



CEMS
Chemical Environmental Management System

Hazardous Waste Management

[Hazardous Waste Dashboard Layout](#)

[Create a Hazardous Waste Record](#)

[Mark a Container That Has Been Picked Up](#)

[Edit Hazardous Waste Record](#)

For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit <http://www.cems-info.sr.unh.edu/>.



Hazardous Waste Management

- The Hazardous waste manager is responsible for receiving waste pick-up requests and adding/editing/viewing waste data

Hazardous Waste Dashboard Layout

The screenshot shows a dashboard titled "Hazardous Waste" with four main buttons:

- add hazardous waste record**: A callout box explains it is "Available to only the Hazardous Waste Manager. Click to create a hazardous waste record".
- (1) pending waste removal requests**: A callout box explains it shows "Requests that are waiting to be marked for pick up. Click to review pending requests. Waste pickup requests are organized by pickup location for efficient waste removal processing".
- request waste removal**: A callout box explains to "Click to request a waste removal".
- view all hazardous waste**: A callout box explains to "Click to view all hazardous waste that has been picked up in the past".

For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit <http://www.cems-info.sr.unh.edu/>.




Hazardous Waste Management

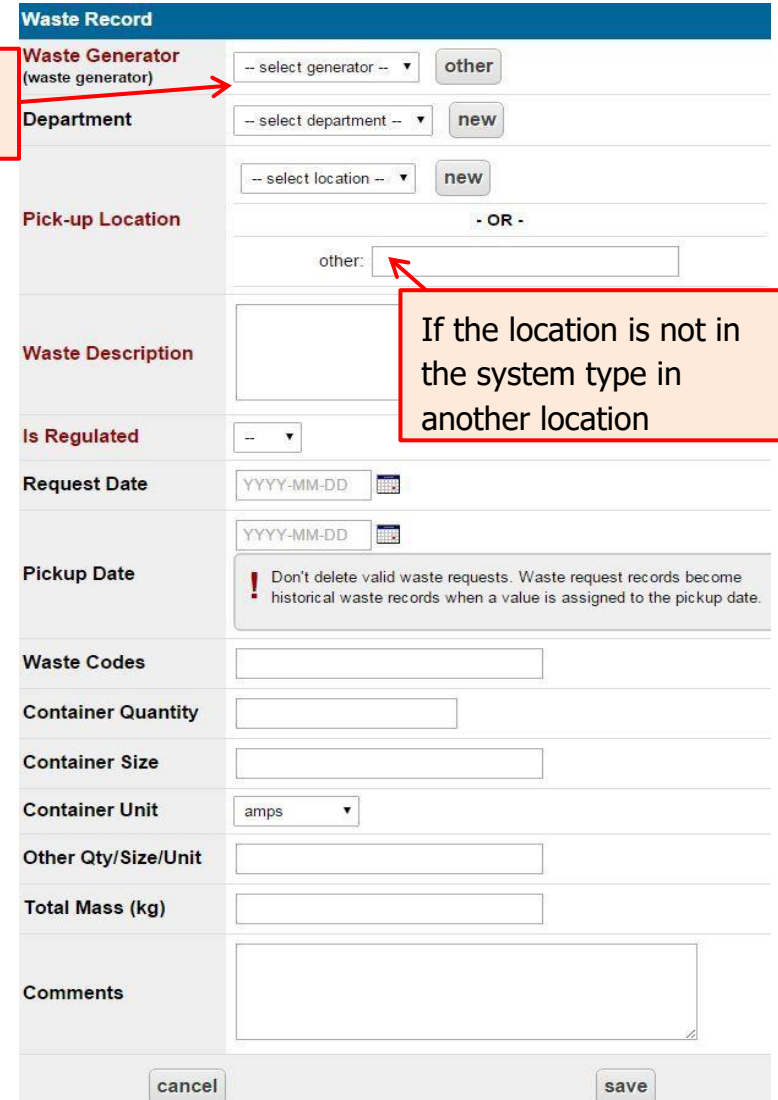
How to Create a Hazardous Waste Record

Step 1: Navigate to the Hazardous Waste dashboard.

