

# SAA Management Practices



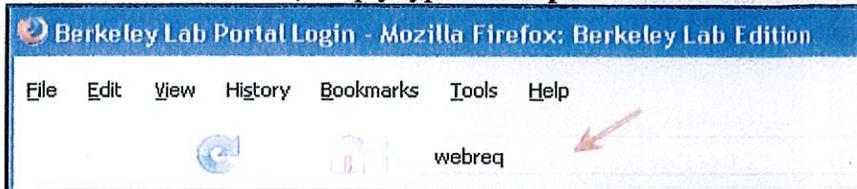
- SAA label is current and information is accurate
- Label is completely filled out
- Description is legible and complete
- Waste has been properly characterized
- There is no "non-waste" in the SAA area
- An accumulation log is present and correct
- Flammable waste can be stored in glass containers up to 1 pint
- Flammable waste exceeding 1 pint must be stored in Flam-can
- Secondary containment is present
- Containers are closed except when adding waste
- Waste of the same composition can be accumulated in one container if less than 60 ml each
- Have secondary containment for liquid waste
- All waste must be requisitioned and picked up within 6 months of generation

# Web-based Requisition of Hazardous Waste

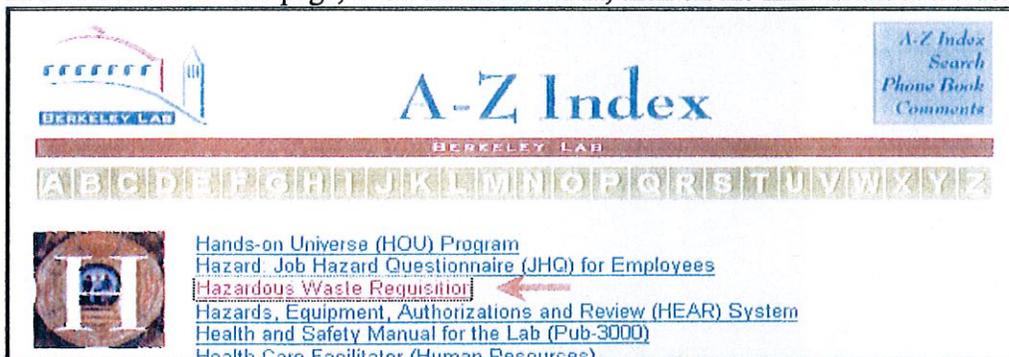
Hazardous Waste Requisitions can be submitted electronically using a web-based interface. This method enables the waste generator to enter waste data directly into the Waste Management database. Additionally, a record of all previously submitted web-based requisitions is available to the generator. Recurring waste requisitions can be created based on a previously submitted web-based requisition. Most of the previous data will be used in the new requisition, only dates and weight/volume information needs to be updated. This web-based requisition system will increase the efficiency of submitting hazardous waste requisitions dramatically.

There are various ways to access the web-based requisition system:

