

Radioactive Waste Pickup Request Instructions

Radioactive Waste Pickup

- Radioactive waste will only be picked up if waste had been properly sorted, packed, and labeled as outlined in this document.

RADIOACTIVE WASTE GUIDE

1. Sort by HALF-LIFE ($T_{1/2}$)

Short Lived ($T_{1/2} \leq 175$ days)

F-18, P-32, S-35, Tc-99m, I-125, etc.

Long Lived ($T_{1/2} > 175$ days)






H-3, C-14, Uranium, Thorium, etc.

If an experiment involves mixing short- and long-lived radionuclides, then all waste should be placed in the "long-lived" category.

2. Sort by RADIOACTIVE WASTE TYPE

After sorting by half-life, waste must then be sorted by their physical and chemical form into the categories listed below. Do not mix different categories together. All waste containers must be properly marked as "radioactive".

NOTE: For Short-Lived waste, deface or remove all radioactive material labels, stickers, and markings on items before putting them into waste containers.

WASTE TYPE	DO INCLUDE	DO NOT INCLUDE	PACKAGING
A. <i>SHARPS</i>	<ul style="list-style-type: none"> • Needles (must go in plastic sharps container) • Glass and plastic pipette, tips, and Pasteur pipettes • Glass ampoules, other glassware • Razor blades, etc. 	<ul style="list-style-type: none"> • Lead • Liquids • Animal/biological waste 	<ul style="list-style-type: none"> • Plastic sharps container 
B. <i>DRY SOLIDS</i>	<ul style="list-style-type: none"> • Dry, solid radioactive material • Gloves, absorbent pads or paper • Empty plastic vials 	<ul style="list-style-type: none"> • Lead • Liquids • Animal, biological material • Sharps, glass 	<ul style="list-style-type: none"> • Clear, heavy duty, plastic bag 
C. <i>ANIMAL / BIOLOGICAL</i>	<ul style="list-style-type: none"> • Frozen animal carcasses, parts • Excreta, bedding, tissue, blood • Separate animals from other bio waste • < 10 kg (22 lbs) per package 	<ul style="list-style-type: none"> • Unfrozen animals • > 10 kg (22 lbs) per package • Other waste types 	<ul style="list-style-type: none"> • Clear, heavy duty, plastic bag or plastic-lined cardboard box 
D. <i>LIQUIDS (Non-Hazardous, Non-Toxic)</i>	<ul style="list-style-type: none"> • NHNT liquids, including full LSC vials or cocktail (e.g., Optifluor) • Bulk liquid or full vials 	<ul style="list-style-type: none"> • Hazardous, toxic, or flammable liquids • Non-radioactive vials/liquids 	<ul style="list-style-type: none"> • Full vials in cardboard trays in original box (preferred) or in clear, heavy-duty bag; • Bulk liquids in carboy containers
E. <i>MIXED WASTES (Hazardous, Toxic)</i>	<ul style="list-style-type: none"> • Avoid or minimize creating "mixed" hazardous and radioactive waste • Toluene, xylene, hexane, etc. • Acids, bases, Hg, Pb, etc. 	<ul style="list-style-type: none"> • Non-hazardous, non-toxic material 	
F. <i>SEALED SOURCES</i>	<ul style="list-style-type: none"> • Non-dispersible radioactive material in original configuration • Single solid piece of radioactive material 	<ul style="list-style-type: none"> • Dispersible radioactive material • Radioactive material in bottles/vials 	<ul style="list-style-type: none"> • Original container with sealed source documents 

Submitting a Waste Pickup Request

Radioactive Waste Pickup Request

- Log In to SAM: <https://sam.ehs.utah.edu/ehsa/>
- Select “Waste Pickup Request”

SAM

ENVIRONMENTAL HEALTH AND SAFETY
THE UNIVERSITY OF UTAH

Home Waste

RS, Test

Welcome to the University of Utah Safety Administrative Management (SAM) System

Quick Links
EHS WEBSITE

Welcome to the Safety Administrative Management System (SAM).
If this is your first time using this system a Quick Start Tutorial can be found here: [here](#).
If you haven't been granted access to the system, upload the certificate of completion, [here](#) to be granted access. Access will be granted within 24 business hours.
If you have any questions, please contact EHS at 801-581-6590.

