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# RSS RELAUNCH 2022-2023

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## WASTE

(Waste Accumulation Storage Tracking electronically)

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EHS Department

January 27<sup>th</sup>, 2023

# RSS RELAUNCH SCHEDULE

- Phased roll-out. All meetings 8:30 – 9:30 AM on Zoom.
- Zoom URL will be posted on the main EHS webpage, RSS webpage and invites will be sent.

Date	Subject	Description
10/7/2022	Relaunch	RSS introduction, new modules, what to expect, resources.
11/4/2022	RSS Setup	Groups, new naming convention, profiles, etc. Even existing RSS users will need to rename their areas to comply with the new naming convention.
1/27/2023	Hazardous Waste	WASTe module. Users can create their own compliant labels, keep track of the waste in their area(s) & request a pickup in the system with a click.
3/3/2023	Chemical Inventory & SDS	RSS Chemical inventory module and RFID scanning & SDS Access. If you have hazardous chemicals in your area no matter the volume, you are required to keep an accurate chemical inventory. EHS has purchased an RFID Scanner for campus use and RFID tags for initial inventories.
4/7/2023	Assess	Hazard assessment module.
5/5/2023	Inspect	Lab/workshop Inspection module. Every Lab or Workshop must complete an inspection by the end of the academic year.

# WASTE

WASTE is a NEW module within Risk and Safety Solutions (RSS) that allows campus generators to:


- Create **compliant labels** (“Tags”) for waste containers **when & where you need** them
- Track all containers in your areas
  - Location
  - Who
  - How long
  - Time limit (Satellite Accumulation Areas)
- Make **modifications** to Tags as needed
- **Easily** request a **pickup**
- Improves campus-wide compliance with hazardous waste laws

\*Owners, Delegates & Members can use WASTE

# GUIDANCE

- Step by Step WASTe Guidance Document
  - [https://afd.calpoly.edu/ehs/docs/create\\_haz\\_waste\\_tag\\_rss.pdf](https://afd.calpoly.edu/ehs/docs/create_haz_waste_tag_rss.pdf)
- EHS Website
- Frequently Asked Questions (FAQs)
- [hazwaste@calpoly.edu](mailto:hazwaste@calpoly.edu)

# WASTE NEW MODULE IN RSS



Log in to your account

Continue

Need help?  
[Contact our Service Desk.](#)

## Environmental Health & Safety

- EHS Home
- Contacts
- Forms
- Programs
- Facilities Management & Development

[A&E HOME](#) / [ENVIRONMENTAL HEALTH & SAFETY](#) / [RISK & SAFETY SOLUTION](#)

### Risk & Safety Solutions

#### Cal Poly Safety Management System

California Polytechnic State University – San Luis Obispo currently uses Risk and Safety Solutions (RSS) as the Safety Management System. RSS is used on campus to conduct workplace and laboratory hazard assessments, to conduct workplace and laboratory inspections, to compile chemical inventories, and to help manage hazardous waste. The software allows Principal Investigators, Instructional Support Technicians, Delegates, and/or other Responsible Person(s) to identify and manage risks on campus while meeting safety compliance. RSS is available as a website format. A mobile app can also be downloaded for use on your cell phone or tablet.

[LOG IN TO RSS](#) [TROUBLE WITH RSS](#) [RSS WRITTEN PROGRAM](#)

[SUBSCRIBE TO THE RSS LISTSERV](#)

\*Questions about RSS programming at Cal Poly: email Aubrey Arain at [alarain@calpoly.edu](mailto:alarain@calpoly.edu)

- Contacts
- Forms
- EHS Programs
- Report a Hazardous or Unsafe Condition
- Hazardous Waste & Materials
- Workers Compensation
- Risk & Safety Solutions**
- Training
- Facilities Management & Development
- Campus Emergency Management

<https://riskandsafety.com/>

# LIVE DEMO

# NO MORE RED LABELS



We can't track these containers. Often held longer than allowed by law. Pre-labeled containers that are empty or never used. Not compliant. We now have a better system.

