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

7. Use the Comment section for special instructions and the Additional Items Requested for supplies. Click Submit Request to complete your request.