Inventory Documents Library Waste Pickup Request Waste Supply Requests

Radioactive Waste Pickup Request

- Verify all PI and contact information are correct
- Location information must be the exact room # the waste is located

Add Pickup Request

Waste Profile Recurring | Request Number: TBD

User ID Edit Profile

Contact Edit ← Contact Phone ← Contact Email

Test, RS (u1234567) (801) 581-4135 u1234567@ehs.utah.edu

PI Edit ← Department Location Edit ←

RSO, EHS (2000) Radiation Safety (00643) 0605 – Environmental Health & Safety: 00155

[Order Replacement Containers & Labels](#)

Comments ←

Enter any relevant comments for the pick-up. Example: lab room is locked, please call before pick-up.

Container 1 Waste Type Radioactive ⊕ Hazard(s) 📷 Template Options

*Physical Form ⌵ *Container Type ⌵ Container Size Unit of Measure ⌵

Gas Bag

 *Rad Waste Type

Radioactive Waste Pickup Request

- Fill out the waste information completely and accurately.

a. Complete information for first waste container/waste bag

b. Waste Type is “Radioactive”

c. DOT Hazard(s)

- Select all applicable hazards present on the waste

- If hazard is ONLY radioactive, select “N/A”

The screenshot shows a web form for a radioactive waste pickup request. Callout 'a' points to the 'Container 1' field. Callout 'b' points to the 'Waste Type' dropdown menu, which is set to 'Radioactive'. Callout 'c' points to the 'Hazard(s)' dropdown menu, which is set to 'Flammable Liquids'. The form includes fields for Physical Form (Liquid), Container Type (Glass Bottle), Container Size (1), and Unit of Measure (Gallons). The Rad Waste Type is set to 'Liquid - Rad with Other H...'. A comments section contains the text 'Comments for this container. Inventory # 123456789'. There is a checked box for 'Non-RAD Components' and an 'Edit' button. Below is a table for 'Container Contents' with columns for Isotope, Isotope Activity, Unit, License Line#, and Permit #. The Isotope column contains a placeholder 'Click to enter Isotope' and the Isotope Activity column contains 'Click to enter Activity'.

Isotope	Isotope Activity	Unit	License Line#	Permit #
Click to enter Isotope	Click to enter Activity			

Radioactive Waste Pickup Request

- d. Select the physical form of waste inside the container
- Liquid – for bulk liquids, LSC vials with liquid radioactive material, etc.
 - Solid – gloves, plastics, napkins, empty containers, etc.
- e. Select the container type
- f. If applicable, enter the container size with the appropriate units

Container 1 Waste Type Radioactive Hazard(s) Flammable Liquids x Template Options

Physical Form **d** Container Type **e** Container Size **f** Unit of Measure

Liquid Glass Bottle 1 Gallons

Rad Waste Type
Liquid – Rad with Other H...

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789

Non-RAD Components Edit Click 'Edit' to Modify Non-RAD Components

Container Contents

	Isotope	Isotope Activity	Unit	License Line#	Permit #
🔗	Click to enter Isotope	Click to enter Activity			


Radioactive Waste Pickup Request

g. Select specific Rad Waste Type applicable to your waste

- **Animal/Biological**: waste containing animal carcass/excreta, blood, etc.
- **Dry Solid Waste**: gloves, napkins, empty containers, etc.
- **Liquid – Radioactive Hazard Only**: liquid containing only radioactive hazards and no other chemical/biological hazards

Container 1 Waste Type Radioactive Hazard(s) Flammable Liquids x Template Options


Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid – Rad with Other H... 

