Hazardous Materials Pickup Training Module

Lab Management System

University of Utah

Environmental Health and Safety
Enter Username and Password
If you have not yet registered go to http://www.ehs.utah.edu/LMS.html
Select your PI. If you only have one PI this page will not show.

<table>
<thead>
<tr>
<th>PI</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>Johnston, Dallin</td>
</tr>
<tr>
<td>1234</td>
<td>Kiser, Patrick</td>
</tr>
</tbody>
</table>
Select Hazardous Material Pickup
Select "Add Request"
Enter your contact information for your pickup. Select the lab by selecting the lookup button. If your lab is not present please email questions@ehs.utah.edu.
Choose if the material is Chemical or Biological. Choose Physical Form. Enter the volume and volume units.

Enter the number of containers you have here. If you have multiple containers with the same contents enter them here, containers with distinct contents will need to be entered separately.

Enter the type of container.

Enter the number of replacement containers you need and pick the type.
After entering the details of the containers, we add the contents of these containers. If you have several containers with the same contents, enter the quantity here.

To add contents to the container, please select the lookup button.

<table>
<thead>
<tr>
<th>Chemical Description</th>
<th>% of Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical 2.5 gallon plastic</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Add Another Container | Submit | Cancel
After selecting lookup please enter the beginning of the chemical name here.
The next screen then shows all of the chemicals that start with acetone. The drop down menus give you several search options.
If you check the other box and hit search it will show you chemicals that you have entered into your inventory.

When you find the chemical that is in your solution select it by clicking on the name or the number.
You will come back to the detail screen.

Enter the percent of the chemical present.

Then select Attach
### Request Detail

- **Request #**: P090605009
- **Type of Hazardous Materials**: Chemical
- **Physical Form**: Liquid

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Lab Management System

Hazardous Materials pickup request - Add Detail (Chem)

- **Volume/Weight**: 3
- **Unit(s)**: 1. Liters
- **I have**: 2.5 gallon plastic containers for pickup.
- **I need**: Chemical 2.5 gallon plastic replacement containers.

Is this material still usable (suitable for exchange)?

### Chemicals

<table>
<thead>
<tr>
<th>CAS #</th>
<th>Chemical Description</th>
<th>% of Content</th>
<th>Inv. #</th>
<th>Chemical #</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-44-1</td>
<td>ACETONE SOLUTION</td>
<td>50.00</td>
<td></td>
<td>8494</td>
</tr>
</tbody>
</table>
Add chemicals using the lookup until the total adds up to 100%. There is no need to be exact on percentages.

Then select Submit.
If the request is for Biological Material select Biological

Select Sharps or non-Sharps

Enter the number of containers and type in the type of container

Enter the replacement container information.

Then select Submit
If you have more than one type of container select add another container.
Enter the information for a second chemical container. It is important that we use the lookup function so that the correct CAS # are displayed.

Select Submit and then Done.
Once the request is entered you need to select reports to print labels for each request. To do this select Reports.
Choose which type of label you want to use.
This page asks what label you want to start printing on. It goes down the label starting on the top left to the bottom left and then from the top right to the bottom right. So if all labels are blank, enter 1. If you have already printed 3 labels on your sheet, enter 4. This is so that you do not waste labels when printing small orders. If you do not wish to buy sticky labels, you may use paper and attach the label with tape. Then select OK.
Once entered you can edit the whole request or just parts of it by selecting the edit buttons. This information will be available until the items are picked up and then it will no longer be shown on your screen.
To login, register and all other questions please refer to the [Lab Management System main page](#).