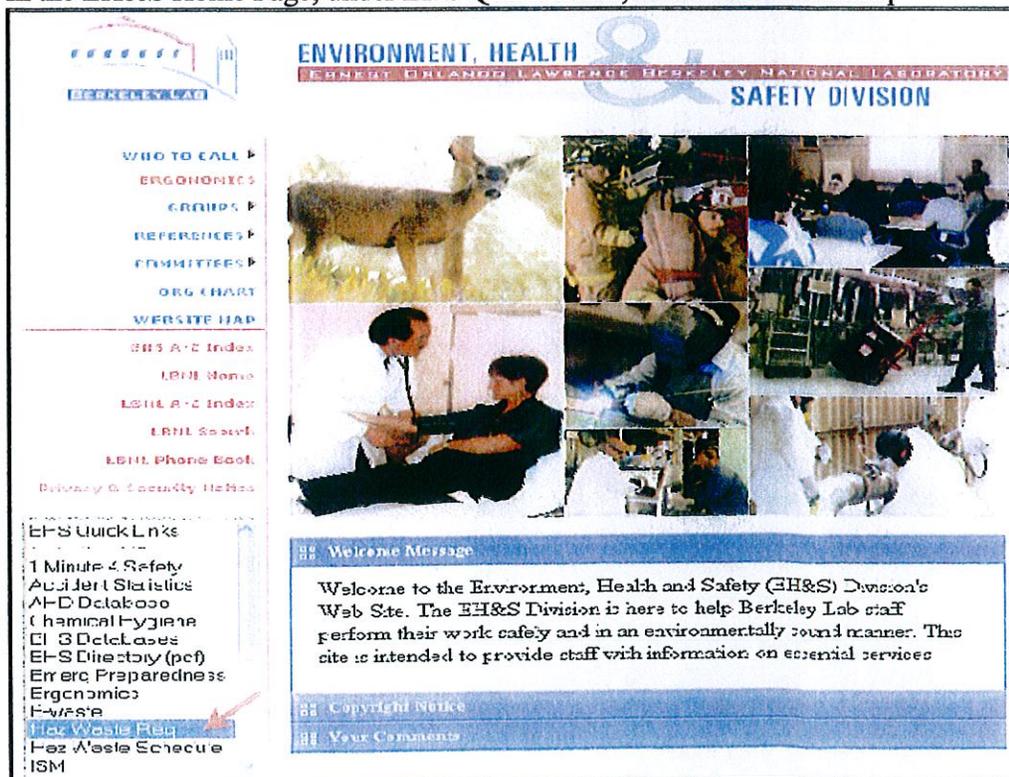
1. Within the LBL domain, simply type **webreq** as a URL in the browser.



2. In the LBL A-Z index page, click on the Letter H, then on the link Hazardous Waste Requisition

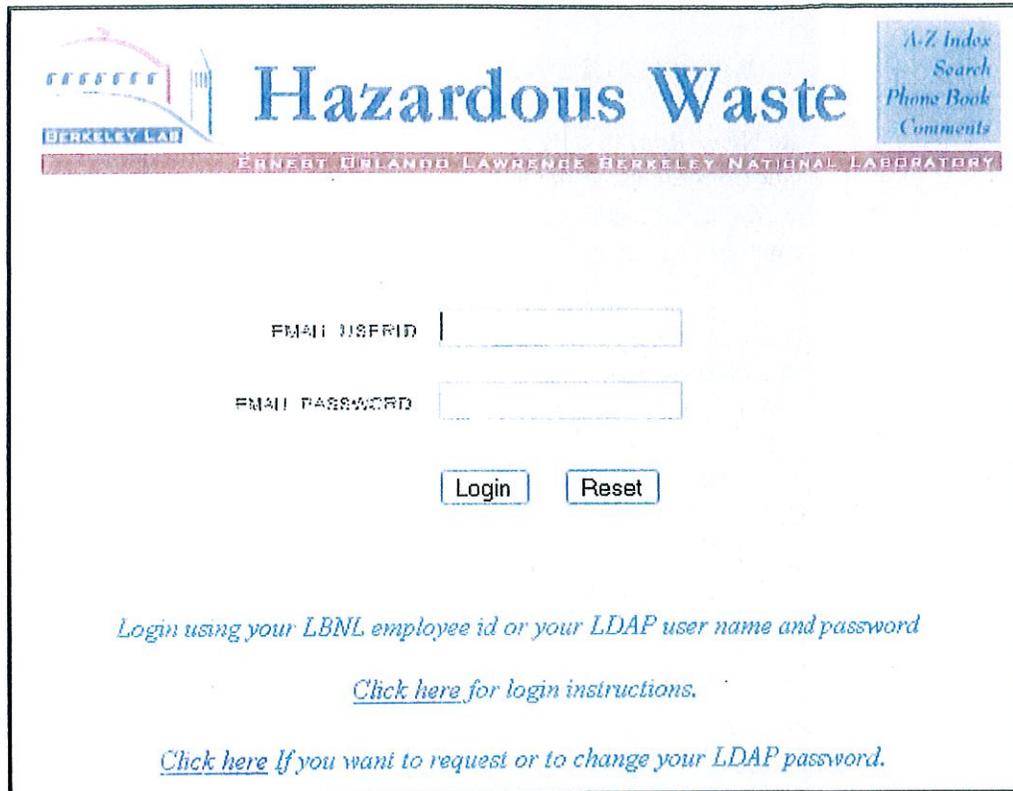


3. In the EH&S Home Page, under EHS Quick Links, select Haz Waste Req



## Step-by-Step Procedure to enter and submit a web-based Hazardous Waste Requisition

1. Navigate to the login screen for the web-based Hazardous Waste Requisition using one of the methods outlined above.
2. If you want, bookmark this page for easy access.
3. Type your e-mail user id and your e-mail password.



