

# WASTe: Hazardous Waste Management System



Waste Accumulation Storage Tracking electronically (WASTe) is a web-based system that facilitates regulatory compliant labeling, tracking, collecting and disposal of hazardous wastes. This application will provide an interface between Principal Investigators (PIs), lab staff and other generators of regulated wastes and the waste management staff.

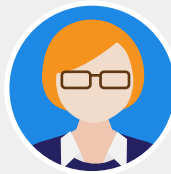
## WASTe Features

Users have the ability to create, edit and print waste tags as well as create waste templates for routinely generated waste. Three types of user accounts are available in WASTe:



### Group Owner

This is the Principal Investigator, the manager of a lab/group. RPs assign the level of access for each lab/group member.



### Delegate

These users have the same access as RPs and are able to maintain the lab/group's templates in WASTe, enroll other personnel as Authorized Users and select lab/group location(s).



### Group Member

All other lab/group members. These users have the ability to create waste tags and templates.

## Account Set Up

1. Log in at: [app.riskandsafety.com](http://app.riskandsafety.com)

2. Set Up Your Lab/Group (RPs and Delegates only)

- Select the **Profile** link available via the icon in the top right corner on the home page
- Under **Group Memberships**, select the **View More** option
- On the **My Groups** page, select the **"Plus"** icon to add a new group
- Enter a **Group Name** and select **Create**
- Select the **Members** tab (right hand menu) and search to add users

- Select the **Locations** tab (right hand menu) and search to add building and rooms

## Using the System

1. Create a Waste Tag

- (available to all users)
- Select **WASTe** from the "More Apps" section on the left of the page
- Select the **Create a New Tag** button on the home page
- Select the **Waste Type**
- Complete the **Create New Tag** form
- Select **Save & Print** button at bottom of page

2. Request a Pickup

- Select **WASTe** from the "More Apps" section on the left of the page
- Select **View My Tags**
- Select **Waste Type**
- In the **Containers in Accumulation** section, select the downward arrow for each tag that is ready for EHS pickup

## Additional Information

Account Support:

[service@RiskandSafety.com](mailto:service@RiskandSafety.com)

Website: [app.riskandsafety.com](http://app.riskandsafety.com)