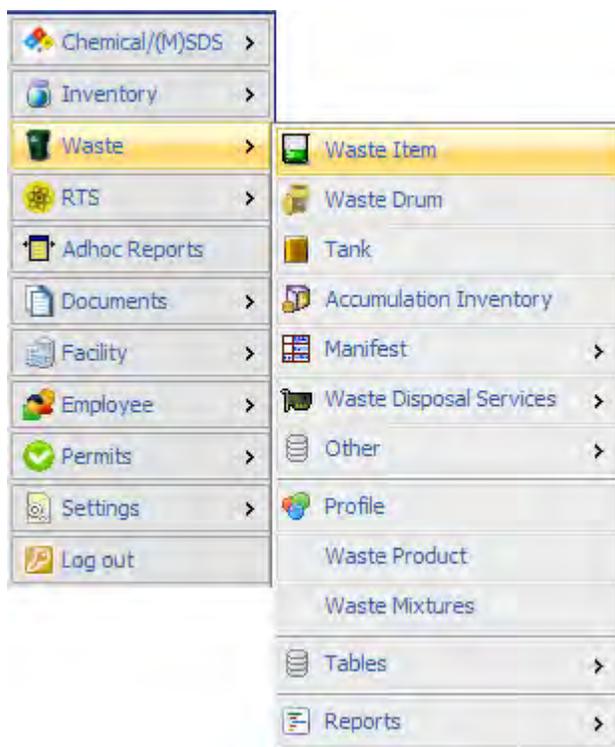




Waste Item

The Waste Item Database is used to store detailed information such as quantity and location on each waste item. Cost and charge back data is also available. Individual waste items may be consolidated into a waste container (or Drum) via a transfer, or waste items may be transferred individually to an Accumulation Area. Once transferred, the detailed data is maintained in the Waste Item Database for reporting purposes.

To open the Waste Item form, go to the main menu and choose Waste> Waste Item

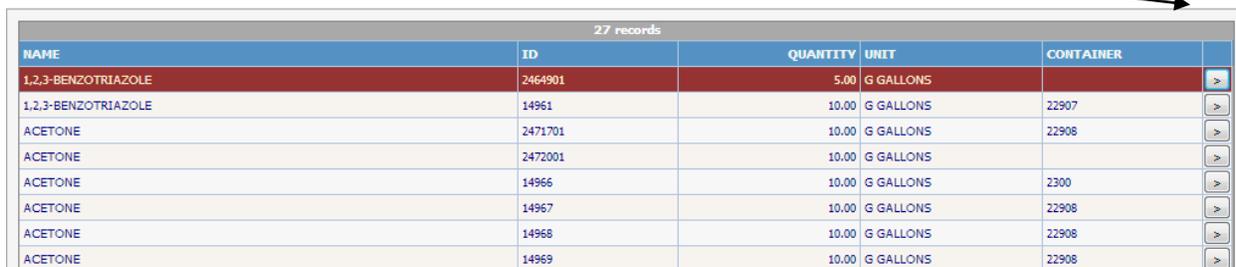


HOW TO ADD OR EDIT A WASTE ITEM RECORD

To add a Waste Item, select the Waste menu from the main EMS menu at the left of the screen and select **Waste Item**.

- Select ITEM from the Main Waste Menu to see a list of search criteria.
- Click the **Add** button to add a new record.
- Or enter search criteria in one or more fields then click the Find button.

From the list of found records, click the button to the right of the record to view details for that record.



The screenshot shows a table with 27 records. The first row is highlighted in red. An arrow points from the text above to a button in the rightmost column of the first row.

27 records					
NAME	ID	QUANTITY	UNIT	CONTAINER	
1,2,3-BENZOTRIAZOLE	2464901	5.00	G GALLONS		>
1,2,3-BENZOTRIAZOLE	14961	10.00	G GALLONS	22907	>
ACETONE	2471701	10.00	G GALLONS	22908	>
ACETONE	2472001	10.00	G GALLONS		>
ACETONE	14966	10.00	G GALLONS	2300	>
ACETONE	14967	10.00	G GALLONS	22908	>
ACETONE	14968	10.00	G GALLONS	22908	>
ACETONE	14969	10.00	G GALLONS	22908	>

This is the Waste Item screen.