 **Hazardous Waste** [A-Z Index](#) [Search](#) [Phone Book](#) [Comments](#)

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

EMAIL USERID

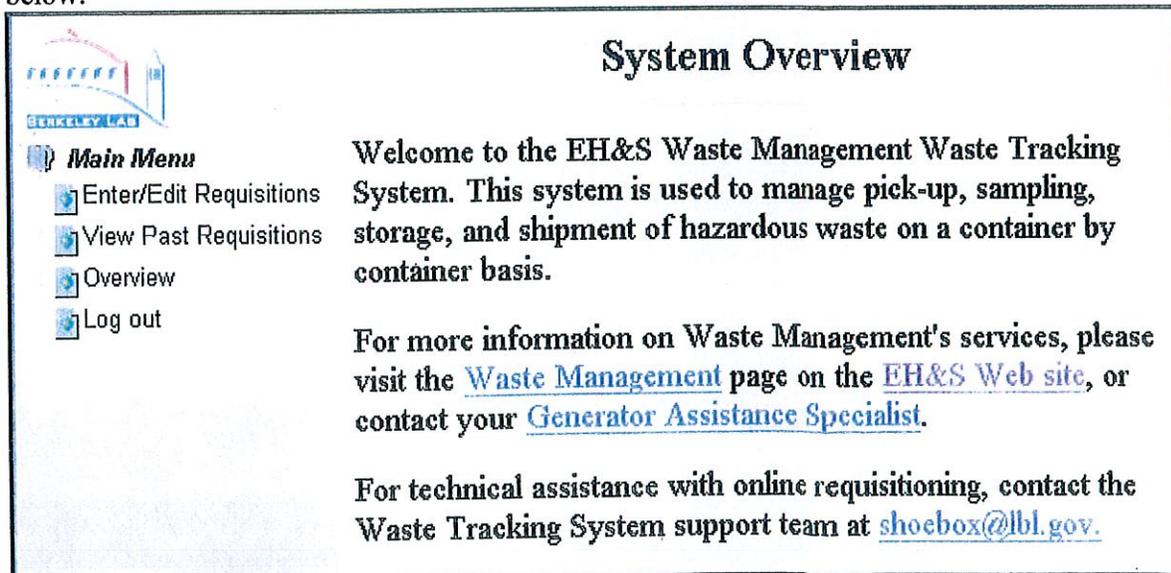
EMAIL PASSWORD

*Login using your LBNL employee id or your LDAP user name and password*

[Click here for login instructions.](#)

[Click here if you want to request or to change your LDAP password.](#)

4. Click on .
5. On the next screen, a menu tree on the left and a main window on the right is displayed and shown below:



 **System Overview**

**Main Menu**

- 
- 
- 
- 

Welcome to the EH&S Waste Management Waste Tracking System. This system is used to manage pick-up, sampling, storage, and shipment of hazardous waste on a container by container basis.

For more information on Waste Management's services, please visit the [Waste Management](#) page on the [EH&S Web site](#), or contact your [Generator Assistance Specialist](#).

For technical assistance with online requisitioning, contact the Waste Tracking System support team at [shoebox@lbl.gov](mailto:shoebox@lbl.gov).

6. To enter a new requisition, click on Enter/Edit Requisitions.

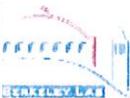
7. The next screen is divided into three areas, a menu on the left side, a form entry window on the right side (the main window), and a title window at the top.

