**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, collecting and disposal of hazardous wastes. This application will provide an interface between Principal Investigators (PIs), lab staff and other generators of regulated wastes and the waste management staff.

**WASTe Features**

EH&S has created accounts and labs/groups for all Principal Investigators at UCD. The PI must sign in first and designate a Delegate who will manage the lab/group’s WASTe account. Users have the ability to create, edit and print waste tags as well as create waste profiles (templates) for routinely generated waste. Three types of user accounts are available in WASTe:

- **Responsible Person (RP)**
  This is the Principal Investigator, the manager of a lab/group. RPs assign the level of access for each lab/group member.

- **Delegate**
  These users have the same access as RPs and are able to maintain the lab/group’s profiles in WASTe, enroll other personnel as Authorized Users and select lab/group location(s).

- **Authorized User (AU)**
  All other lab/group members. These users have the ability to create waste tags and profiles.

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**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. **Request 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

4. **View Tags/Profiles**
   - Select Navigation icon on the left of the top tool bar
   - Select Tags
   - Select the type of tag/profile you would like to view using the dropdown
   - Select filter
   - Choose Tags or Profiles

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**Additional Information**

- Account Support:  erm@ucop.edu
- Website:  safetyservices.ucdavis.edu/article/waste
- UCD WASTe Administrator: hazwaste@ucdavis.edu
- or phone: (530) 752-1493