Entering Radioactive Waste Pickup Requests

1. Log in with normal PI user name and password
	* https://ehrs.admin.upenn.edu/RadSaf
2. Click on the “Radioactive Waste Pickup Request” icon



1. Click on “Add a Waste Request”



1. If it is your first time logging in, you will be asked to complete a Waste Profile. This will include the location of waste pick up. This can be edited at any time if the pickup location changes.
	* To change the contact after a Waste Profile has already been created:
		+ Select “Edit Profile” and enter the first and last name of the new contact along with an updated phone number and email address.



* + To update the pick-up location select the “Edit” button next to location
	+ The "Secondary Contact" field may be used to add an additional person of contact for the waste pickup requests.
1. For each container enter:
	* Physical Form
		+ Select “Dry”, “Liquid”, “LSV” (liquid scintillation vials), or “Sealed Sources” from the dropdown box
		+ Select the “Container Type” from the dropdown box for the type and volume of waste to be picked-up
		+ If Liquid or LSV (liquid scintillation vials) is selected you must include non-radioactive components and percentage of each in the solution
			- Check the box next to “Must include non-rad components for liquid and scintillation vial waste (include % of each)” and then select “Edit”.



* + - * + Enter the first constituent name/percentage and then select “Add” for each additional constituent. Click save when done.
				+ Example:

Acetonitrile 50%, Water 50%



* + Container contents
		- Click under “Isotope” and a drop down box will appear with authorized isotopes under your license. Select the isotope.
		- Click under “Isotope Activity” and enter the activity in mCi



1. If there are multiple waste items to be picked-up, click “Add Container” from the bottom of the screen for each additional item.
2. Click “Save” from the bottom of the screen when finished.
3. Click on “Waste Request Reports” & then “RAM Waste Tag”



1. Print the RAM Waste Tag and attach each tag to the bags of waste