 <p>Welcome to the hazardous waste requisition system - Newman,Lana T</p> <p><a href="#">Return to main menu</a> <span style="float: right;"><a href="#">Review for Submission</a></span></p>	
<p>Your Requisitions Pending Submittal</p> <p><a href="#">[Create NEW Req]</a></p>	<h3>Enter/Edit Requisitions</h3> <p>Click on <a href="#">[Create NEW Req]</a> to start a new requisition, or choose a requisition to edit from the list at the left by clicking on its number.</p> <p>You must have completed hazardous waste generator training (EHS604) to continue.</p> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>◊ It is strongly recommended that you do not use the browser back button.</li> <li>◊ Use the buttons and links provided within each web page for navigation.</li> <li>◊ Be sure to save any changes before moving to another screen.</li> <li>◊ When the opening screen is saved a button will be included on it to navigate to the next screen for entering waste items.</li> <li>◊ Enter as many line items as necessary to include all waste to be picked up.</li> <li>◊ Multiple containers should be grouped as a single line item when their contents are identical and from the same waste stream.</li> </ul>

8. Click on [\[Create NEW Req\]](#) on the left side to start a new requisition.

**Important:** If the training requirement is not met, after clicking on [\[Create NEW Req\]](#) a message appears in the main window regarding the training deficiency. The user will not be able to enter a requisition.

9. Now the first screen to enter the new requisition is displayed. This portion represents the requisition header information, such as division, generator, and account information.

 <p>Welcome to the hazardous waste requisition system - Newman,Lana T</p> <p><a href="#">Return to main menu</a> <span style="float: right;"><a href="#">Review for Submission</a></span></p>	
<p>Your Requisitions Pending Submittal</p> <p><a href="#">[Create NEW Req]</a></p>	<p>Temporary Requisition ID: (new) <span style="float: right;"><a href="#">HELP</a></span></p> <p>* Indicates a required field</p> <p>*Division: <input type="text"/> <input type="button" value="v"/> *Project: <input type="text"/></p> <p>*SAA/WAA Location -- Bldg: <input type="text"/> <input type="button" value="?"/> Room: <input type="text"/> <input type="button" value="?"/> </p> <p>*Is this waste from an RMA? <input type="radio"/> Yes <input type="radio"/> No</p> <p>More about location: <input type="text"/></p> <p><u>Additional Information</u></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: center;"><input type="button" value="Reset"/> <span style="float: right;"><input type="button" value="Save"/></span></p>

10. Enter the information in the fields as follows:

Temporary Requisition ID: (new) [HELP](#)

\* Indicates a required field

\*Division:   Project:

\*SAA/WAA Location -- Bldg:   Room:  

\*Is this waste from an RMA?  Yes  No

More about location:

Additional Information

1. Division. Select division responsible for project generating the waste.
2. Project. Enter the account number you charge to for this project.
3. Bldg. Enter the building number where the waste is located.
4. Room. Enter room number where the waste is located.
5. Is this waste from an RMA? Check "Yes" if the waste is from a radioactive material area.
6. More about location. Additional information about the location, e.g., "In fume hood." (This field is **required** if room number is not provided)
7. Additional Information. Provide any additional information related to the waste to be picked up.

11. After all the information is provided, click on the  button on the lower right hand corner.

12. Now the screen contains additional buttons:  and .

Welcome to the hazardous waste requisition system - Newman, Lana T

 [Return to main menu](#)

<p>Your Requisitions <u>Pending Submittal</u> #1 (2/12/2007)</p> <p><a href="#">[Create NEW Req]</a></p>	<p>Temporary Requisition ID: 346151-1 <a href="#">HELP</a></p> <p>* Indicates a required field</p> <p>*Division: Environment Health &amp; Safety <input type="button" value="v"/> *Project: H15674</p> <p>*SAA/WAA Location -- Bldg: 085 <input type="button" value="?"/> Room: 0201 <input <="" p="" type="button" value="?"/> <p>*Is this waste from an RMA? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>More about location: <input type="text"/></p> <p><u>Additional Information</u></p> <p><input type="text"/></p> <p><input type="button" value="Reset"/> <input type="button" value="Go to Description of Waste&gt;"/> <input type="button" value="Delete requisition"/> <input type="button" value="Save"/></p> </p>
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13. To enter hazardous waste line items, click on the button [Go to Description of Waste](#).
14. Now enter the waste item information as follows:

Temporary Requisition ID: 346151-1 Waste Item #: (new) [HELP](#)