The screenshot shows a web-based form for entering waste item data. The 'SPECIAL FIELDS' tab is active. The form is organized into several sections:

- General Information:** Item ID (15427), Facility, Location, Employee, Chem Name, Profile, Request#, Drum ID, Accum Area, CAS #, and Compatibility.
- Container:** # of Cont, Size, Units (P POUNDS), and Type.
- Contents:** Quantity, Units (P POUNDS), Lbs/Gal (8.34), Process Generating Waste, and Process Type.
- Radioactive:** Radioactive checkbox, Isotope, Activity, Unit, EPA Codes, State Codes, Physical State, Hazard Class, Accum.Start (3/24/2014), Accum.End, Sample checkbox, Handler, Account, and Classification.
- Summary/History:** EPA Sub Categories, NOTES, and Item Compositions (showing 'No records found').

When a new record is added, certain defaults can be applied, per example the Units, the Container Type, Physical State, Classifications etc. These fields can be edited any time.

The Item ID is an auto-populated field. Each time you add a new Waste item the ID will take the next available value.

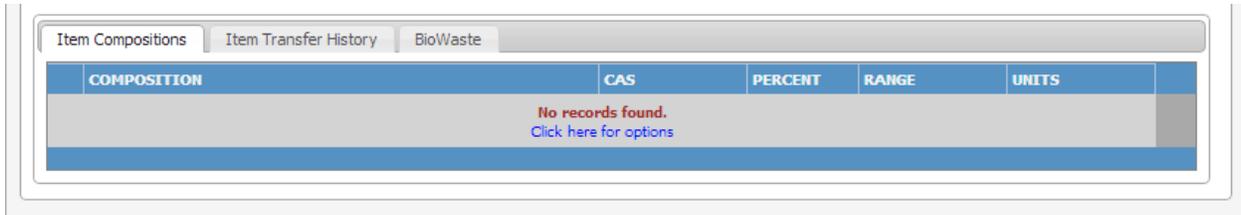
Facility field will populate its value from the facility assigned to the active user.

If a Waste Item Name is selected from the Waste Chemical Name pop-up table, then the CAS # and EPA Codes associated with that Chemical are inserted into those fields.

Important: Be sure to save your Waste Item record when done by selecting **Save** from the **Edit Menu** or clicking on the **Save Icon**.

Except for Item ID and Accumulation Area, all the fields in the new record can be edited by typing directly into the fields or by selecting information from the pop-up tables.

THE CHILD

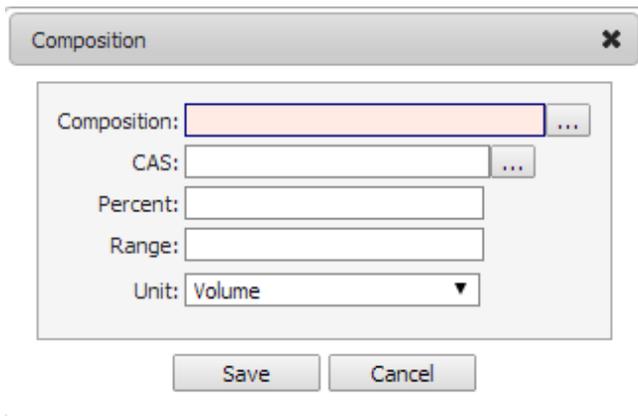


COMPOSITION	CAS	PERCENT	RANGE	UNITS
No records found. Click here for options				

The child of the Waste Item form (located at the bottom of the screen) has three tabs

Select the tab you wish to work on, write click at the gray space of the selected tab, to add edit or delete a record.

At the **Item composition tab**, you can add all the components, forming the Waste Items composition.