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789

Non-RAD Components Edit Click 'Edit' to Modify Non-RAD Components

Container Contents

	Isotope	Isotope Activity	Unit	License Line#	Permit #
	Click to enter Isotope	Click to enter Activity			

(continued next page)

Radioactive Waste Pickup Request

g. Select specific Rad Waste Type applicable to your waste

- **Liquid – Rad with Other Hazards**: radioactive liquids that are toxic/flammable/corrosive
- **LSC Standards**: liquid scintillation counter (LSC) calibration standards
- **LSC Vials – Rad Only**: non-toxic/non-hazardous LSC sample vials containing radioactive material.

Container 1 Waste Type Radioactive Hazard(s) Flammable Liquids x Template Options

Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid - Rad with Other H... gg

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789

Non-RAD Components Edit Click 'Edit' to Modify Non-RAD Components

	Isotope	Isotope Activity	Unit	License Line#	Permit #
+	Click to enter Isotope	Click to enter Activity			

(continued next page)


Radioactive Waste Pickup Request

g. Select specific Rad Waste Type applicable to your waste

- **LSC Vials – Rad with Other Hazards (Flammable/Toxic/Hazardous)**: LSC sample vials containing radioactive material and other chemical/biological hazard.
- **Sharps – Needles (Biological)**: needles with biological hazard only
- **Sharps – Pipettes/Tips/Glassware**: all other sharps without biological hazard

Container 1 Waste Type Radioactive Hazard(s) Flammable Liquids x Template Options


Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid – Rad with Other H... 

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789

Non-RAD Components [Edit](#)

Container Contents

	Isotope	Isotope Activity	Unit	License Line#	Permit #
	Click to enter Isotope	Click to enter Activity			

Radioactive Waste Pickup Request

- h. List the **original inventory #s** of the radioactive materials in the waste container (as found in the RPR13C) and **estimated waste activity** per inventory item

Container 1 Waste Type Radioactive Hazard(s) Flammable Liquids x Template Options

Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid - Rad with Other H...

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item) **h**
Comments for this container. Inventory # 123456789

Non-RAD Components Edit Click 'Edit' to Modify Non-RAD Components

Container Contents

	Isotope	Isotope Activity	Unit	License Line#	Permit #
	Click to enter Isotope	Click to enter Activity			

Radioactive Waste Pickup Request

- i. If applicable, enter all hazardous non-radioactive components of the waste
- j. Enter the **isotopes** and the **estimated activity** for each isotope in the waste container

Container 1 Waste Type Radioactive Hazard(s) Flammable Liquids x Template Options

Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid - Rad with Other H...

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789

Non-RAD Components [Edit](#) [Click 'Edit' to Modify Non-RAD Components](#) [i](#)

Container Contents

	Isotope	Isotope Activity	Unit	License Line#	Permit #
i	Click to enter Isotope j	Click to enter Activity			

Radioactive Waste Pickup Request

- k. Click “Add Container” to enter information on another waste container/waste bag

Note: Each declared container # is expected to be in its own bag. Do not group multiple declared containers in one waste bag.

- E.g. If your waste request has Container 1, Container 2, and Container 3, it is expected that there are three separate waste bags.

Container 1 Waste Type Radioactive DOT Hazard(s) Flammable Liquids x Template Options

Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid - Rad with Other H...

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789.

Non-RAD Components Edit Click 'Edit' to Modify Non-RAD Components

	Isotope	Isotope Activity	Unit	License Line#	Permit #
Remove	C-14	Click to enter Activity	mCi	16L	R-00862
+	Click to enter Isotope	Click to enter Activity			



Radioactive Waste Pickup Request

- I. If you need to remove a container, click the red “Remove” button located on the upper right side of the container information you want to remove

Container 3 Waste Type Radioactive DOT Hazard(s)

Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid - Rad with Other H...

