, 2018	300.00000 mCi		R0771	Perkin Elmer	BLU002A100UC	Surveys

3. If a container for the type of waste you are generating does not exist, click Add Container and select the waste type. Then click Create.
4. If a container for the waste exists, move the waste into the container by entering either a Percentage or Activity of the waste.
 - a. It is helpful to document your sink disposals with the “Radionuclide Sink Disposal Log” found on our website: <https://www.ehs.harvard.edu/node/7553>

Inventory Disposal Form

Isotope	P-32	Code	20180727-249
Compound		Activity	100.87509 uCi
Lot		Quantity	0.01 ml

Inventory Use Detail

Enter total disposed/used amount.

Activity Used: 100.87509 uCi Quantity Used: 0.01 ml

Waste Container Detail

To move inventory into waste, enter the activity into each of the containers directly or by percentage and then submit log.

Container	Percentage	Activity	Total Waste Quantity	Contents/Description
0018L2 [DRH] Lab - Sink Disposal Seeley Mudd: 505	0.00	0.00000 uCi	ml	
0021L2 [DAW] Dry Active Waste Long Warren Alpert Bldg: B22	0.00	0.00000 uCi	ml	

Add Container ← If container type does not exist

Percentages must sum to 100.

Do not enter activity or weight info here

Cancel Submit Log

5. Click on the Waste tab and then click Pick-Up.

Home Personnel Inventory Orders Permits Permit Requests **Waste**

Show 25 rows Excel PDF Unit: Ci

Number	Type	Status	Location	Pickup Date	Aggregated Contents	
0018L2	Lab - Sink Disposal	In Use	Seeley Mudd: 505		[Phosphorus-32] 37.33637 uCi	Contents
0021L2	Dry Active Waste Long	Pick-up Requested	Warren Alpert Bldg: B22	Jul 30, 2018	[Hydrogen-3] 55.87098 uCi [Phosphorus-32] 493.33860 uCi	Contents Edit
0026L1	Lab - Animal or Bio Waste	In Use	Northwest Bldg: 120.21			Contents Pick-Up

Showing 1 to 3 of 3 entries

Previous 1 Next

Radiation_Safety@harvard.edu
(617) 496-3797

6. Enter an estimated weight for the waste, plus or minus 5 pounds (± 2.5 kg).

Select Containers Ready for Pickup Add + Lab - Animal or Bio Waste [0026L1]

	Dry Active Waste Medium [HIM 181109 #1 32P, 35S]	Corinne Mitchell (corinne_mitchell@harvard.edu)	Harvard Institutes of Medicine: B72	Unknown	
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7. **Pickup will be refused if activity and weight are not properly entered.** Entering weight or activity information into the comments/description is a common mistake.

8. In addition to the weight, use the Comment section for special instructions and the Additional Items Requested for supplies. Click Submit Request to complete your request.

Waste Pickup Request

Desired Pickup Date: 12/17/2018

Comments

Please use the comments to request additional supplies or to provide any additional information about the pickup request, such as a contact phone number.

Select Containers Ready for Pickup Add + Lab - Animal or Bio Waste [0026L1]

	Dry Active Waste Medium [HIM 181109 #1 32P, 35S]	Corinne Mitchell (corinne_mitchell@harvard.edu)	Harvard Institutes of Medicine: B72	Unknown	
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Additional Items Requested

- Biohazard stickers
- Cold and Warm Room Safety poster
- Emergency Response Guide
- Evacuation Maps
- Fact Sheet: Reusable Sharps Container Use and Removal
- For Lab Use Only sticker
- Hazardous Waste tag/sticker
- Incinerate Only sticker
- Lab Equipment Decontamination Form
- Laboratory Waste Guide
- No-eating-or-drinking decal
- Not for Flammable Storage sticker
- One-glove Policy Poster
- Peroxidizable Material tag/sticker
- Protect Our Water sticker
- Satellite Accumulation Area Poster
- Temporary container label

Exit Submit Request