[illegible][illegible]

# TAGS = LABELS

## SHOW OTHER SIDE THRU PLASTIC ENVELOPE

CONTENTS: (continued from front)

Contents: Chemical Name	Amount

Tracking #: 6982875

Accumulation Start Date:  
**2022-07-29**

Just Be Given to EHS by:  
**2023-01-25**

Volume	50%
Material	20%
Acetone	20%
Peppermint oil	Trace

<input type="checkbox"/> Flammable (F)	<input type="checkbox"/> Corrosive Acid (pH < 2)	<input type="checkbox"/> Irritant (I)	<input type="checkbox"/> Extremely Corrosive
<input type="checkbox"/> Toxic (T)	<input type="checkbox"/> Carcinogen (C)	<input type="checkbox"/> Oxidizer	<input type="checkbox"/> Hazardous Waste

6982875

HAZARDOUS WASTE

Generator Account Name: <b>EHS Haz Waste Shed</b>	
Name: <b>Erin Winett</b>	Phone #: <b>(805) 756-8678</b>
Location: <b>874 BUILDING 74 910</b>	

Comments: **SOLVENT RINSE WATER**

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## SHOW OTHER SIDE THRU PLASTIC ENVELOPE

INSTRUCTIONS:

1. ¼ fold Hazardous Waste Tag and insert into plastic **Hazardous Waste** envelope (available from EHS).
2. Affix Tag to waste container **BEFORE** putting waste into container.
3. Making sure the waste information is facing out, attach tag to container of waste with envelope adhesive or other appropriate method.

## SHOW OTHER SIDE THRU PLASTIC ENVELOPE

KEY POINTS:

- Always keep the container closed when not in use.
- Always keep the container in secondary containment
- Do not contaminate the outside of the container. If you do, wipe it off and dispose of the wipes as hazardous waste
- Do not air evaporate, sewer, drain dispose, or discard in ordinary trash.

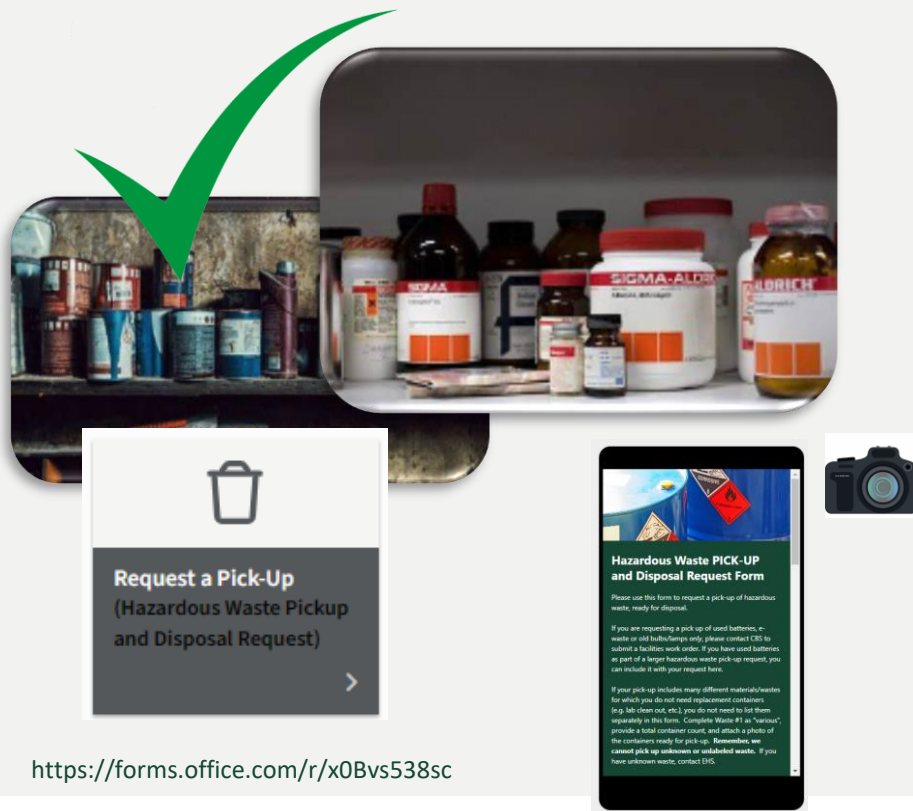
**Call 9-1-1 for large spills that may cause injuries or harm the environment.**

(REVISED) 01/25/2023 08/07/23 JH

## 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).

# ONLINE PICKUP FORM [EHS WEBSITE]



<https://forms.office.com/r/x0Bvs538sc>

**DO NOT** use this form (or RSS) to request pickup of unknowns or peroxide forming or other potentially shock sensitive materials.

Contact the EHS Department **directly** at [hazwaste@calpoly.edu](mailto:hazwaste@calpoly.edu)



Expired / Unwanted materials in their **original containers** can be picked up using the online form (EHS website).  
You **do NOT** need to create WASTE labels for each one.

