

## Objective:

This Standard Operating Procedure (SOP) outlines the process of managing laboratory waste collection activities using Risk Safety Solutions (RSS) software. The objective is to ensure timely, efficient, and environmentally responsible waste removal by leveraging automated alerts and digital scheduling tools (WASTe). The RSS WASTe software serves as a centralized platform to notify EH&S of pickup schedules, location changes, service requests, and any urgent updates.

## The following are the steps to create a Waste Tag using RSS WASTe:



1. Log into [Risk Safety Solution](#)
  - Use your Bronco username and password
2. Click on Apps
3. Click on WASTe

Apps ▾

Analytics  
Chemicals  
Drones  
Inspect  
SDS  
WASTe

4. Click on "Create a New Tag"

Containers

Create a New Tag







5. Select the type of waste tag (e.g., chemical, mixed, radioactive, etc.)
6. Fill out the new tag required information
  - A. Type of Chemical
  - B. Lab/Facility
  - C. Accumulation Start Date
  - D. Physical State
  - E. Container Type
    - > Container size and volume
  - F. Chemical Constituents
  - G. Add chemical name or CAS number
    - > Total must add to 100% EH&S to pick up.
  - H. Hazard Classification
    - > Select the appropriate chemical classification
  - I. The comment section is to provide any additional information to EH&S about the container or chemical waste content.


- J. Select the waste container Status
  - > In SAA if collecting waste. Waste containers have a 90-day storage limit for EH&S to collect and dispose of waste.
  - >> Ready for Pickup if the container is ready for EH&S to pick up.

7. Save and Print

- > Take the RSS WASTe printout and place it in a clear pouch.
- >> Attach the pouch to the chemical waste container

Generator's EPA #	Other ID
California State Polytechnic University Pomona	   

8. To change the Status from SAA to Ready for Pick Up
  - > Follow steps 1-3
  - > Click on "Containers"
  - > Filter On "Generator"
    - >> Select your location (Filter by Generator)
  - > Click on the box of the "chemical container" that you want to have picked up.
  - > Click "Ready for Pick Up"

	<input checked="" type="checkbox"/>	9990633	EHS Waste Facility	Alcohol Determination-Al	Liquid	12 fl oz	13	CPP Hazardous Waste Facility
Mark 1 selected items as:		<div> <span>In Accumulation</span> <span>Ready for Pickup</span> <span>In WAA Facilities...</span> </div>						
<input type="button" value="Inactive"/>								