\* Indicates a required field

\* Earliest Accumulation Start Date: Month?  Day  Year

\* Description of Waste  Process Knowledge:  Analytical:  MSDS:

\* Waste Form:  pH of aqueous liquid:

Number of Container

*Containers	Cont. Type	* Size	* Units	Additional Info
<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>	Choose units <input type="text"/>	<input type="text" value="9"/>
			Choose units <input type="text"/>	
			Choose units <input type="text"/>	

\*Total Waste Quantity:  Choose units

[Reset](#) [<Go to previous page](#) [Save](#)

- ◆ Enter as many waste items as necessary to include all waste to be picked up.
- ◆ Multiple containers should be grouped as a single waste item when their contents are identical and from the same waste stream.
- ◆ To delete a container line, set Number of Containers = 0.

1. Earliest Accumulation Start Date. Indicate the date that waste was first placed in the container(s).
2. Process Knowledge, Analytical, MSDS. Check applicable box(es) to indicate the basis for waste characterization.
3. Waste Description. List all hazardous and nonhazardous waste constituents and give their concentrations. Include any additional information that may be helpful in describing the waste, e.g. unused, used in wiping operation, etc.
4. Waste Form. Choose Liquid, Solid, or Gas as appropriate.
5. pH of Aqueous Liquid. pH must be entered for all acids, bases, and aqueous liquids (>50% water).
6. Number of Containers. Enter the number of homogeneous containers of waste. When sizes vary use separate lines. To eliminate a container line, set the number of containers to zero (or blank).
7. Container Type. Choose the type of container. Use "Additional info" for container types not on the list.
8. Container Volume. Enter the size of each container in English or metric units.
9. Additional info(s). Provide additional description of container(s), distinguishing features, etc. (e.g., "In original container")
10. Total Waste Quantity. Enter the total amount of waste for all containers making up this waste item. Report solids by weight and liquids by volume.

15. Click on [Save](#) to save the line item information.

16. Now the screen contains additional buttons: [Delete waste item](#) and [Add another waste item](#).

17. To add another waste item, click on the **Add another waste item** button (below the Save button), or click on **Add a waste item** on the left side under Waste Items.

Welcome to the hazardous waste requisition system - Newman, Lana T

[Return to main menu](#) **Review for Submission**

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**Requisition**  
346151-1

**Waste Items**  
Item #

[Add a waste item](#)

**Temporary Requisition ID: 346151-1**    **Waste Item #: 1**    [HELP](#)

\* Indicates a required field

\* Earliest Accumulation Start Date: February 2 2007

\* Description of Waste    Process Knowledge:  Analytical:  MSDS:   
broken mercury thermometers

Waste Form: Solid    pH of aqueous liquid: \_\_\_\_\_

Number of Containers

*Containers	Cont. Type	*Size	*Units	Additional Info
1		1	cubic feet	plastic bag
			Choose units	
			Choose units	

\*Total Waste Quantity: 1 lbs

**Reset**    **<Go to previous page**    **Save**

**Delete waste item**    **Add another waste item**

- ◆ Enter as many waste items as necessary to include all waste to be picked up.
- ◆ Multiple containers should be grouped as a single waste item when their contents are identical and from the same waste stream.
- ◆ To delete a container line, set Number of Containers = 0.

18. Once the requisition is finished, you can keep the requisition as pending. That means, the requisition remains under the control of the generator and can be edited or items can be added. When the requisition is finalized and ready to send to Waste Management, click on **Review for Submission**.

19. A new window is displayed.

**Berkeley Lab Hazardous Waste Disposal Requisition**    Temporary requisition ID: 346151-1

Date: 2/12/2007    Account No. H15674    SAA/WAA Location: Bldg. 085    Rm. 0201    RMA Waste? N

Name: LANA T NEWMAN    Employee Id#: 346151    Division: Environment, Health & Safety

1. Process Knowledge Y    Analytical       MSDS       Earliest Accumulation Start Date 2/2/2007

Waste Description: broken mercury thermometers

Waste Form: S    pH of aqueous liquid:   

