

SUBMITTING HAZARDOUS WASTE PICKUP REQUESTS



STEP 1

BEGIN THE HAZARDOUS WASTE PICK-UP REQUEST

- Scan the QR Code on your SAA sign or on the bottom of this sheet
- You can also visit aub.ie/pickup



STEP 2

CONFIRM GENERATOR INFORMATION

- Campus Optics should automatically fill your user information (name, email, phone) via SSO



STEP 3

ENTER LOCATION INFORMATION

- INCLUDE THE BUILDING LOCATION AND ROOM NUMBER
- You can also add additional details to help locate the pickup, such as “near back stairwell” or “inside lab and to the left”



STEP 4

ENTER CONTAINER, CONTENTS, AND DETAILS

- CONTAINER TYPE DESCRIPTION should be glass, plastic, metal, etc
- CONTAINER CONTENTS are what chemical is being wasted
 - This field is a predictive drop-down
- Add the percentage of the chemical in the container
 - This field is manual entry and next to container contents
- Campus Optics will suggest waste codes based on constituents
 - It is not necessary to apply them
- Final waste determinations will be made by RMS after pickup
- Container details will include additional physical information
 - physical state, container size, container unit (ml, pint, cu ft, etc)



STEP 5

CHECK ALL APPLICABLE HAZARDS

- RCRA REQUIRES INDICATION OF HAZARDS ON WASTE



STEP 6

ADD CONTAINERS AS NEEDED AND REPEAT PROCESS

- If this is a waste stream that is routinely generated, you can save a template for future and easy re-use



STEP 7

SUBMIT PICKUP REQUEST THROUGH CAMPUS OPTICS

- Click SUBMIT REQUEST at the bottom right of the screen



STEP 8

PRINT PICKUP REQUEST AND ATTACH TO CONTAINER

- Download the pickup request and print at 75% scale
- Attach the pickup request to the container



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Risk Management and Safety

HAZARDOUS WASTE
PICKUP REQUEST