Composition

Composition: ...

CAS: ...

Percent:

Range:

Unit:

Save Cancel

Choose the component from the composition popup, or simply write the name at the empty field. Alternatively, you can choose the CAS number

Input the rest of the information, the percent % amount of the composition or the Range (from – to)

At the **Item transfer history tab**, you can see the information of the items transfer actions (if any). This a field you cannot edit.

DATE OF TRANSFER	TRANSFER FROM	TRANSFER DESTINATION
3/20/2014		Transfer to Drum DRUM_1

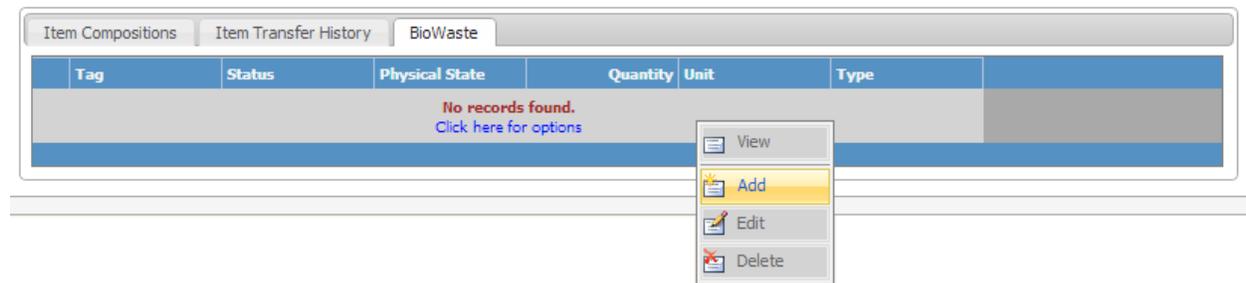
The third tab is the **BIOWASTE** tab

A waste identified as biological or special waste, requires special handling to protect human health or the environment. The items selected for regulation were deemed to have the highest potential to transmit infectious disease(s) if improperly treated or handled.

The term “biological (or special) waste” refers to regulated waste that includes the following categories:

- Microbiological waste
- Sharps
- Human blood, blood products, and other potentially infectious materials (OPIM)
- Pathological waste
- Animal waste and bedding of animals intentionally exposed to pathogens

Right click inside the bio waste tab to Add/edit a bio-waste item



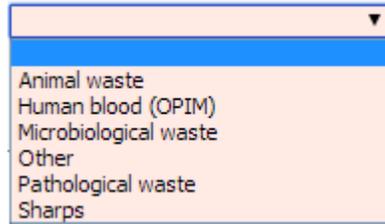
BioWaste

Tag Number: Type: Status:

Quantity: Unit: Physical State:

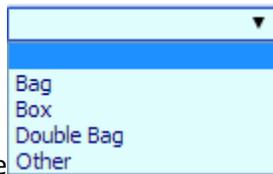
Color: Storage Type: Decontamination Method:

Notes:

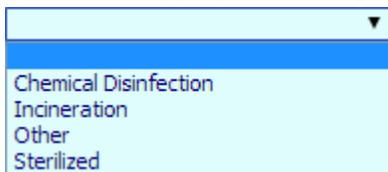


Choose the type of your bio waste item from the Type combo

Input the quantity of the item at the quantity field, give the status of the item, active/inactive from the Status field, choose the Unit and the items physical state and continue with the input of your information