# ONLINE SUPPLY REQUEST FORM

## LIQUIDS

- 1-Gal
- 2.5-Gal
- 5-Gal
- 30-Gal
- 55-Gal



## SOLIDS

- 1.25-Gal (Red Top)
- 2.5-Gal (White Top)
- 5-Gal (Blue Top)
- 30-Gal
- 55-Gal



<https://forms.office.com/r/scugW3bc3p>

Don't forget to order label sleeves. Tape can also be used.

# WEBSITE RESOURCES

Environmental Health & Safety

[EHS Home](#)
[Contacts](#)
[Forms](#)
[Programs](#)
[Facilities Management & Development](#)

[ABOUT](#)
[ENVIRONMENTAL HEALTH & SAFETY](#)
[HAZARDOUS WASTE AND MATERIALS](#)

## Hazardous Waste and Materials

**Hazardous Waste**

Is my waste hazardous? The Environmental Health & Safety Office can assist with determining specific cases, with compliant labeling and container selection. If you have a request or questions, please contact EHS at 805-756-6678 or email at [hazwaste@calpoly.edu](mailto:hazwaste@calpoly.edu)

**What's new with Cal Poly's Hazardous Waste Program?**

Beginning Fall 2022, Cal Poly campus generators have access to a new waste labeling and management tool called WASTE (Waste Accumulation Storage Tracking electronically). This tool is within Cal Poly's [Risk and Safety Solutions](#) (RSS) program. RSS is already being used on the campus for inspections and chemical inventories. All campus "laboratories" and "shops" should already (or will soon) have access to RSS. You may need to be assigned to a "role" and a "group" in order to access RSS and Waste. Contact your principal investigator (PI), lab manager, supervisor or EHS if you do not have access. You can also review the [Risk and Safety Solutions](#) (RSS) [Web Page](#) for more resources, training, and guidance.

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 can now use the WASTE application in RSS to generate your container tags (labels) and request waste pickups. Contact EHS at [hazwaste@calpoly.edu](mailto:hazwaste@calpoly.edu) if you have any questions or concerns.

Hazardous Waste Program Resources and Guidance Documents

[Creating Hazardous Waste Container Labels \(Tags\) in RSS - Guidance](#) PDF >
 [Hazardous Waste Program Frequently Asked Questions](#) SITE >
 [List of Extremely Hazardous Substances](#) PDF >
 [How to Handle Campus Electronic Waste / E-Waste](#) PDF >

Hazardous Waste Management Resources and Guidance Documents

[Campus Environmental & Medical Waste Management Plan](#) PDF >
 [Biohazardous & Medical Waste Management Program Summary \("One Sheet"\)](#) PDF >

**Managing Hazardous Waste for non-RSS Users, Laboratory Clean Outs and non-Routine Waste Generation**

If you are not a user of RSS (office spaces), have expired materials which are in the original packaging or otherwise are not able to use WASTE in RSS to request a hazardous waste pickup, please use the REQUEST A PICK-UP FORM below. Please do NOT transport hazardous materials to Environmental Health & Safety without prior approval. If you have any questions or concerns, please call EHS's Facilities Help Center at 805-756-5555 or email [hazwaste@calpoly.edu](mailto:hazwaste@calpoly.edu).

To request new containers for accumulating hazardous waste, please use the REQUEST WASTE SUPPLIES Form below.

Request a Pick-Up Hazardous Waste Pickup and Original Request

Request Waste Supplies Hazardous Waste Container Inventory

Contacts

Forms

EHS Programs

Report a Hazardous or Unsafe Condition

**Hazardous Waste & Materials**

Workers Compensation

Risk & Safety Solutions

Training

Facilities Management & Development

Campus Emergency Management

Weather Station

Environmental Health & Safety

[EHS Home](#)
[Contacts](#)
[Forms](#)
[Programs](#)
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[FORMS](#)

## Forms & Guidance

**IMPORTANT: INFORMATION SECURITY NOTICE**

The following forms contain confidential employee information. Completed forms must be handled pursuant to the Cal Poly Information Classification and Handling Standard.

These records must be retained and disposed according to the CSU Records / Information Retention and Disposition Schedule, which can be found at [this link](#).

