

Creating Templates and Tags (Waste Labels) in RSS - Quick Guide

What is WASTE?

Waste Accumulation Storage Tracking electronically (WASTE) is a web-based application within Sac State's existing [Risk and Safety Solution \(RSS\) system](#) that facilitates regulatory compliant labeling, tracking, collecting, and disposal of hazardous wastes. Using this application, Principal Investigators (PIs), lab staff, and other generators of regulated wastes have the ability to create, edit and print hazardous waste labels ("Tags") directly from the system. Users can also create waste templates for routinely generated wastes, and requesting a pick-up of full waste containers for disposal is done with just a click!



Hazardous waste is generated



WASTE Tag created



Tag is adhered to bottle and bottle is filled



Tag moved to Ready for Pickup in RSS



Container collected By EH&S staff

How do I Access WASTE?

All laboratory spaces, Shops, areas where hazardous materials are stored, and/or where hazardous waste(s) are generated, should have access to [Risk & Safety Solutions \(riskandsafety.com\)](http://riskandsafety.com). Unless you are an office workspace with no hazardous materials, machinery, or processes, your area will need to be included in RSS. You may need to be assigned to a "role" and a "group" before you can use WASTE. Contact your principal investigator (PI), lab manager, supervisor or EH&S if you do not have access to RSS.

RSS Roles that have access to create Tags using WASTE:

- Group Owners
- Delegates
- Members

Who should be using WASTE?

PIs, research students, Instructional Support Technicians and other generators of regulated hazardous waste should be using the WASTE tool in RSS.

What is a Tag?

A waste Tag must be created and affixed to a hazardous waste container the moment any waste is added to the container. Unlabeled containers of hazardous waste are unsafe, violate Sac State's Hazardous Waste Management Policies and state and federal laws. Request a waste pickup using the [Hazardous Waste Pickup Request Form](#) from the Environmental Health & Safety webpage.

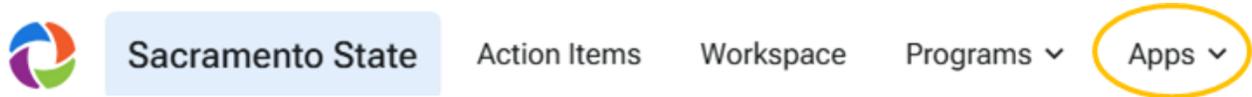
How to Create a “Tag” (Hazardous Waste Accumulation Label) for Containers:

(The RSS system refers to a waste label as a “Tag”. The meaning and function of hazardous waste labels and RSS Tags are used interchangeably.)

Note: Some regulated spaces (labs and Shops) may be new to using RSS. If your work area has not yet been created in RSS, please contact the EH&S Department for guidance. It is the PI, Laboratory Manager or shop area owner’s/manager’s responsibility to ensure areas which they are responsible for are accounted for in RSS, with personnel roles assigned. EH&S can aid new users. Information, guidance, and resources regarding RSS and be found on Sac State’s EH&S website.

Log in to Risk & Safety Solutions using your Sac State credentials: [Risk & Safety Solutions \(riskandsafety.com\)](http://riskandsafety.com)

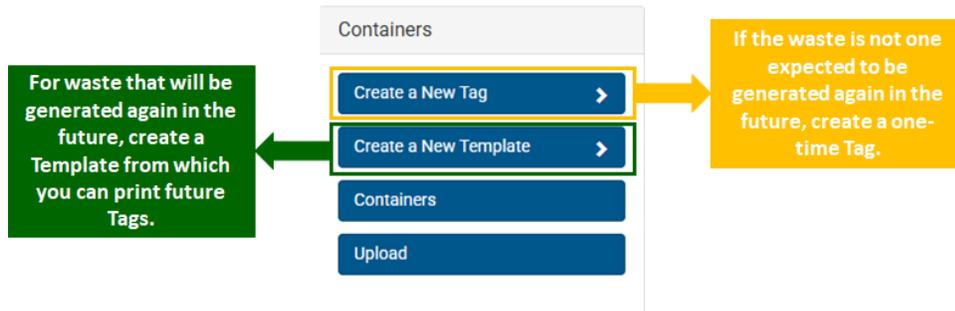
1. Locate the “ Apps” dropdown menu:



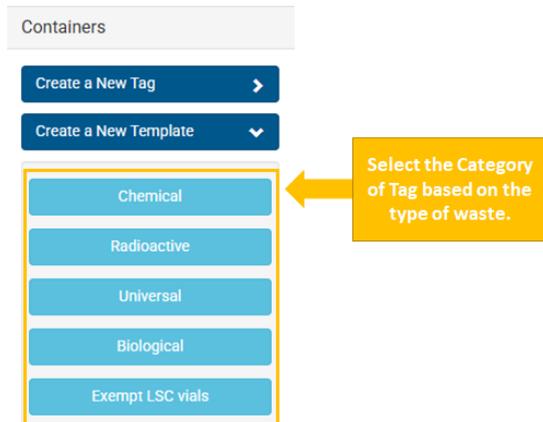
2. Select “WASTE” from the drop down:



3. If the waste is routinely generated, first create a Template. This will allow future container Tags, for the waste type, to be created and printed with just a click (without having to re-enter the waste information). For one-time wastes, you can create a new Tag without first saving it as a template.



