EH&S Facts

WASTe: Hazardous Waste Management System

Waste Accumulation Storage Tracking electronically (WASTe) is a web-based system that facilitates regulatory compliant labeling, tracking, collection and shipping of hazardous wastes. This application will provide an interface between Principal Investigators, lab staff and other generators of regulated wastes and the waste management staff.

WASTe Features

EHS has created accounts and labs for all Principal Investigators at UCSC. The PI must sign in first and designate a Delegate who will manage the lab's WASTe account. Access to WASTe is provided through individual UCSC Logon credentials. Users have the ability to create, edit, and print waste tags as well as create waste profiles for routinely generated waste. Three types of user accounts are available in WASTe:

- **Responsible Person (RP)** – This is the Principal Investigator or manager of a lab. RPs assign the level of access for each lab member.
- **Delegate** – These users have the same access as RPs and are able to maintain the lab's profiles in WASTe, enroll other personnel as Authorized Users, and select lab location(s).
- **Authorized User (AU)** – All other lab members. These users have the ability to create waste tags and profiles.

> **Key Features**
> - Easy to use interface
> - Individual sign-on
> - Integration with UCSC Logon
> - Easy to share waste profiles
> - Three user tiers

Account Set Up

1. **Log in** at ehs.ucop.edu/waste
2. **Add People** to Your Lab (done by RPs or Delegates only)
   - Select **Navigation** icon on the left of the top toolbar
   - Select **Management**
   - Select the **Edit** icon for the desired Lab/Facility
   - Select the **Manage Personnel and Preferred Locations** button
   - Select the **Add** button in the **People** tab and search by last name
   - Use the '**Can't Find Person?'** link to invite users not found in search
3. **Set Up** Your Lab (done by RPs or Delegates only)
   - Select **Navigation** icon on the left of the top toolbar
   - Select **Management**
   - Select the **Edit** link for the desired Lab/Facility
   - Select the **Manage Personnel and Preferred Locations** button
   - Select the **Add** button in the **Locations** tab and search by building name or street address
   - Search for the room number for the location selected

4. Add **Billing Information**
   - Select **Navigation** icon on the left of the top toolbar
   - Select **Management**
   - Select the **Edit** link for the desired Lab/Facility
   - Add valid Recharge or Account info
   - Select the **Save Changes** button

Using WASTe

1. **Create a Waste Tag** (available to all users)
   - Select **+ New Tag** button on home page
   - Enter container information and chemical contents (container size and unit will only appear after physical state is selected).
   - Select Hazard Class
   - Complete **Create New Tag** form
   - Select **Save** button at bottom of page

2. **Create a Profile**
   - Follow the same steps above to create a tag
   - Select **Save as Profile**

3. **Requesting a Pickup**
   - Select **Navigation** icon on the left of the top toolbar
   - Select **Tags**
   - Select the arrow icon to the left of the desired tag to move item to **Ready for Pickup**

Additional Information

- Account Support: erm@ucop.edu
- ehs.ucsc.edu/programs/waste-management

- UCSC WASTe Administrator: hazwaste@ucsc.edu/Phone: 831-459-3086