# of Containers	Container Type	Container Size	Unit	Additional Container Information
1		1 cu. ft.		plastic bag

Total Waste Quantity: 1 lbs

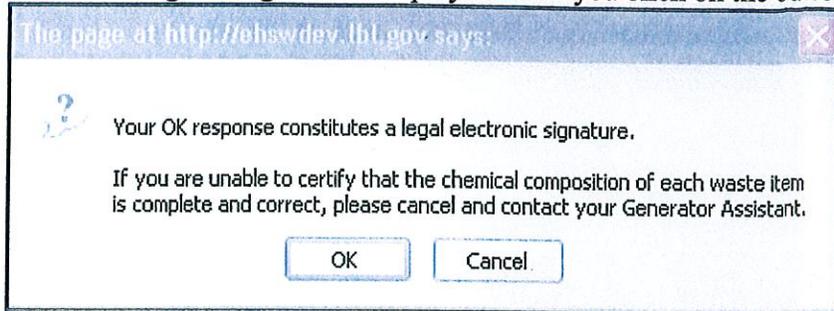
**I certify** that to the best of my knowledge, the chemical composition provided for each item is complete and correct.

**Make Corrections or Add More Waste Items**    **Certify/Submit Requisition**

20. Click on **Make Corrections or Add More Waste Items** to close the window and edit the requisition, or click on the button **Certify/Submit Requisition** to submit the requisition.

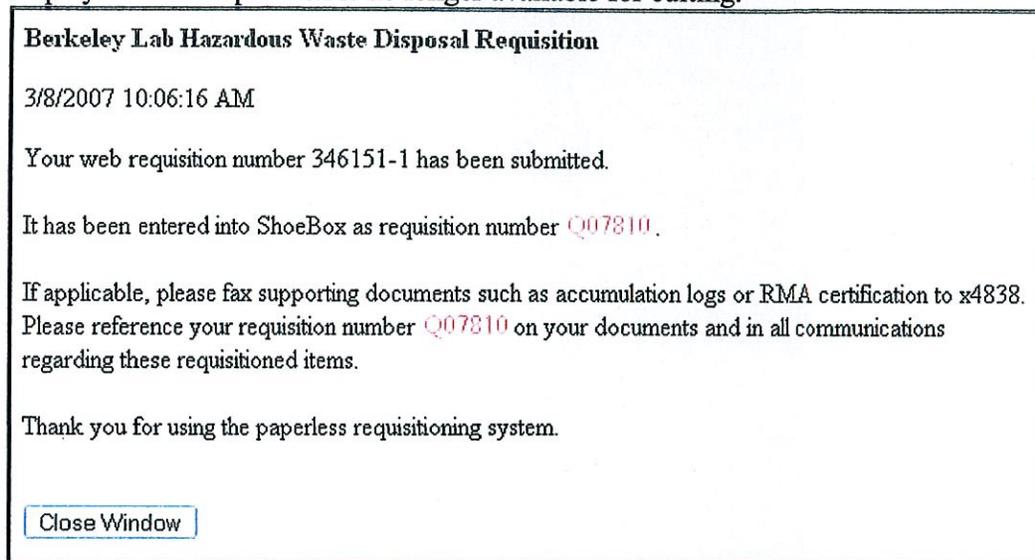
21. The following message box is displayed when you click on the button