4. Select the Category of your Template/Tag. "Chemical", "Radioactive", "Universal" (Universal waste is ONLY use for batteries, waste lamps/light bulbs, or waste aerosol cans), "Biological", or "Exempt LSC Vials". **Most wastes will fall into the CHEMICAL category.**



5. Complete the Template/Tag fields as they are applicable to each specific waste.

Helpful Notes:

- Required information is noted with a red asterisk.
- Container size and unit of measure are not indicated as *required* in RSS. However, EH&S requires this information to be populated to inform the proper supplies when later collecting the waste. Please include these data points.
- **Use the comments field to place the common name** by which the users can easily identify that waste stream from other waste stored in the area. You can order containers/supplies from the EHS website discussed at the end of this guide.
- Consult the labels and SDSs for the materials used in the process that generated the hazardous waste, to obtain information on the waste constituents and/or hazard information.

COMPLETING A TEMPLATE / TAG

The image shows a 'Create New Template' form with several fields and callouts. The form includes a 'Type' dropdown (set to 'Chemical'), 'Template Name', 'Lab/Facility', 'Physical State', and 'Container Type' dropdowns. A 'Chemical Constituents' section allows adding constituents with a name, percentage, and a '+' button. A 'Hazard Class' section has checkboxes for Flammable, Corrosive Acid, Corrosive Base, Toxic, Reactive, Oxidizer, and Extremely Hazardous. There is a 'Comments' text area and an 'Other ID' field. At the bottom are 'Cancel' and 'Create Template' buttons.

Callouts:

- Green:** It is recommended to use the common name of the waste by which others in the area identify the waste, as the Template Name.
- Yellow:** Enter the physical state of the waste and the container type in which you will be accumulating it.
- Yellow:** Lab Facility is a pull-down list of any areas you are assigned a "Role" in RSS. Select the area in which the waste is generated and stored in.
- Green:** Enter each waste constituent and the associated percentage separately. Use the "+" to add each constituent. Constituents must add up to 100%. If a constituent is present in a range (e.g., 5-10%), enter the midpoint of the range. "Trace" can be added for any constituent, even if the primary constituents already equal 100%.
- Green:** Enter the hazards of the waste. There may be more than one hazard that is applicable. Consult SDSs for the hazards associated with the constituents of the waste. If none apply to your waste, select "toxic" as this is a required field for the Tag.
- Yellow:** Any comments added will print on the Tag.
- Green:** Click "Create Template" to SAVE

6. Templates and Tags can be edited and deleted at any time by using the applicable icons.



7. To print a new Tag from a Template, select the Tag icon next to the appropriate template.

Template Name	Generator	Constituents	State
HPLC Waste	EH&S Test Group	Water Methanol + 1	Liquid

8. After selecting the Tag Icon, the Template will open with the information you previously entered. Confirm the container type and size is correct for the container you are printing the tag for. Select “Save and Print” to print a container Tag. **Each tag has a unique tracking number. Do NOT copy the same Tag to use on multiple containers. Be sure you are printing new Tags from your TEMPLATE and not from an existing Tag.**

Create New Tag

Type* Chemical

Lab/Facility* EHS Haz Waste Shed

Storage Location* 074-BUILDING 74 910

Physical State* Liquid

Container Type* Carboy

Container Size 5 Gallons

Chemical Constituents* (No abbreviations)

Water	40.00%	%	X
Methanol	40.00%	%	X
Acetone	20.00%	%	X
Peppermint oil	Trace	Trace	X
Menthol	Trace	Trace	X
Total: 100%			

Hazard Class* (Check all that apply)

Flammable

Corrosive Acid (pH < 2)

Corrosive Base (pH > 12.5)

Toxic

Reactive

Oxidizer

Extremely Hazardous

Comments SOLVENT RINSE WATER

Other ID

Buttons: Cancel Save Save & Print

9. Waste Tags will print on one full 8.5 x 11-inch sheet of paper. Read the Instructions and Key Points.

Tracking #: 6982875

Accumulation Start Date: 2022-07-29

End of Storage (EOL) Date: 2023-01-25

Water	40.00%
Methanol	40.00%
Acetone	20.00%
Peppermint oil	Trace
Menthol	Trace

HAZARDOUS WASTE

Generator Account Name: EHS Haz Waste Shed

Site Name: Erin Winnett

Location: 074-BUILDING 74 910

Contents: SOLVENT RINSE WATER

INSTRUCTIONS:

1. X fold Hazardous Waste Tag and insert into plastic Hazardous Waste envelope (available from EHS).
2. Affix Tag to waste container BEFORE putting waste into container.
3. Making sure the waste information is facing out, attach tag to container of waste with envelope adhesive or other appropriate method.

