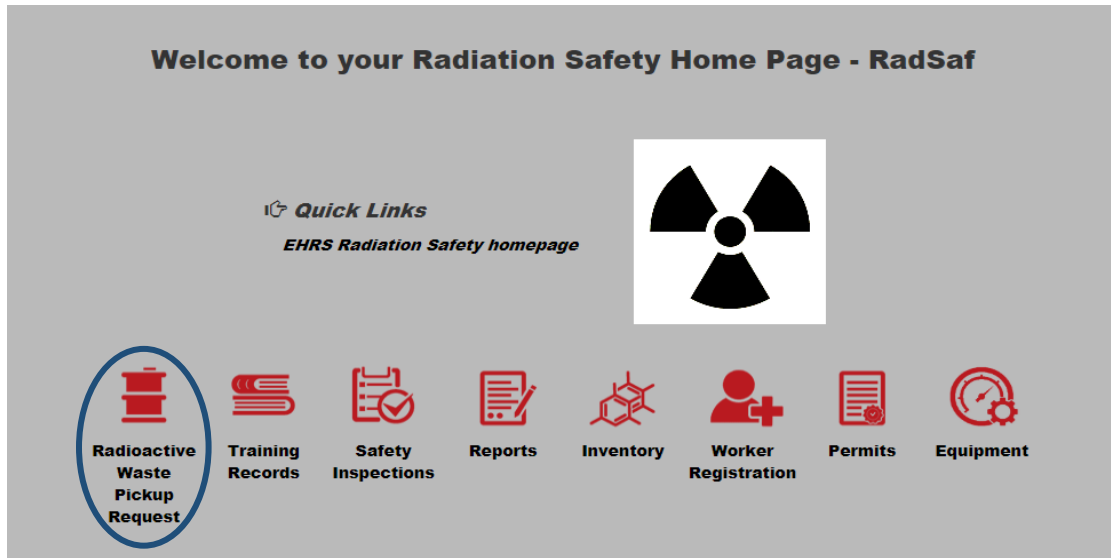


Entering Radioactive Waste Pickup Requests

1. Log in with normal PI user name and password
 - <https://ehrs.admin.upenn.edu/RadSaf>
2. Click on the “Radioactive Waste Pickup Request” icon



3. Click on “Add a Waste Request”

The screenshot shows the 'RadSaf Waste / Waste Request' page. At the top, there is a navigation bar with 'RadSaf Waste / Waste Request'. Below this is a row of buttons: '+ Add a Waste Request' (circled in blue), 'Edit a Waste Request', 'Delete a Waste Request', '+ New Lab Room Clean Out', 'Waste Request Reports', and 'Status: Not Completed'. Below the buttons is a table with columns: 'Completed', 'Request Date', 'Request Number', 'Contents', 'PI Name', and 'Building Name'. Each column has a filter icon (a funnel) and a dropdown arrow.

4. If it is your first time logging in, you will be asked to complete a Waste Profile. This will include the location of waste pick up. This can be edited at any time if the pickup location changes.

- To change the contact after a Waste Profile has already been created:
 - Select “Edit Profile” and enter the first and last name of the new contact along with an updated phone number and email address.

The screenshot shows a 'Waste Profile' form. At the top left, there is a tab labeled 'Edit Profile' which is circled in blue. An arrow points from this tab to the first bullet point in the text above. The form contains several fields: 'Contact' (with an 'Edit' button), 'Contact Phone', 'Contact Email', 'PI' (with an 'Edit' button), 'Department', 'Request Date' (set to 9/27/2018), and 'Comments'. In the 'Contact Email' section, there is a 'Location' field with an 'Edit' button, which is also circled in blue. An arrow points from this button to the second bullet point in the text above. The 'Request Number' is listed as 'TBD'.

- To update the pick-up location select the “Edit” button next to location
5. For each container enter:
- Physical Form
 - Select “Dry”, “Liquid”, “LSV” (liquid scintillation vials), or “Sealed Sources” from the dropdown box
 - If Liquid or LSV (liquid scintillation vials) is selected you must include non-radioactive components and percentage of each in the solution
 - Check the box next to “Must include non-rad components for liquid and scintillation vial waste (include % of each)” and then select “Edit”.

The screenshot shows a section of the form titled 'Physical Form'. It contains a checkbox labeled 'Must include non-rad components for liquid and LSV waste (include % of each)' which is checked and circled in blue. An arrow points from this checkbox to the first bullet point in the text above. To the right of the checkbox is an 'Edit' button, also circled in blue. An arrow points from this button to the second bullet point in the text above. Below the checkbox and button is a text area with the placeholder text 'Click 'Edit' to Modify Non-RAD Components'.

- Enter the first constituent name/percentage and then select “Add” for each additional constituent. Click save when done.
- Example:
 - Acetonitrile 50%, Water 50%

Non-RAD Components	
Constituent Name	Percentage (%)
Acetonitrile	50
Water	50

Save Cancel

- Select the “Container Type” from the dropdown box for the type and volume of waste to be picked-up
- Container contents
 - Click under “Isotope” and a drop down box will appear with authorized isotopes under your license. Select the isotope.
 - Click under “Isotope Activity” and enter the activity in mCi

*Container Contents					
	Isotope	Isotope Activity	Unit	License Line#	Permit#
+					

6. If there are multiple waste items to be picked-up, click “Add Container” from the bottom of the screen for each additional item.
7. Click “Save” from the bottom of the screen when finished.
8. Click on “Waste Request Reports” & then “RAM Waste Tag”

RadSaf Waste / Waste Request

+ Add a Waste Request
 Edit a Waste Request
 Delete a Waste Request
 + New Lab Room Clean Out
 Waste Request Reports
 Status: Not Completed

Drag a column header and drop it here to group by that column

RAM Waste Tag

Completed	Request Date	Request Number	Contents	PI Name	Building Name	Lab	Complete Date

9. Print the RAM Waste Tag and attach each tag to the bags of waste