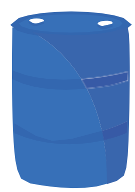
Waste Management

Your hazardous materials solution

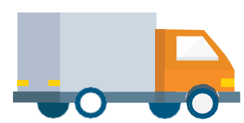
Waste Accumulation Storage Tracking electronically (WASTe) provides automated hazardous waste tracking, generates tags and schedules pickup for proper disposal. Interfaces between principal investigators, researchers and campus waste management professionals.

1) Create and apply tag

2) Pick up hazardous waste



3) Consolidate waste



4) Dispose waste

FEATURES

Fast Tag Generation
Create a waste tag in less than a minute

Tracking
Track inventory and accumulation time

Notifications
Automatic notifications when containers reach accumulation limit

Compliance
Compliant with labeling requirements

For more information, contact EH&S at (909) 869-**4697** or ehs@cpp.edu

Ensure a **WASTe hazardous waste label** is affixed to the container prior to initial collection

Request hazardous waste pick-up through **WASTe** when container is 80% full or within 90 days

Cal Poly Pomona

Place hazardous waste container in designated labeled **"Pick-Up"** area/bin

Maintain containers in **secondary containment**

Hazardous waste technician will collect all items in the pick-up bin during **weekly rounds**

Additional Information

- Environmental Health and Safety: (909) 869-**4697** or at ehs@cpp.edu
- WASTe FAQ: https://csu.risksafety.solutions/help/waste
- Risk and Safety Solutions WASTe Tutorials
- Account Support: service@RiskandSafetySolutions.com

EH&S Facts

WASTe: Hazardous Waste Management System

Waste Accumulation Storage Tracking electronically (**WASTe**) is a web-based system that facilitates regulatory compliant labeling, tracking, collecting and disposal of hazardous wastes. This application will provide an interface between Principal Investigators (PIs), laboratory staff and other generators of regulated wastes and the waste management staff.

WASTe Features

The Principal Investigator (PI) or Responsible Person (RP) must sign in first and is able to designate a Delegate who will manage the lab/group's WASTe account. Users have the ability to create, edit, print waste tags, as well as create waste tag templates for routinely generated waste, and request waste pick-ups. Three types of user accounts are available in WASTe:

Responsible Person (RP)
Owner of the group or lab, most commonly the Principal Investigator (PI). RPs assign the level of access for each lab/group member.

Delegate
These users can do many of the same functions as the RPs. Able to maintain the lab/group's templates in WASTe, add/delete other personnel and select lab/group location(s).

Authorized User (AU)
All other lab/group members. These users can create waste tags, templates, and request waste pick-ups.

The Navigation icon will provide you with additional options

Account Set Up

1. **Getting Started**
   - Log in to CSU Safety at https://csu.risksafety.solutions/myboard
   - Select the **person icon** in the right-hand corner of the home screen to access your Profile account
   - When you log in to **Profile**, the **Summary** tab displays your roles and contact information, including your system permissions or role assignments

2. **Creating a Group**
   - Select the **Groups** tab.
   - Select the blue **Add** Group button.
   - Enter the **group name** and select **Submit**.
   - Select the **People** tab to search for and choose the name of the person/s you'd like to add to your group
   - Select the **Locations** tab to search for and choose a building location and room associated with your group
   - Select the **green checkmark** icon to complete – your group is now set up and integrated throughout the RSS product suite

Using WASTe

1. **Create a Waste Tag** (available to all users)
   - Select **+ Create a New Tag** button on home page
   - Enter container information and **add** chemical constituents (container size and unit will only appear after physical state is selected).
   - Select Hazard Class
   - Complete **Create New Tag** form
   - Select **Save** button at bottom of page
2. **Create a Template**
   - Follow the same steps above to create a tag
   - Select **Save as Template**
3. **Request a Pickup**
   - Select **Navigation** icon on the left of the top toolbar
   - Select **Tags**
   - Select the **arrow icon** to the left of the desired tag to move item to **Ready for Pickup**
4. **View Tags/Templates**
   - Select **Navigation** icon on the left of the top tool bar
   - Select **Tags**
   - Select the type of tag/template you would like to view using the dropdown
   - Select filter
   - Choose **Tags** or **Template**

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