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789

Non-RAD Components

Remove	Isotope	License Line#	Permit #
	Co-56	16A	R-00863
	Click to enter Isotope	Click to enter Activity	

Container 3 Waste Type Radioactive DOT Hazard(s)

Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

Rad Waste Type Liquid - Rad with Other H... Location of Waste under the fume hood

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for this container. Inventory # 123456789

Radioactive Waste Pickup Request

Verify all the information are complete and accurate.

- m. Save/submit the waste pickup request by clicking the “Save” button at the bottom of the webpage.

Container 2 Waste Type Radioactive DOT Hazard(s) Flammable Liquids x Template Options Remove

Physical Form Liquid Container Type Glass Bottle Container Size 1 Unit of Measure Gallons

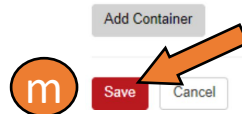
Rad Waste Type Liquid – Rad with Other H... Location of Waste under the fume hood

Comments (Please include Inventory # found in RPR 13C and estimated activities per inventory item)
Comments for container 2. Inventory # 012345678

Non-RAD Components

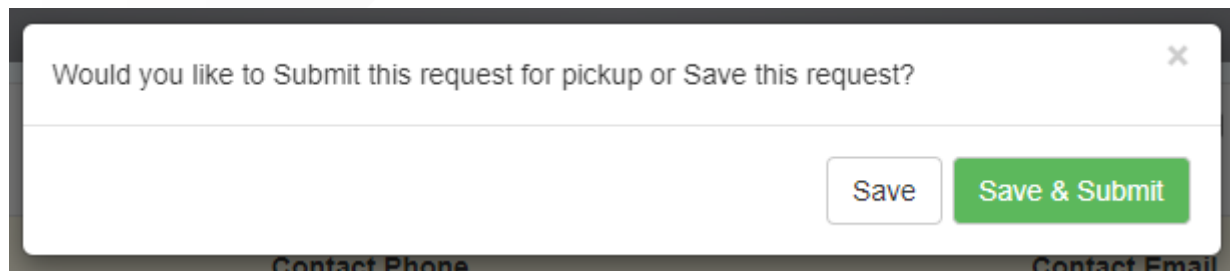
Container Contents

	Isotope	Isotope Activity	Unit	License Line#	Permit #
Remove	Co-56	0.02	mCi	16A	R-00863
	Click to enter Isotope	Click to enter Activity			



Radioactive Waste Pickup Request

- n. When prompted, click “Save & Submit” when the waste request is ready to be submitted.
- o. If you are not ready to submit the request, you can save your work by clicking on “Save” instead.



Would you like to Submit this request for pickup or Save this request? ×

Contact Phone Contact Email

Radioactive Waste Pickup Request

- After submitting the waste pickup request, the requestor will receive an email containing the Waste Disposal Label



Waste Pick-Up Label.PDF
10 KB

New Radioactive Waste Pickup Request: #P210614001 was received at 6/14/2021 10:17:28 PM

Submitted By: RSO, Test (U01234567)

Phone #: (555) 555-5555

Email: firstname.lastname@utah.edu

Researcher / PI: RS, Test

Department: Radiation Safety

Location: 0512 - Research Administration Building : 00335

Comments: Comments for this waste pickup.



Radioactive Waste Pickup Request

- Print the disposal labels and attach LABEL them to the appropriate waste container
 - Each waste container must have a disposal label.
 - Containers without a correct label will not be picked up.
- Record the specific P#s for the corresponding RPR13C inventories. (see RPR13C Instructions document).

