Guidance Document

Environmental Management System (EMS) – Waste Generators

The University of Texas at Austin
Environmental Health & Safety

Date of Issue: 02/10/2021
Revision date: 2/10/2021

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EMS: GENERAL INFORMATION

Environmental Management System (EMS) is a web-based application Environmental Health and Safety (EHS) uses to track chemical waste from the point of generation to disposal. This application supports both Faculty, 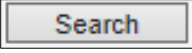Researchers, and Staff who generate waste from their day-to-day duties at the University of Texas. EMS is only accessible while on UT's network or connected with UT's VPN.

EMS: WASTE GENERATORS

EMS allows waste generators to submit Request for Chemical Waste Disposal and check on the status of submitted waste items. This is all accessible though the waste generator's home-page.

Creating a Profile in EMS

1. Prior to attempting to login to EMS ensure the following courses have been completed: OH 101 HazCom, OH 102 HazCom Site Specific, and OH 202 Hazardous Waste Management.
2. Open EMS in preferred web browser by clicking HERE. You must be connected to UT's network or connected to a UT VPN.
3. To login click the login icon [icon] located on the left menu bar.
4. Use your UT EID and password as the User name and login password. On the first login, EMS will generate an account and attempt to pull personal information from the active UT directory. This includes name, office location, UT EID, phone number, and email.
5. Ensure personal information is correct by hovering over the employee icon [icon] located on the left menu bar then select "Employee" [Employee button]
6. This will then load a search screen for employee records. Without entering any information, click the "Search" [Search button] button in the bottom right of the Search box to pull up your profile.
7. Click the "Edit" [icon] next on the right side of the line that contains your information to edit the employee profile.
8. Before submitting waste it is required to have the following fields correctly completed in the employee profile: "First Name", "Last Name", "Employee Location", "UT EID", "Work Phone", and "e-mail". Each Required field is marked with an asterisk.
   a. Employee Location == the three letter building abbreviation and the complete room number. This will be the default location selected when creating a Request for Chemical Waste Disposal. It is advised to select the room that will most frequently be used when submitting waste. If the building or room number does not exist please contact EHS-HazardousMaterials@austin.utexas.edu.
   b. Work Phone == This is the preferred contact number to be used in the event of issues or questions surrounding a submitted request for chemical waste disposal that require an immediate response.
      i. Note: This number may be used if the HAZMAT Specialist cannot locate the waste item or is unable to access the space where the waste item is stored. This can be a laboratory phone, an office phone, or a cellphone number.

c. E-mail == This is a preferred work email, to be used to contact in the event of issues or questions surrounding a submitted Request for Chemical Waste Disposal.

9. Once the profile has been updated, click the save icon on the top right menu.

10. Logging out and logging back in will apply all employee profile changes and bring up the correct home screen. The logout icon is on the bottom of the left-screen menu.

Creating a Request for Chemical Waste Disposal

1. Before filling this form in, enable Caps Lock.
2. To create a Request for Chemical Waste Disposal, left-click the icon labeled "Request for Chemical Waste Disposal". This will load the Request for Chemical Waste Disposal form.
3. Verify the correct "Request Employee" information is shown at the top of the form.

4. In order to submit an Request for Chemical Waste Disposal the following fields must be completed on this form:

   a. Waste Tag #: This is the unique 6 – digit number found on the waste tag provided by EHS. Each container must have a waste tag associated with it.

      i. NOTE: If EMS returns the error "The Item ID already exists. Please enter another ID" just add an "A" to the end of the waste tag number in EMS **AND** on the physical waste tag.

   b. Chem Name: This is the name of the specific chemical, the chemical product's name or the general name for the waste stream if the waste stream has multiple components. For naming waste streams it is a good idea to decide on a naming structure so that they may be reused and save time later. Example naming structures include:

      i. [BUILDING ABBREVIATON][ROOM NUMBER]-[GENERAL HAZARD CATEGORY]

      ii. [RESEARCH GROUP]-[EXPERIMENT NAME/PROCESS]-[GENERAL HAZARD CATEGORY]

   c. Location: This is the 3-letter building abbreviation and complete room number of where the waste is stored and will be collected by EHS Staff.

