Creating Templates and Tags (Waste Labels) in RSS - Quick Guide

What is WASTe?

Waste Accumulation Storage Tracking electronically (WASTe) is a new (Fall 2022) web-based application within Cal Poly's existing Risk and Safety Solution (RSS) system that facilitates regulatory compliant labeling, tracking, collecting, and disposal of hazardous wastes. Using this application, Principal Investigators (PIs), lab staff, and other generators of regulated wastes have the ability to create, edit and print hazardous waste labels ("Tags") directly from the system. Users can also create waste templates for routinely generated wastes, and requesting a pick-up of full waste containers for disposal is done with just a click!

Researchers generate hazardous waste → WASTe tag created → Tag moved to **Ready for Pickup** → Container collected by ESF staff

How do I Access WASTe?

All laboratory spaces, Shops, areas where hazardous materials are stored, and/or where hazardous waste(s) are generated, should have access to Risk & Safety Solutions (riskandsafety.com). Unless you are an office workspace with no hazardous materials, machinery, or processes, your area will need to be included in RSS. You may need to be assigned to a "role" and a "group" before you can use WASTe. Contact your principal investigator (PI), lab manager, supervisor or EH&S if you do not have access to RSS.

RSS Roles that have access to create Tags using WASTe:

- Group Owners
- Delegates
- Members

Who should be using WASTe?

Laboratories which have dedicated waste technician staff that consolidate routine wastes within the department will NOT transition to WASTe at this time. How do you know if that's you? - **If your waste containers were previously labeled with the Red Waste Tags, you will now have access to the WASTe application in RSS to generate your container Tags (labels) and request waste pickups.** Contact EHS at hazwaste@calpoly.edu if you have any questions or concerns.

What is a Tag?

A waste "Tag" is a label for your hazardous waste accumulation container. The term Tag and label mean the same.

When should a Tag be Created?

A waste Tag must be created and affixed to a hazardous waste container the moment any waste is added to the container. Unlabeled containers of hazardous waste are unsafe, violate Cal Poly's Hazardous Waste Management Policies and state and federal laws. Note: you do not need to create Tags in RSS for expired materials in their original container(s). Request a waste pickup using the new HAZARDOUS WASTE PICK-UP AND DISPOSAL REQUEST FORM found on the EHS website.

How to Create a "Tag" (Hazardous Waste Accumulation Label) for Containers:

(The RSS system refers to a waste label as a "Tag". The meaning and function of hazardous waste labels and RSS Tags are used interchangeably.)

Note: Some regulated spaces (labs and Shops) may be new to using RSS. If your work area has not yet been created in RSS, please contact the EH&S Department for guidance. It is the PI, Laboratory Manager or shop area owner's responsibility to ensure areas which they are responsible for are accounted for in RSS, with personnel roles assigned. EH&S can aid new users. Information, guidance, and resources regarding RSS and be found on Cal Poly's EH&S website.

Log in to Risk & Safety Solutions using your Cal Poly credentials: Risk & Safety Solutions (riskandsafety.com)

1. Locate the "More Apps" expander on the left:
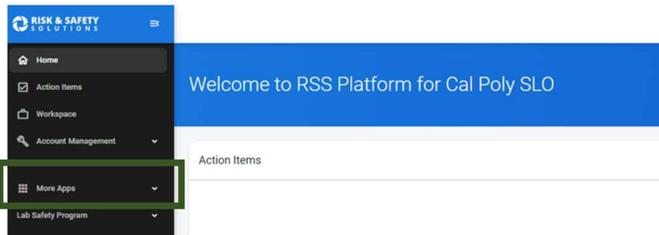
2. Select "WASTe" from the drop down:
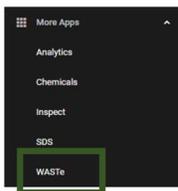
3. If the waste is routinely generated, first create a Template. This will allow future container Tags, for the waste type, to be created and printed with just a click (without having to re-enter the waste information). For one-time wastes, you can create a new Tag without first saving it as a template.