User generating the waste

Step 2: Click the [add hazardous waste record](#) link. You will be brought to the Waste Record form where you can create a new record.

Step 3: Fill in the appropriate information and click the  button to add the Hazardous waste record.



The screenshot shows the 'Waste Record' form with the following fields and annotations:

- Waste Generator (waste generator):** A dropdown menu with the text '-- select generator --' and an 'other' button. A red arrow points to this field with the annotation 'User generating the waste'.
- Department:** A dropdown menu with the text '-- select department --' and a 'new' button.
- Pick-up Location:** A dropdown menu with the text '-- select location --' and a 'new' button. Below it is a text input field labeled 'other:' with a red arrow pointing to it and the annotation 'If the location is not in the system type in another location'.
- Waste Description:** A large text area.
- Is Regulated:** A dropdown menu with the text '--'.
- Request Date:** A date input field with the format 'YYYY-MM-DD' and a calendar icon.
- Pickup Date:** A date input field with the format 'YYYY-MM-DD' and a calendar icon. Below it is a warning message: 'Don't delete valid waste requests. Waste request records become historical waste records when a value is assigned to the pickup date.'
- Waste Codes:** A text input field.
- Container Quantity:** A text input field.
- Container Size:** A text input field.
- Container Unit:** A dropdown menu with 'amps' selected.
- Other Qty/Size/Unit:** A text input field.
- Total Mass (kg):** A text input field.
- Comments:** A large text area.
- At the bottom of the form are 'cancel' and 'save' buttons.



Hazardous Waste Management

How to Mark a Container that has been Picked up

- Waste pending for pickup will be presented in the hazardous waste dashboard through the [\(3\) pending waste removal requests](#) link.

Step 1: Navigate to the Hazardous Waste dashboard.

Step 2: click on the [\(3\) pending waste removal requests](#) link to view all the waste waiting for pickup. If there is no waste pending this link will be hidden.

| Waste Pickup Request | | Waste request | | 2015-06-04 | |
|----------------------|------------------------------|---------------|------|--------------------------|--|
| Location: | Taylor 128 | | | | |
| Department: | | | | | |
| Requester: | | | | | |
| Prin. Inv: | John Smith phone: 1111111111 | | | | |
| Request Date: | | | | | |
| UID | Waste Description | Amount | Reg. | | |
| 8 | Acetone | () amps | | | |
| | | | | mark all picked up today | |

Click here to mark the slip for pick up when the waste has been picked up

Step 3: Once all the waste on the slip has been picked up, select the [mark all picked up today](#) button. The records will then be put in the hazardous waste Recordset.




Hazardous Waste Management


How to Edit Hazardous Waste Records

Step 1: Navigate to the Hazardous Waste dashboard.

Step 2: Click on the [view all hazardous waste](#) link to view all past hazardous waste pickups.

Prefill values allow you to change the waste description to a prior description

Step 3: Click the  button to pull up a form to edit the record.

Step 4: Click  to save changes when done editing.

| Waste Record | |
|---|---|
| SYS ID | 12 |
| Requester | |
| Waste Generator (waste generator) | Smith, John <input type="button" value="other"/> |
| Department | -- select department -- <input type="button" value="new"/> |
| Pick-up Location | Taylor 106 <input type="button" value="new"/> - OR - other: <input type="text"/> |
| Prefill Values | -- select from history -- <input type="button" value="new"/> |
| Waste Description | Alcohol |
| Is Regulated | yes <input type="button" value="new"/> |
| Request Date | YYYY-MM-DD <input type="button" value="new"/> |
| Pickup Date | 2015-06-04 <input type="button" value="new"/> <small>! Don't delete valid waste requests. Waste request records become historical waste records when a value is assigned to the pickup date.</small> |
| Waste Codes | <input type="text"/> |
| Container Quantity | <input type="text"/> |
| Container Size | <input type="text"/> |
| Container Unit | amps <input type="button" value="new"/> |
| Other Qty/Size/Unit | <input type="text"/> |
| Total Mass (kg) | <input type="text"/> |
| Comments | <input type="text"/> |