Certify/Submit Requisition



22. Clicking on the OK button constitutes your electronic signature.

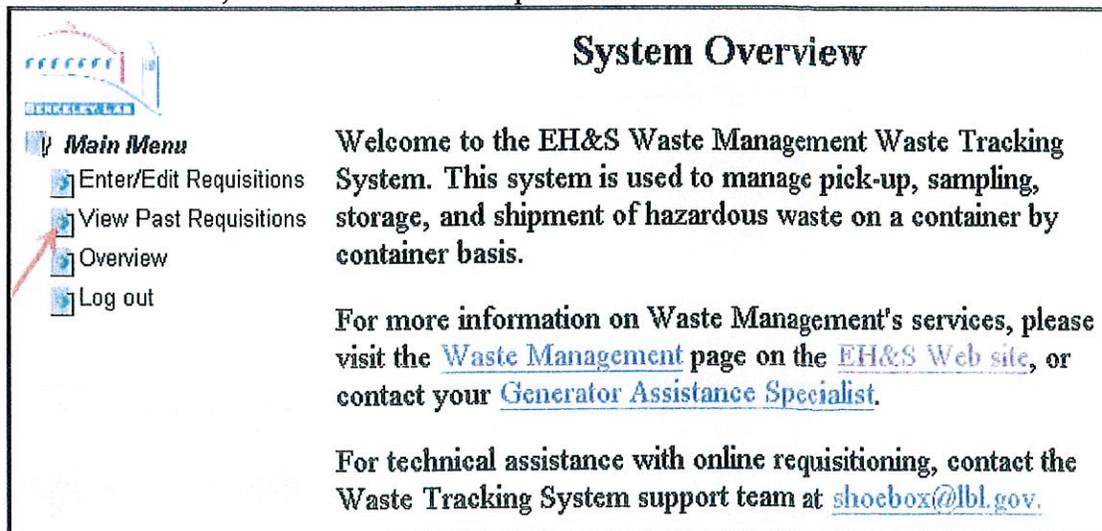
23. After clicking the OK button the requisition has been submitted and the following confirmation is displayed. The requisition is no longer available for editing.



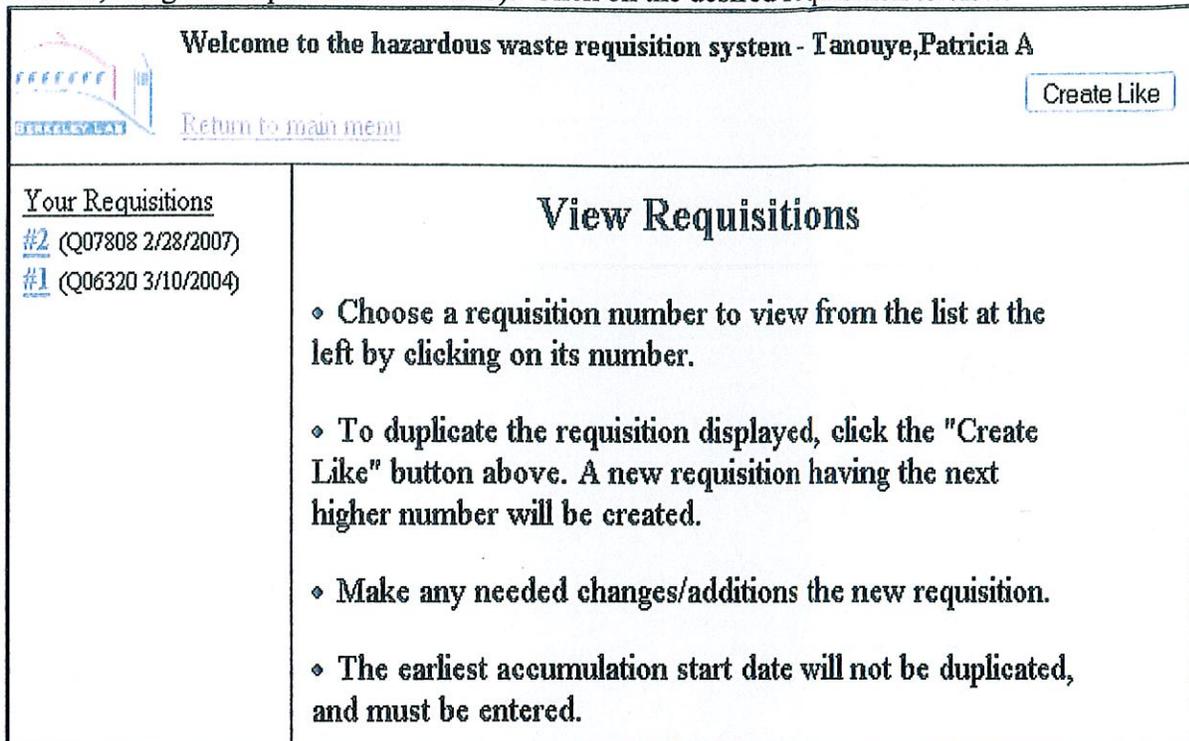
## Step-by-Step Procedure to create a new requisition based on a previously submitted requisition

All submitted web-based requisitions are stored in the database and displayed in the web-based requisition system.