Choose the appropriate storage type as well as the Decontamination method

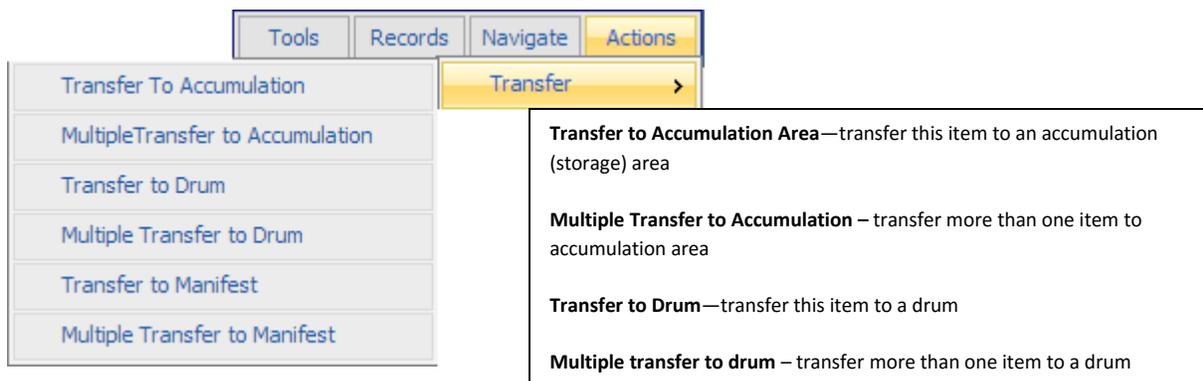


Type your Notes and SAVE (or CANCEL) your record.

THE ACTIONS

TRANSFERRING WASTE ITEMS

Click on Action at the top right of the waste item screen to see action items available:



Waste Items may be individually transferred to a Drum or an Accumulation Inventory Area by using the Action Transfer process. Alternatively, you may transfer Waste Items from one Accumulation Area to another Accumulation Area or to a Drum using the Accumulation Area Transfer process.

Open the Waste Item Database, and select Action/Transfer. The system will ask if you want to transfer to a Container (Drum) or an Accumulation Area. Select your choice by clicking on the correct box. The system will ask for your confirmation before the transfer is complete. If you want to transfer the Waste Item at this time, click OK. If you want to terminate the transfer, click on Cancel.

When using the Action Transfer, the Units of the Waste Item must match the Units of the Drum for the transfer to a Drum to take effect. Select the proper Transfer Date from the pull-down Calendar or use the current date as the default.

Though Waste Items are added to the Drum Item/Lab Packs List or Accumulation Item List as a result of a transfer, a record for that waste item remains in the Waste Item Database. If a Waste item is subsequently transferred from an Accumulation Area to a Drum, the Accumulation Area field is blanked out in the Waste Item/Lab Pack Item screen. The location of the Drum is predominant.

A Flag Date is populated in the Accumulation Area for the transferred item based upon a setting in the system.ini file. See your System Administrator.

SHIPPING LABELS

The shipping labels action allows you to view or print a report displaying the proper shipping labels for your Waste Items.

HOW TO DOWNLOAD WASTE ITEMS TO A BARCODE SCANNER

Waste Items may be downloaded to Barcode Scanners for confirming or auditing records using the Action Menu. Waste Items can be downloaded as a group as a result of a Find, or all the Waste Item records in the Waste Item Database can be downloaded. Confirm with your System Administrator that your Barcode equipment is properly set up to receive the data.

With the Waste Item Database open, use the Find option to select the records to be downloaded to the Barcode Scanners. Go to the File menu from the main EMS menu located at the top of the screen. Select Action/Barcode Download. You will be prompted for what you want transferred - Waste Inventory, Stream/Accum/Manifest Tables, or Chemical Name table. You may select any combination of these three. Note that Chemical Name is a large file and may take some time to download.

Select Waste Inventory to download the Waste Items from the group of records selected by the Find. If you have not done a Find, the system will ask if you want to download all records. You may answer Yes or No.

HOW TO UPLOAD WASTE ITEM DATA FROM BARCODE SCANNER

Waste Items may be uploaded from Barcode Scanners to add or update records using the Action Menu. You must confirm with your System Administrator that your Barcode equipment is properly set up to send the data. See Barcode System Manual section 4.

With the Waste Item Database open, go to the File menu from the main EMS menu. Select Action, then Barcode Upload. You will be prompted to first select Send Data on the scanner, then click on Upload. You may also cancel the Upload by clicking Cancel.