   d. Container – Size: This is the total volume or capacity of the container in which the waste stream is stored.

   e. Container – Units: This is the unit of measurement that corresponds with the size of the container; this is typically liters, gallons, grams, kilograms, or pounds.

   f. Container – Type: This is the type of container the waste is stored in. Please refer to the guidance below. If a container is not listed below the current containment is an unacceptable container. The line items highlight are the most common selections.

      i. AC Aerosol Cans == Any aerosol can including but not limited to: Paints, lubricants, and adhesives

      ii. BA Bag == Should not be used, unless prior authorization from EHS

      iii. BN Bin == Should not be used, unless prior authorization from EHS

iv. BT Batteries == Any battery not properly contained in another container, these are typically lead acid.
v.   BX Box: Should not be used
vi. CF Carton Fiber: Should not be used
vii. CF Fiber Box == Original manufacture's square containers for 4' or 8' lamps
viii. CM Carton Metal == Should not be used
ix. CM Container Metal == Original manufacture chemical container examples include 1 L metal bottles or paint cans
x.   CW Carton Wood == Should not be used
xi. CY Cylinder == Any sized cylinder containing liquefied gas or gas
xii. DF Drum Fiber == EHS provided round containers for 4' lamps
xiii. DF Drum Poly Closed == EHS provided containers including: 5 gal. (20 L) closed top liquid waste containers or the 30/55 gal. closed top liquid waste drums
xiv. DF Drum Poly Open == EHS provided containers including: 6.5 gal. (24 L) open top solid waste containers or the 30/55 gal. open top solid waste drums
xv. DM Drum Metal ==Should not be used
xvi. DM Drum Metal Closed == Reused 20L, 30 gal. or 55 gal. original chemical containers
xvii. DM Drum Metal Open == EHS provided containers including: 5 gal. (20 L) open top solid waste containers or the 30/55 gal. open top solid waste drums
xviii. DP Drum Poly == Should not be used
xix. DT Dump Trailer == Should not be used
xx. DT Dump Truck == Should not be used
xxi. DW Drum Wood == Should not be used
xxii. GB Glass Bottle == Any glass bottle that chemicals were originally sold in that has been reused for waste accumulation or the 4L Poly Coated Glass Bottle provided by EHS for Aqua Regia and Piranha Solution
xxiii. HG Hopper or Gondola Car == Should not be used
xxiv. JP Jug Plastic == Should not be used
xxv. Metal Portable Tote == Should not be used
xxvi. NO None == Should not be used
xxvii. PB Poly Bottle == Any plastic bottle that chemicals were originally sold in that has been reused for waste accumulation
xxviii. PL Pail Metal (Poly Lined) == Should not be used
xxix. PM Pail Metal == Should not be used
xxx. Poly Portable Tote == Should not be used
xxxi. PP Pail Poly == Original manufactures plastic pails, such as a 5 gal. paint pail
xxxii. RB Roll-off Box == Should not be used
xxxiii. TC Tank car == Should not be used
xxxiv. TP Tank Portable == Should not be used
xxxv. TT Tank truck == Should not be used

g. <u>Contents – Quantity:</u> This is the total amount of waste in the container. This should not exceed the size of the container.

h. <u>Contents – Units:</u> This is the unit that corresponds with the quantity of waste in the container; this is typically liters, gallons, grams, kilograms, or pounds.

i. <u>Phys. State:</u> This is the physical state of the waste in the container. Refer to the guidance below for selecting the physical state.

    i. Aerosol == a substance enclosed under pressure and able to be released as a fine spray, typically by means of a propellant gas.

    ii. Gas == No defined shape or volume, typically contained in cylinders

    iii. Liquid == A substance that flows freely but is of constant volume. This may have suspended solids.

    iv. Sludge == Do not use, this is a specific regulatory definition.