4. Select the Category of your Template/Tag "Chemical", "Mixed" (mixed waste is hazardous waste mixed with radioactive waste), "Radioactive", Universal (Universal waste is used ONLY for used batteries, waste lamps or waste aerosol cans). **Most wastes will fall into the CHEMICAL category.**

November 2022
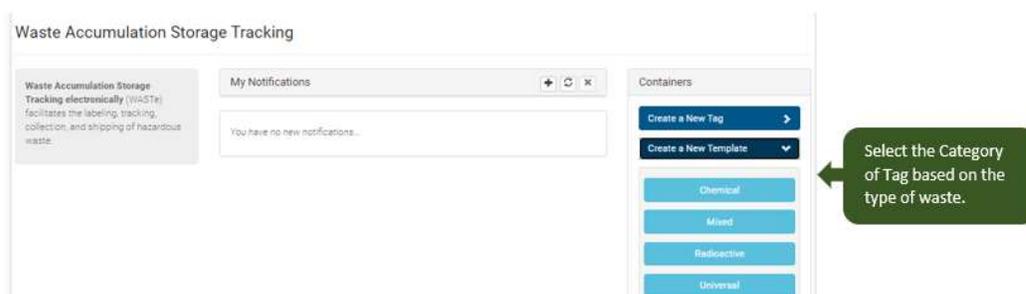
5. Complete the Template / Tag fields as they are applicable to each specific waste.
   Helpful Notes:
   - Required information is noted with a red asterisk.
   - Container size and unit of measure are not indicated as *required* in RSS. However, EH&S requires this information to be populated to inform the proper supplies when later collecting the waste. Please include these data points.
   - **Use the comments field to place the common name** by which the users can easily identify that waste stream from other waste stored in the area. You can also put the word "replacement" in the comments section if you will always want a replacement container brought when a full container is picked up. Or you can order containers/supplies from the EHS website discussed at the end of this guide.
   - Consult the labels and SDSs for the materials used in the process that generated the hazardous waste, to obtain information on the waste constituents and/or hazard information.

COMPLETING A TEMPLATE / TAG

Create New Template

It is recommended to use the common name of the waste by which others in the area identify the waste, as the Template Name.

Enter the physical state of the waste and the container type in which you will be accumulating it.

Type*	Chemical
Template Name *	Solvent Rinse Water
Lab/Facility*	EHS Haz Waste Shed
Storage Location*	074-BUILDING 74, 910
Physical State *	Liquid
Container Type*	Carboy
Container Size	5	Gallons

Lab Facility will be a pull-down list of any areas you are assigned a "Role" in RSS. Select the area in which the waste is generated/stored. Enter the specific location. This is also the location from which EHS will collect the waste when it is ready for disposal.

Chemical Constituents* (No abbreviations)

Type chemical name or CAS number

0	Percentage	+
Acetone	20	%	✖
Methanol	40	%	✖
Water	40	%	✖
Peppermint oil	trace	Trace	✖
Menthol	trace	Trace	✖
	Total:	100%

Enter each waste constituent and the associated percentage separately. Use the "+" to add each constituent. Constituents must add up to 100%. If a constituent is present in a range (e.g., 5-10%), enter the midpoint of the range. "Trace" can added for any constituent even if the primary constituents. already equal 100%

Hazard Class* (Check all that apply)
- ☑ Flammable
- ☐ Corrosive Acid (pH ≤ 2)
- ☐ Corrosive Base (pH ≥ 12.5)
- ☐ Toxic
- ☑ Reactive
- ☐ Oxidizer
- ☐ Extremely Hazardous

Enter the hazards of the waste. There may be more than one hazard that is applicable. Consult the SDSs for the primary constituents of the waste, if you are unsure. Or contact the EHS office at hazwaste@calpoly.edu for assistance. If none apply to your waste, select "toxic" as this I a required field for the Tag.

It is recommended that you use the COMMENTS section to enter the common name, by which area personnel can easily differentiate the waste from others in the same area (e.g., "HPLC WASTE", "ACID ETCH", etc. This will print on the Tag

Comments	SOLVENT RINSE WATER
Other ID	Other ID

← Cancel   ●Create Template

"Create Template" to SAVE

6. Templates and Tags can be edited and deleted at any time by using the applicable icons.

   Note: EH&S has created several Global Templates for common wastes that do not differ around campus (non-empty aerosol cans, used oil, oily rags, etc.). If a global template accurately describes your waste, you are welcome to print your tags from a Global Template. There are Global Templates for Used Batteries, non-empty aerosol cans under the Universal category).