1. In the main menu, click on View Past Requisitions.



2. The list of previously submitted web-based requisitions is displayed on the left side (original sequence number, assigned Requisition # and date). Click on the desired requisition to view.

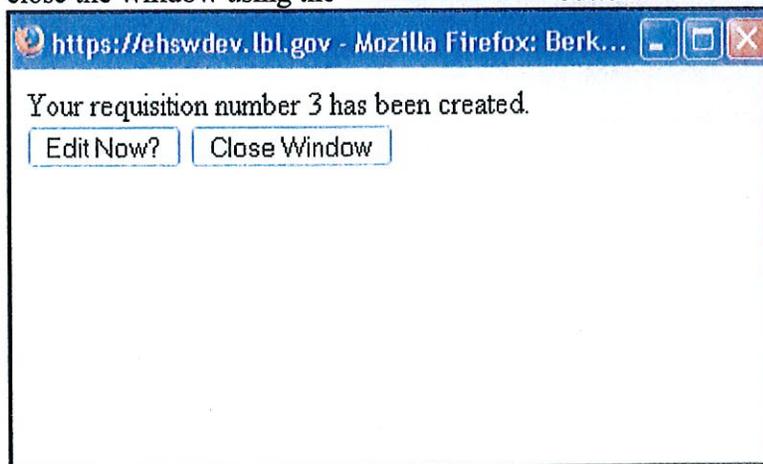


The screenshot shows a web application interface. At the top, it says "Welcome to the hazardous waste requisition system - Tanouye, Patricia A". There is a logo on the left and a "Create Like" button on the right. Below the welcome message, there is a "Return to main menu" link. The main content area is titled "View Requisitions" and contains a list of requisitions on the left and instructions on the right. The list includes two items: "#2 (Q07808 2/28/2007)" and "#1 (Q06320 3/10/2004)". The instructions are as follows:

- ◊ Choose a requisition number to view from the list at the left by clicking on its number.
- ◊ To duplicate the requisition displayed, click the "Create Like" button above. A new requisition having the next higher number will be created.
- ◊ Make any needed changes/additions the new requisition.
- ◊ The earliest accumulation start date will not be duplicated, and must be entered.

3. The requisition is displayed as read-only, no changes can be made to any submitted requisition. Click on the button .

4. A new window is displayed informing the user that the new requisition has been created. Click on  to navigate to the main requisition page to edit the requisition. Alternatively, you may close the window using the  button.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying "https://ehswdev.lbl.gov - Mozilla Firefox: Berk...". The main content area of the browser displays the message "Your requisition number 3 has been created." Below the message are two buttons:  and .

5. Follow the same steps as discussed above to edit and submit the requisition.

# HAZARDOUS WASTE

**HANDLE WITH CARE!**

Generator \_\_\_\_\_ Phone # \_\_\_\_\_  
Building \_\_\_\_\_ Room \_\_\_\_\_

Contents \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAA start date \_\_\_\_\_

WAA receipt or accumulation  
start date\* \_\_\_\_\_

## HAZARDOUS WASTE HANDLING FACILITY USE ONLY

HWHF receipt date \_\_\_\_\_

Disposal requisition # \_\_\_\_\_

Sample analysis # \_\_\_\_\_

Hazardous properties  
*Check all that apply*

- Toxic  
 Corrosive  
 Ignitable  
 Reactive  
 Other \_\_\_\_\_

Waste form

- Solid  
 Liquid  
 Gas

\*Receipt Date from SAA or Accumulation Start Date in the WAA  
Lawrence Berkeley Laboratory

#1 Cyclotron Rd., Berkeley, CA 94720

# SAA

SATELLITE ACCUMULATION AREA  
FOR HAZARDOUS WASTE

RESPONSIBLE PARTY:

NAME: \_\_\_\_\_

BLDG/ROOM: \_\_\_\_\_

EXTENSION: \_\_\_\_\_

TYPE OF WASTE: \_\_\_\_\_

DO NOT ADD WASTE TO THIS SAA WITHOUT PRIOR  
AUTHORIZATION FROM THE RESPONSIBLE PARTY