Accident/Incident Forms & Guidance

[Reporting Non-Employee Campus Related Injury/Illness Guidance](#) SITE >
 [Work Related Injury/Illness - Supervisor's Form](#) PDF >
 [Work Related Injury/Illness - Form DMC1](#) PDF >
 [Worker's Compensation Program Information](#) SITE >

New Hire Predesignation Forms & Guidance

[Predesignation Form](#) DOC >
 [Predesignation Form \(English\)](#) DOC >
 [Predesignation Form \(Spanish\)](#) DOC >

**Hazardous Waste Forms & Guidance**

[Request Supplies for Accumulating Waste](#) FORM >
 [Request a Waste Pick-Up \(non RSS\)](#) FORM >
 [Managing Waste with RSS WASTE](#) LINK >
 [Hazardous Waste Program Frequently Asked Questions \(FAQ\)](#) LINK >
 [Hazardous Waste Program Information](#) LINK >
 [Generic Label Template](#) PDF >
 [How to Dispose of Campus Electronic Waste / E-Waste](#) PDF >

Ergonomic Evaluation Form

[Ergonomic Evaluation Form](#) FORM >

Respiratory Protection Form

[Respiratory Protection Enrollment Form](#) FORM >

Contacts

**Forms**

EHS Programs

Report a Hazardous or Unsafe Condition

Hazardous Waste & Materials

Workers Compensation

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Weather Station

Environmental Health & Safety

[EHS Home](#)
[Contacts](#)
[Forms](#)
[Programs](#)
[Facilities Management & Development](#)

[ABOUT](#)
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## Risk & Safety Solutions

**Cal Poly Safety Management System**

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[LOG IN TO RSS](#)
[TROUBLE WITH RSS](#)
[RSS WRITTEN PROGRAM](#)

[SUBSCRIBE TO THE RSS LISTSERV](#)

\*Questions about RSS programming at Cal Poly: email Aubrey Arain at [alarain@calpoly.edu](mailto:alarain@calpoly.edu)

With checklists, you can create an inspection that meets your needs. Ask

Get Started

Assess

Inspect

Chemical Inventory

Safety Data Sheet

Hazardous Waste

**Announcement**

All trainings will be available live with an option to attend via Zoom and recorded. Click here for a [summary](#)

Date	Subject	Description	Meeting Link (always 8:30 a.m. - 9:30 a.m.)
10/7/2022	Relaunch	RSS relaunch, new modules, what to expect, resources, etc.	<a href="#">Recording</a>
11/4/2022	RSS Setup	Groups, new training convention, profiles, etc.	<a href="#">Recording</a>
1/27/2023	Hazardous Waste	WASTE module	<a href="#">Zoom Meeting Link</a>
3/3/2023	Chemical Inventory & SDS	RSS Chemical inventory modules, RFID Scanning & SDS Access	<a href="#">Zoom Meeting Link</a>
4/7/2023	Assess	RSS Assessment module	<a href="#">Zoom Meeting Link</a>
5/9/2023	Inspect	RSS Inspection module	<a href="#">Zoom Meeting Link</a>

Contacts

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Campus Emergency Management

Weather Station


**CAL POLY**

EHS WEBSITE RESOURCES / 12

# Chemical & Hazardous Waste Guidelines



CAL POLY

POST IN AREAS WHERE LABORATORY OR CHEMICAL HAZARDOUS WASTES ARE STORED

For more information visit <https://afd.calpoly.edu/ehs/hazardouswaste>, contact EHS at [hazwaste@calpoly.edu](mailto:hazwaste@calpoly.edu), or scan this QR code



## When is waste a “hazardous” waste?

- Wastes which have hazardous properties, either to people or the environment, are *hazardous wastes* and must be properly managed per Cal Poly’s Hazardous Waste Program.
- Never dispose of hazardous waste in the sink, floor drain, storm drain or the regular trash.
- If your area or lab’s activities create hazardous waste(s), you are a campus “generator” of hazardous waste and are responsible for the proper storage and accumulation of that waste.
- Contact the EHS Department if you have questions regarding your accumulation area or waste.



**FLAMMABLE** (and combustible): Materials that readily ignite or burn vigorously. *Examples: acetone, ethers, alcohols, acetic acid.*



**OXIDIZER** (and organic peroxides): Materials that release O<sub>2</sub> readily to stimulate the combustion of organic matter. *Examples: potassium permanganate, sodium hypochlorite, hydrogen peroxide.*



**CORROSIVE** (acids / bases): Materials that corrode skin or metal. *Examples: sulfuric acid, hydrochloric acid / sodium hydroxide, potassium hydroxide.*



**TOXIC** (poisons, carcinogens, mutagens, environmental toxins): Materials that contain a known carcinogen or known mutagen; exhibit oral toxicity; contain toxic metals or pesticides, or are toxic to aquatic species. *Examples: ethidium bromide, mercury, lead, oil, paint, coolant.*

## Spill Response & Reporting

Individuals in labs or workshops should be familiar with the properties and hazards of the materials with which they work, including how to address small spills.