7. To print a new Tag from a Template, select the Tag icon next to the appropriate template.

8. After selecting the Tag Icon, the Template will open with the information you previously entered. Confirm the container type and size is correct for the container you are printing the tag for. Select "Save and Print" to print a container Tag. **Each tag has a unique tracking number. Do NOT copy the same Tag to use on multiple containers. Be sure you are printing new Tags from your TEMPLATE and not from an existing Tag.**
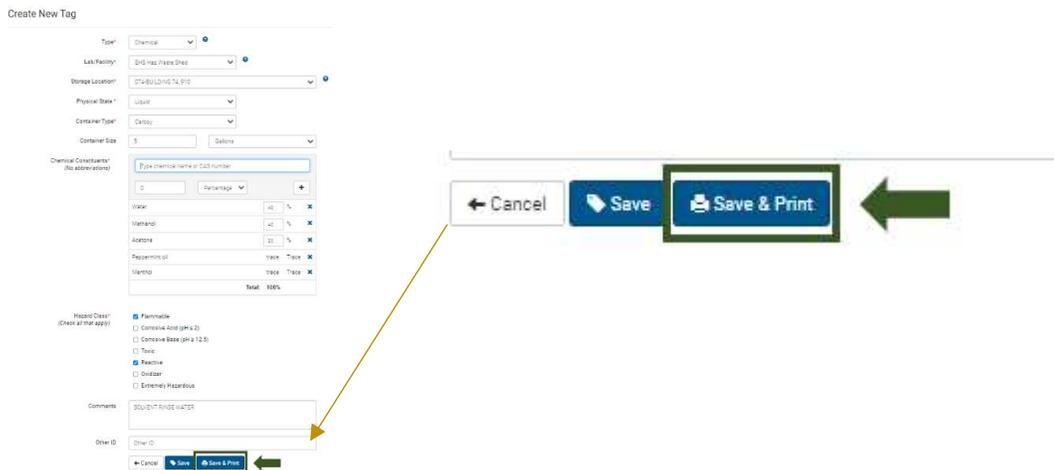

9. Waste Tags will print on one full 8.5 x 11-inch sheet of paper. Read the Instructions and Key Points.
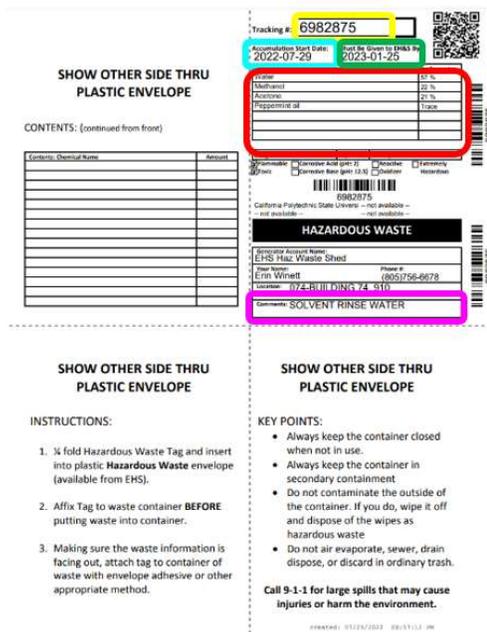
WHAT IS ON THE TAG

- The system will assign a unique Tracking # for the container. This ensures that the correct container is being picked up when requested.
- WASTe automatically enters the accumulation start date - the day you print the label (Tag).
- Also identified is the date upon which the container must be removed from the satellite location for disposal, even if it is not yet full.
- The constituents are listed.
- Note where the "common name" of your waste is entered on the bottom (if entered it in the comments section).

10. Fold the paper into fourths on the dashed line and either tape the Tag to the container or affix it to the container using a self-adhesive Hazardous Waste envelope available from EHS or the Warehouse. Waste containers and envelopes can be ordered from the EHS Department using the online SUPPLY REQUEST FORM located on the EHS Website.