    v. Solid == Solid waste will have no free liquid, if there is free liquid use various

    vi. Various == Use for waste streams with mixed physical states.

j. <u>Composition:</u> This is the exact chemical components of the waste stream. This will include both the non-hazardous and hazardous parts using their full name. No abbreviations, or chemical formulas are allowed.

    i. Under composition add the individual components of the waste stream. To add the individual components of the waste, right-click in the gray box and a pop-up will appear.

    ii. In the pop-up left-click "Add" to add a new component to a waste stream. A new pop-up box will appear

    iii. In the new pop-up box the following fields are required:

        1. Composition: Enter the exact name of the chemical. **DO NOT USE ABBREVIATIONS OR CHEMICAL FORMULAS**

        2. Percent: Enter the percentage this component of the chemical waste. "TRACE" may also be listed here and will not contribute to the total composition.

    iv. If the correct chemical name is not already in EMS add it. To add the chemical right-click the search button then right-click "Add…" located on the bottom center of the pop-up window.

        1. A new window "Waste Chemical Name" will pop-up. At a minimum fill out the full chemical name in all caps. The physical state and CAS# are optional but can help our staff properly determine the appropriate waste treatment.

k. Repeat step J until the percent of each component adds up to 100%. Submitted waste will not be processed unless the composition equals 100%

l. <u>Notes:</u> This section is optional but serves to:

    i. To request an exact replacement of the container use "REPLACE" this is only for containers provided by EHS

    ii. Add details access (such as a door code) or location information

    iii. Expiration dates for peroxide forming or other chemicals that are more hazardous when expired

    iv. Note container damage, if present, or other issues with the container

    v. Provide a secondary contact if needed

    vi. To mark the item for the Chemical Redistribution Program use "SURPLUS"

    vii. Other details that would assist our staff in collecting the Chemical Waste item.

5. Review the completed the form
6. Left-click the "Save" icon on the top right menu. This will submit the Request for Chemical Waste Disposal and clear the form for the next item. A waste request number will be generated for all items submitted for a single location, on a single day by an individual requestor. The waste request number should be used when inquiring about a specific waste collection.
7. Repeat steps 3-6 until all chemical waste items you wish to have collected are entered into EMS.

Checking the Status of a Request for Chemical Waste Disposal

From the waste generator home page, left-click on icon for "Open Requests for Chemical Waste Disposal". This will bring up a page to view all Request for Chemical Waste Disposals submitted by an individual profile that have not been collected. On this page there is:

- Waste Request Number == This is a number generated by EMS that groups all Request for Chemical Waste Disposals made by a single user, for a single location on a single day. A new Waste Request Number is generated for each new location or if the Request for Chemical Waste Disposal is submitted on a different day. This is also the number to provide EHS staff when inquiring on the status of an item.
- Disposal Request Date == This is the date the waste generator submitted their waste request but not the day it was reviewed for collection.
- Request Status == This is the current status of the request Waste Generators will typically see "Pending." Occasionally Waste generators will see "Rejected" for items that could not be corrected by EHS Staff. EHS staff will have contacted you with how to correct these items.

If there is an issue with a waste request such as:

- A waste item was not collected within 10 business days
- A waste item was left behind

Email ehs-hazardousmaterials@austin.utexas.edu with the waste request number to inquire on the status of a given request. This will allow our staff to quickly locate the item(s) in question.

EMS Tips
- Units for container and contents have shortcuts for each unit. Container Type has a shortcut for each container. The first letter listed before the description is the shortcut.
- Bring a computer into the waste accumulation area and work directly off the chemical waste tags or to work in an office take a picture of each completed chemical waste tag to reference.

- If multiple individuals in the workgroup submit Request for Chemical Waste Disposals, mark each tag that has been submitted for disposal. This is to communicate that the waste item has already been submitted and minimize the chance of duplicate submissions. It is recommended writing the submitters initials in the top-right corner of the waste tag.

REVISIONS

Date	Revision	Name
02/10/2021	Document created	Eric Wilson