Unwanted Material		DISPOSAL LABEL		P210614001.1				
Hazardous Materials Management University of Utah RAB RM 322 Call Contact Phone Before Pickup		Building : 0512 - Research Administration Building Room : 0512:00335 Department : Radiation Safety						
Request Date	P.I.	Contact	Phone	Pickup Type	# of Containers	Quantity	Unit	Type
06/14/21	RS, Test	RSO, Test (U01234567)	(555) 555-5555	Radiological	1	1	GAL	Glass Bottle
Comments: Comments for this waste pickup.								
Comments: Comments for this container. Inventory # 123456789.								
Physical Form : Liquid		Waste Type : Liquid – Rad with Other Hazards (Flammable/Toxic/Haz		Location Of Waste: under the fume hood				
Isotopes		Acti: 0.8 mCi		Half Life (Days)		Non-Rad Components % and Detail:		
C-14		0.8 mCi		2091450				
Total :		0						
<input type="checkbox"/> Waste has been segregated and packaged in accordance with the "Radioactive Waste Guide".								
<input type="checkbox"/> There are no radiation labels in containers of short-lived (half-life <= 120 days) radioactive waste								
Acceptance Date: _____ Picked up by: _____								

Waste Supply Request

Waste Supply Request

- Log In to SAM: <https://sam.ehs.utah.edu/ehsa/>
- Select “Waste Supply Requests”

SAM

ENVIRONMENTAL HEALTH AND SAFETY
THE UNIVERSITY OF UTAH

Home Waste

RS, Test

Welcome to the University of Utah Safety Administrative Management (SAM) System

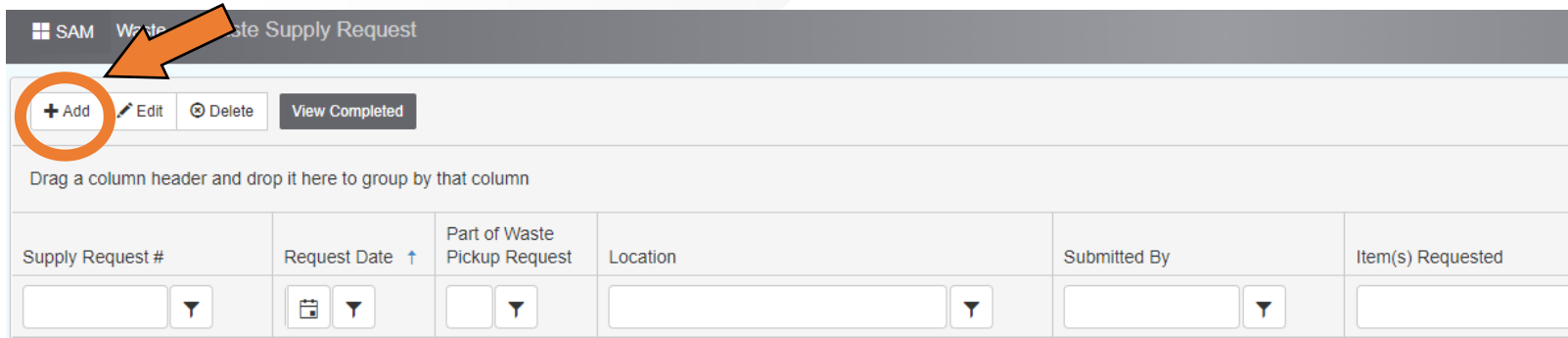
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Inventory Documents Library Waste Pickup Request Waste Supply Requests

Waste Supply Request

- Click “+Add” to create a new request



SAM Waste Supply Request

+ Add Edit Delete View Completed

Drag a column header and drop it here to group by that column

Supply Request #	Request Date ↑	Part of Waste Pickup Request	Location	Submitted By	Item(s) Requested
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Waste Supply Request

Fill out the necessary information

- Select your lab's building and lab room number
- If building/room is not listed, check allow any location, and enter location on the comments section.
- Edit the quantity desired for each container
- Add any special requests in the comments.
- Click "Save"

