Missouri State University

Laboratory Waste Submission

HELP PAGE
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Step-by-Step Guide

Waste Submittal Form

To get started, go to:
https://www.missouristate.edu/environmental/

Click on Waste Submittal Form link

Log in using Bearpass ID

Waste Submittal Form

Container Size: Select Size...

Image of Container: (Optional)

Choose File | No file chosen

Department: (Optional) Select Department...

Building: Select Building...

Room: First Select a Building

Contact Person: (Optional) Search for a person by Full Name...

# of Containers: Select Amount...

pH Level: Select pH...

Date Accumulation Started:

Hazard Type(s): Corrosive ☐ Flammable ☐ Reactive ☐ Toxic ☐

Chemical 1:

Percentage: Percent...

Fill Remainder | **Add Another Chemical**

Comment: (Optional)

0/2000 character limit.

Submit Form

The Waste Submittal Form

Looks very similar to satellite waste container labels

Ability to include photo of waste container

Container size

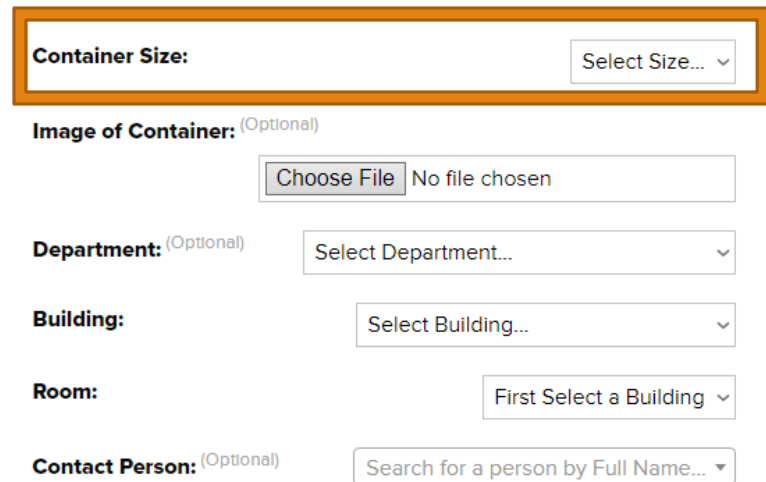Select most appropriate container size from dropdown box

Includes most common sizes

Important for transporting

Remember; 1 gal = 4 L

Use the 'Comments' section or include a picture to provide additional information

Waste Submittal Form

Container Size: [Select Size... ▾]

Image of Container: (Optional)
[Choose File] No file chosen

Department: (Optional) [Select Department... ▾]

Building: [Select Building... ▾]

Room: [First Select a Building ▾]

Contact Person: (Optional) [Search for a person by Full Name... ▾]

Image of container (Photo)

Optional

Can attach picture of waste container

Helpful if container is unusual

Show where container is stored in lab

Department

Optional

Useful if lab is not near rest of department

Helpful if there are questions

Waste Submittal Form

Container Size: Select Size... ⌄

Image of Container: (Optional)
Choose File   No file chosen

Department: (Optional)   Select Department... ⌄

Building: Select Building... ⌄

Room: First Select a Building ⌄

Contact Person: (Optional)   Search for a person by Full Name... ▼

Location (Building & Room)

Waste Submittal Form

Container Size: Select Size... ▾

Image of Container: (Optional)
Choose File | No file chosen

Department: (Optional) Select Department... ▾

Building: Select Building... ▾

Room: First Select a Building ▾

Contact Person: (Optional) Search for a person by Full Name... ▾

First select the building the lab is located in

Room numbers menu populated after building selected

Room numbers aren't available until a building is selected

Contact Person

Optional

Use when submitting for professor, lab coordinator

Search for faculty or staff by name

Cannot search for students

Waste Submittal Form

Container Size: Select Size... ▾

Image of Container: (Optional)

Choose File   No file chosen

Department: (Optional)   Select Department... ▾

Building: Select Building... ▾

Room: First Select a Building ▾

Contact Person: (Optional)   Search for a person by Full Name... ▾

of Containers

Normally = 1

Helpful if you have multiple containers of same type (weekly lab)

Duplicates MUST be submitted w/in 2 days of starting new container

pH level

Used to determine if waste is corrosive hazard type

Important for safe transportation/ management

Not required for solid wastes

Accuracy counts

# of Containers:		Select Amount... ⌄
pH Level:		Select pH... ⌄
Date Accumulation Started:		📅
Hazard Type(s):	Corrosive ☐ Flammable ☐ Reactive ☐ Toxic ☐	
Chemical 1:		
Percentage:		Percent... ⌄

Fill Remainder   **Add Another Chemical**

Date accumulation started

Date first drop of waste goes into the container

Pulls up calendar; scroll to find correct month/year

Waste MUST be submitted after 1 year

Hazard type(s)

Waste may have all, some, or none
- Should be noted on waste label

Corrosive – pH<2.0 or pH>12.5

Flammable – Notable percentage of constituents are flammable (SDS)

Reactive – Oxidizing, water-reactive, explosive, etc.

Toxic – Check SDS for details

Chemicals

Chemical 1: Hydrochloric acid

Percentage: 10

Chemical 2:

Percentage: Percent...

Total: 10%

Fill Remainder   Add Another Chemical   Remove Last Chemical

Enter name of chemical then select the percentage in solution

Use technical name, not formula, abbreviations

Add Another Chemical – Adds a new row for a new chemical

Percentages *MUST* add up to 100%

Fill Remainder – Creates a new chemical entry, fills total to 100%

◦ Must specify what the remainder is

Chemical Percentage

Chemical 1: Hydrochloric acid

Percentage: 10

Chemical 2:

Percentage: Percent...

Total: 10%

Fill Remainder | **Add Another Chemical** | **Remove Last Chemical**

Removes last chemical you entered

Percentage can be approximate
◦ Within 10% is reasonable

Trace or 1
2
3
4
5
6
7
8
9
10
15
20
25
30
35
40
.
.
100

Comment

Optional

Use to;

◦ Explain where waste container is stored

◦ Request waste labels

◦ Provide other clarifying information

◦ Say "hello" or "thank you"

Limit of 2000 characters

Comment: (Optional)

0/2000 character limit.

Submit Form