Entering Radioactive Waste Pickup Requests

1. Log in with normal PI user name and password
   o https://ehrs.admin.upenn.edu/RadSaf
2. Click on the "Radioactive Waste Pickup Request" icon
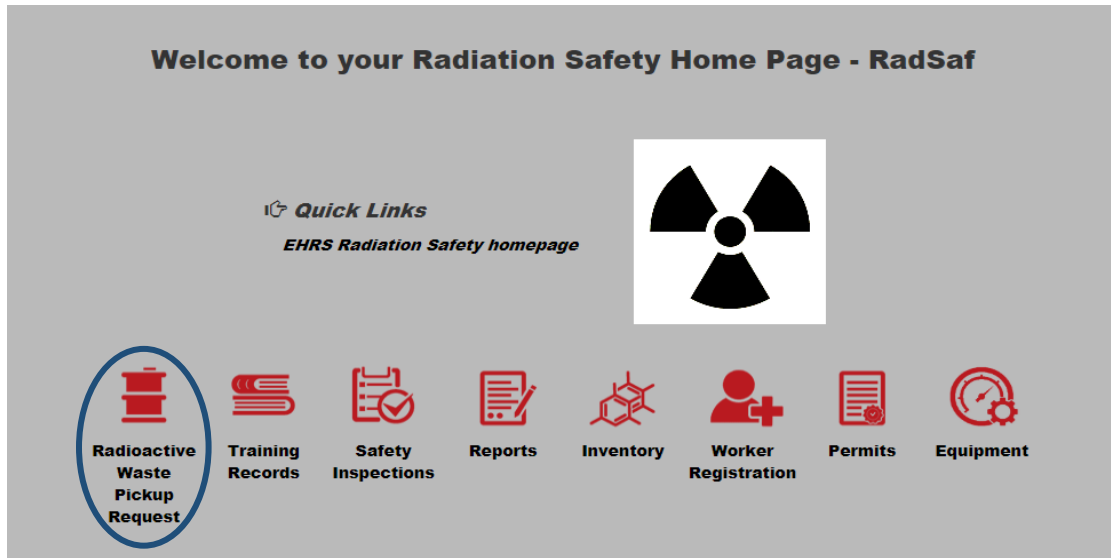
3. Click on "Add a Waste Request"

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.

o 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.

Waste Profile	Edit Profile			Request Number: TBD
Contact Edit		Contact Phone		Contact Email
PI Edit		Department		Location Edit
Request Date		Comments		
9/27/2018				

o To update the pick-up location select the "Edit" button next to location

5. For each container enter:
    o 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".

☑ Must include non-rad components for liquid and LSV waste (include % of each) Edit

Click 'Edit' to Modify Non-RAD Components

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

- o Select the "Container Type" from the dropdown box for the type and volume of waste to be picked-up
- o 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

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"

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