Fold on the dashed line

Place the Tag on the Container
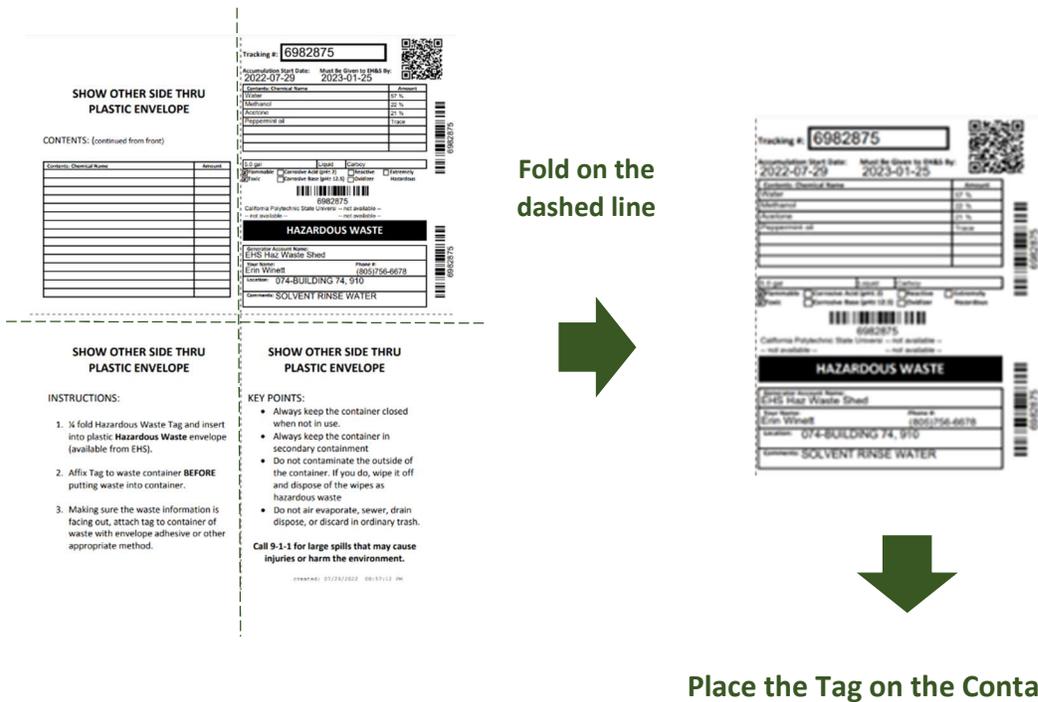
11. When you create a Tag, that indicates that you have a container in-use collecting (accumulating) hazardous waste.
12. You can view all of the waste containers in use in your area(s) by going to the "View My Tags". Information listed includes the specific location of each container, the number of days each has been in service, and the number of days remaining before a container must be moved from the area for disposal even if it is not yet full. You can also edit a Tag and reprint from this location (e.g., a new constituent has been added to the waste that wasn't previously listed on the Tag) etc. The tracking number and the accumulation start date will remain the same as when the Tag was first created. DO NOT reprint an existing Tag to use on a *new* container. If you have a new container of the waste, be sure you are printing the new Tag from your templates.

REQUESTING THE REMOVAL OF A CONTAINER IN RSS

1. To submit a request to EH&S to have a container removed from the area for disposal, open View My Tags and simply click the down arrow next to the appropriate container.

2. The container will move from the top table "Containers in Accumulation Areas" to the bottom table "Containers Ready for Pickup". EH&S will automatically be notified that there is a container ready for disposal, its location, its unique tracking number, and container details. There is nothing more needed, no other notifications are necessary.

    HELPFUL HINT: If you want a replacement container brought when the waste is picked up, enter "Replacement" in the comments section of the Tag (remember to save) before moving it to "Ready for Pickup". Or follow the process below in #3.

3. To have new replacement containers delivered, please use the SUPPLY REQUEST FORM found on the EH&S website. You can order new containers at any time. If you have room to store containers, it is recommended that you order at a few containers ahead of time so your processes are not interrupted. You can also request a replacement in RSS at the time you identify the container as ready for pickup, by entering the word "replacement" in the comments section of the Tag. If you will always want a replacement at the time of pick up, for a given waste stream, you can enter "replacement" in the template. Just know that it will print on the Tags.

    If you have any questions regarding the content of this reference guide, please contact Erin Winett at egwinett@calpoly.edu.