Waste Pickup Request

Before a waste pickup request can be initiated the waste must first be moved from Inventory to Waste

1. Click on Inventory

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

5. Click on the **Waste** tab and then click **Pick-Up**.
6. Use the Comment section for special instructions and the Additional Items Requested for supplies. Click Submit Request to complete your request.