KEY POINTS:

- Always keep the container closed when not in use.
- Always keep the container in secondary containment
- Do not contaminate the outside of the container. If you do, wipe it off and dispose of the wipes as hazardous waste
- Do not air evaporate, sewer, drain dispose, or discard in ordinary trash.

Call 9-1-1 for large spills that may cause injuries or harm the environment.

WHAT IS ON THE TAG

- The system will assign a unique tracking # for the container. This ensures that the correct container is being picked up when requested.
- WASTE automatically enters the accumulation start date – the day you print the Tag.
- Also identified is the date upon which the container must be removed from the satellite location for disposal, even if not yet full.
- The constituents are listed. The number of constituents may not exceed the number of lines available on the Tag (22).
- Comments section. For example, enter the “common name” of the waste stream.

10. Fold Tag in half or into fourths along the dashed line(s) depending on how many constituents the waste contains. All constituents must be visible so do not add more than the 22 lines on the Tag. Affix the Tag to the waste container.

Fold on the dashed line(s)

Place the Tag on the Container

INSTRUCTIONS:

1. 1/4 fold Hazardous Waste Tag and insert into plastic **Hazardous Waste** envelope (available from EHS).
2. Affix Tag to waste container **BEFORE** putting waste into container.
3. Making sure the waste information is facing out, attach tag to container of waste with envelope adhesive or other appropriate method.

KEY POINTS:

- Always keep the container closed when not in use.
- Always keep the container in secondary containment
- Do not contaminate the outside of the container. If you do, wipe it off and dispose of the wipes as hazardous waste
- Do not air evaporate, sewer, drain dispose, or discard in ordinary trash.

Call 9-1-1 for large spills that may cause injuries or harm the environment.

11. When you create a Tag, that indicates that you have a container in use (accumulating) hazardous waste.
12. You can review all of the waste containers in use, marked as Ready for Pickup, containers that have already been picked up by EH&S, etc., by making selections from the WASTE dropdown menu. Information listed includes the specific location of each container, the number of days each has been in service, and the number of days remaining before a container must be moved from the area for disposal, even if it is not yet full. You can also edit a Tag and reprint it from this location (e.g., a new constituent has been added to the waste that wasn't previously listed on the Tag). The tracking number and the accumulation start date will remain the same as when the Tag was first created. **DO NOT** reprint an existing Tag to use on a new container. If you have a new container of waste, be sure you are printing the new Tag from you Templates.

WASTE ▾ Action Items Workspace Programs ▾ Apps ▾ Admin Tools

Home
Containers
 Containers in SAA
 Containers Ready for Pickup
 Containers in WAA
 Shipping Containers
 Labpacks
 Manifests
 Shipments
 Offsite Primary Containers
 Drains
 Decayed
 Offsite Shipments
 Inactivated Tags

Waste Category: Chemical [New Tag]

Containers In SAA

Filter On: Generator Filter By Generator: EH&S Test Group [Reset]

Search by: Tracking # Search: This search matches on text/numbers in selected field

1 filtered tags found.

	Tracking #	Generator	Constituents	State	Size	SAA Days	Storage Location	Generator's EPA #	Other ID
<input type="checkbox"/>	10028913	EH&S Test Group	Water +1 Methanol	Liquid	1 L	0	SEQUOIA HALL, 0018	California State University Sacramento	

REQUESTING THE REMOVAL OF A CONTAINER IN RSS

1. To request a waste bottle be picked up from a satellite waste accumulation area, click on the WASTE dropdown arrow and select Containers in SAA. Search containers based on the Generator. Click the checkbox next to the container(s) that are ready to be picked up.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar has a 'WASTE' dropdown menu with 'Action Items' selected. Under 'Containers', 'Containers in SAA' is highlighted with a yellow circle. The main content area displays a table of waste containers. The first row is selected, with a blue checkbox in the first column circled in yellow. The table columns are: Tracking #, Generator, Constituents, State, Size, SAA Days, Storage Location, Generator's EPA #, and Other ID. The first row contains: 10028913, EH&S Test Group, Water + 1, Acetonitrile, Liquid, 1 L, 0, SEQUOIA HALL, 0018, California State University Sacramento. Below the table, there is a row of buttons: 'Mark 1 selected items as: Ready for Pickup', 'In WAA Facilities...', 'Offsite', and 'Inactive'. The 'Ready for Pickup' button is circled in yellow.

Tracking #	Generator	Constituents	State	Size	SAA Days	Storage Location	Generator's EPA #	Other ID
<input checked="" type="checkbox"/>	10028913	EH&S Test Group	Water + 1 Acetonitrile	Liquid	1 L	0	SEQUOIA HALL, 0018	California State University Sacramento

Mark 1 selected items as: **Ready for Pickup** In WAA Facilities... Offsite Inactive

2. The container will move from the "Containers in Satellite Accumulation Areas (SAA)" list to the "Containers Ready for Pickup" list. EH&S will automatically be notified that there is a container ready for disposal, its location, its unique tracking number, and container details. There is nothing more needed, and no other notifications are necessary.