### Minor Spills Can be Handled by Trained Department Personnel

- Secure the area and minimize exposure. Communicate to others in the area.
- Evaluate the spill for potential exposure, if a “minor” spill (less than 1-gallon, limited toxicity or flammability), clean-up according to your lab’s SOP, and only if trained and feel comfortable.
- Review the SDS, use the appropriate PPE and gather the lab/area spill kit/supplies.
- Contain the spill. Start at the outside, using absorbent, move to the center (ensure floor drains, storm drains, etc. are protected).
- Collect the material and absorbent in leak resistant bags or a bucket. Close the container/bag and mark the container with the chemical name and “spill”. All spill cleanup materials must be handled as hazardous waste, even when neutralized.
- Contact the EHS Department to collect the container/bags - [hazwaste@calpoly.edu](mailto:hazwaste@calpoly.edu)
- Restock your spill kit
- Non-Emergency small spills handled by department personnel should be reported to EHS, after the fact, using the “Report a Concern Form” on the EHS Website.

## Proper Management of Hazardous Waste in Campus Satellite Areas (SAA)

“SAA” refers to any location on campus where hazardous waste is accumulated under the control of the operator (ex: classroom laboratories, research laboratories, shops, etc).

- IDENTIFY** your waste (constituents and hazards).
- Select a **CONTAINER** for waste collection. Containers must be in good condition, have a lid, and be compatible with the waste (example: Do not use a metal container to store a corrosive mixture.) Use the Supply Request Form on the EHS website if you need containers.
- Using the WASTE application in Risk & Safety Solutions (RSS)\*, complete and print a **COMPLIANT LABEL** (Tag) and attach it to the waste container. Contact EHS if you do not know how to access RSS.
- Place the collection container into a **SECONDARY CONTAINMENT** device; a tray or dish capable of collecting spills or leaks.
- SEGREGATE** incompatible wastes using separate secondary containment devices.
- Select a location for the container and secondary containment device where it can be easily accessed but is not likely to be knocked over. **Do not store waste in or near sinks.**
- Waste containers must be kept **CLOSED**, except when waste is actively being added.
- Containers must be removed from the area when they are full, or after 9-months of accumulation, whichever comes first.
- Visually **INSPECT** your containers weekly to ensure all containers comply with items 1-8. Ensure there are no leaks and no signs of hazardous pressurization of the container.
- To **REQUEST A PICKUP** of waste from your Satellite Accumulation Areas (SAA) in RSS by moving the Tag to the “Ready for Pickup” queue. For expired materials, waste pick-ups can be requested through the online form on the EHS website. You do not need to create a, RSS WASTE Tag for expired materials in their original containers.

\*Laboratories which have dedicated technicians who consolidate routine wastes within the department may not be using RSS to label waste containers.

### When to Report a Spill

- Contact EHS if the spill is a “major” spill (greater than 1-gallon, or highly flammable or toxic material).
- Contact EHS if you are not trained or do not feel comfortable cleaning up the spill.
- Call 911 if the spill is life-threatening or resulted in an exposure to an individual’s skin, eyes, or potential inhalation hazard. If contact occurs, rinse with water for at least 15 minutes. Know where your eye washes and safety showers are located.
- Contact EHS if the spill involves an “extremely hazardous substance”, no matter the volume spilled. Consult the EHS website for a list of extremely hazardous substances [https://afd.calpoly.edu/ehs/docs/serc\\_ehs\\_list.pdf](https://afd.calpoly.edu/ehs/docs/serc_ehs_list.pdf)
- Contact EHS if the spill was released to a floor drain, sink, or storm drain, no matter the volume.
- Contact EHS if you believe you have observed an active or evidence of a past release of hazardous materials to the environment.

For emergencies call 805-756-5555 during business hours or to Cal Poly PD after-hours 805-756-2281

# TAKE AWAYS...

## DOs

- Place Tags at the 1<sup>st</sup> drop of waste.
- Create Templates for routinely generated waste streams.
- Print new Tags from **Templates**.
- Enter the common name of the waste in the COMMENTS section.
- Use the online Supply Request Form for new containers or enter “replacement” in the comments section.
- Use the online Request a Pickup Form for expired materials in original packaging.
- Contact EHS with any questions or concerns.
- Check the FAQs and the websites.

## DON'Ts

- Don't accumulate waste in unlabeled containers.
- Don't print new Tags from existing Tags. Each has a unique tracking number.
- Don't use the old red labels – we can't track them.
- Don't use the RSS WASTE or the Online Form for unknown hazardous waste. Contact EHS directly.

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# THANK YOU

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