Apply Request / Add Waste Supply Request

Request Date: 6/14/2021

Building: a 0512 - Research Administration Building b Allow Any Location

Lab: 00335

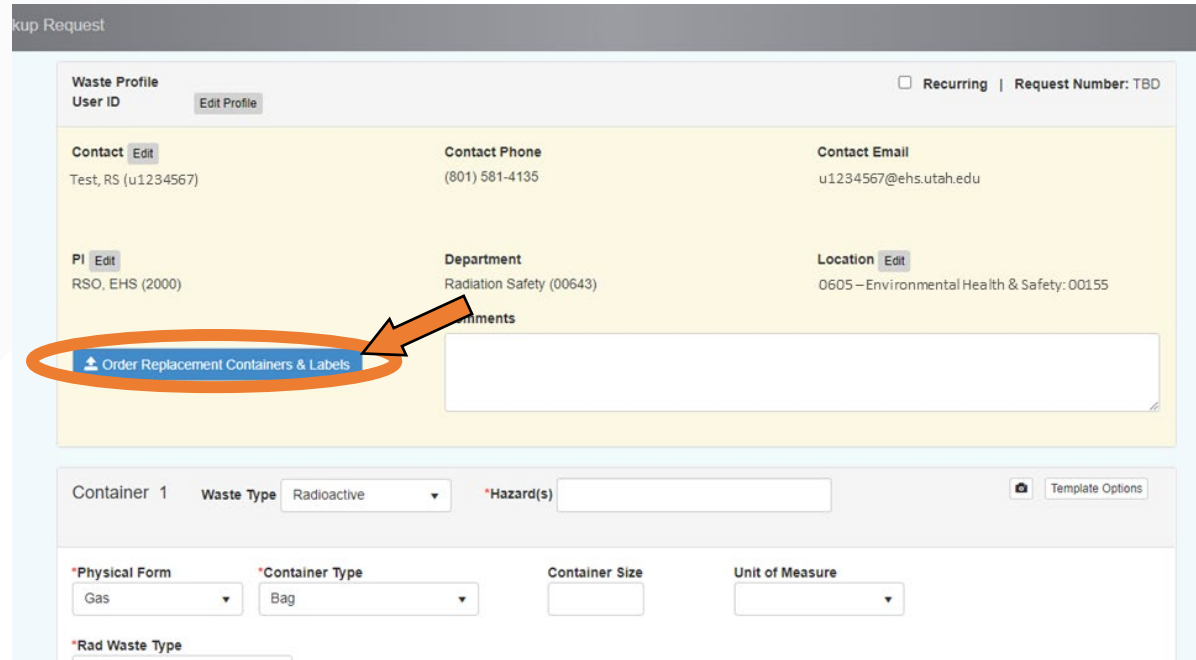
Quantity	Description
1 c	Bottle 1 Gallon
0	Bottle 2.5 Gallon
0	Large Bage 48x36 in
0	Small Bag 12x18 in

Comments: d

e Save Cancel

Waste Supply Request

- Labs may also order waste supplies while completing a Waste Pick-up Request.
- Click “Order Replacement Containers & Labels” button at the top of a Waste Pick-up Request webpage.



The screenshot displays a web interface for a Waste Pick-up Request. The top section, titled 'Waste Profile', includes fields for 'User ID' (with an 'Edit Profile' link), 'Contact' (Test, RS (u1234567)), 'Contact Phone' ((801) 581-4135), 'Contact Email' (u1234567@ehs.utah.edu), 'PI' (RSO, EHS (2000)), 'Department' (Radiation Safety (00643)), and 'Location' (0605 – Environmental Health & Safety: 00155). A blue button labeled 'Order Replacement Containers & Labels' is highlighted with an orange circle and an orange arrow. Below this, the 'Container 1' section shows 'Waste Type' set to 'Radioactive', a '*Hazard(s)' field, and a 'Template Options' button. Further down, there are dropdown menus for '*Physical Form' (Gas), '*Container Type' (Bag), 'Container Size', and 'Unit of Measure'. A '*Rad Waste Type' field is also visible at the bottom.