

GuideSheet

RSS WASTE App

The Waste Accumulation Storage Tracking electronically (WASTE) is an app within RSS that facilitates regulatory compliant labeling, tracking, collecting and disposal of hazardous materials. The app allows Principal Investigators (PIs), lab staff and other waste generators to submit and track waste pickup requests and print waste tags directly through the system.

WASTE FEATURES

All lab members/RSS users can create, edit and print waste tags as well as create waste templates for frequently generated waste.

Three types of user accounts are available in WASTE:

1. *Group Owners:* This the PI. PIs can assign the level of access for each lab/group member, though it will likely already be set up by EH&S staff at the time of your initial chemical inventory.
2. *Group Delegate:* This is the lab manager. These users have the same access as the group owner and can maintain the group's WASTE templates, enroll other personnel to the group, and select lab/group location.
3. *Group member:* All other lab members. In WASTE, these users can only create waste tags and templates for frequently used waste streams.

CREATING A WASTE TAG IN RSS WASTE:

- Select WASTE from the "Apps" tab on the top of the any page
- Select the Create a New Tag button on the right-hand side of the WASTE home page
- Select the Waste Type
- Complete the Create New Tag form by filling out all required fields (Note: When adding chemical constituents, the total percentage of the items must equal to 100%)
- Select the Save & Print button at the bottom of the page

REQUESTING A PICKUP IN RSS WASTE:

- Select WASTE from the "Apps" tab on the top of the page
- Select View My Tags
- Select Waste Type
- In the Containers in Accumulation section, select the downward arrow for each tag that is ready for EHS pickup

WASTE TEMPLATES

CREATING A WASTE TEMPLATE IN RSS WASTE:

- Select WASTE from the "Apps" tab on the top of the page
- Select the Create a New Tag button on the right-hand side of the WASTE home page
- Select the Waste Type
- Complete the Create New Tag form by filling out all required fields (Note: When adding chemical constituents, the total percentage of the items must equal to 100%)
- Select the Save as Template button at the bottom of the page

EDITING A WASTE TEMPLATE IN RSS WASTE:

- Select WASTE from the "Apps" tab on the top of the page
- Select the Create a New Tag button on the right-hand side of the WASTE home page
- Select the Waste Type
- Complete the Create New Tag form by filling out all required fields (Note: When adding chemical constituents, the total percentage of the items must equal to 100%)
- Select the Save as Template button at the bottom of the page

CREATING A WASTE TAG USING A TEMPLATE IN RSS WASTE:

- Select WASTE from the "Apps" tab on the top of the page
- Select the View my Tags button on the right-hand side of the WASTE home page
- Select the Waste Type of the templates you'd like to edit
- Click on the black tag button next to the template you'd like to create a tag from
- Fill out all remaining required fields
- Select the Save & Print button at the bottom of the page

ADDITIONAL ASSISTANCE:

Contact EH&S at ehs@usc.edu.



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