
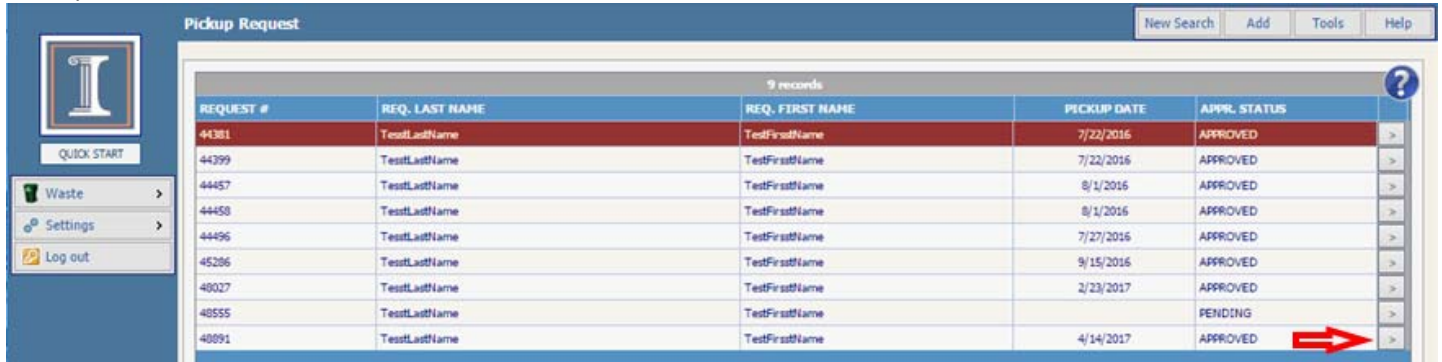


## Instructions for Printing Waste Container Labels

An email notification from the Division of Research Safety (DRS) will be sent to you once your chemical waste pickup request is scheduled for pickup. This notification will instruct you to print the waste container labels for the approved waste request. You cannot print labels until the DRS staff has reviewed your pickup request. Access the tool from the [DRS web site](#) by selecting **Waste Management > Request a Waste Pickup > Chemical Waste**.

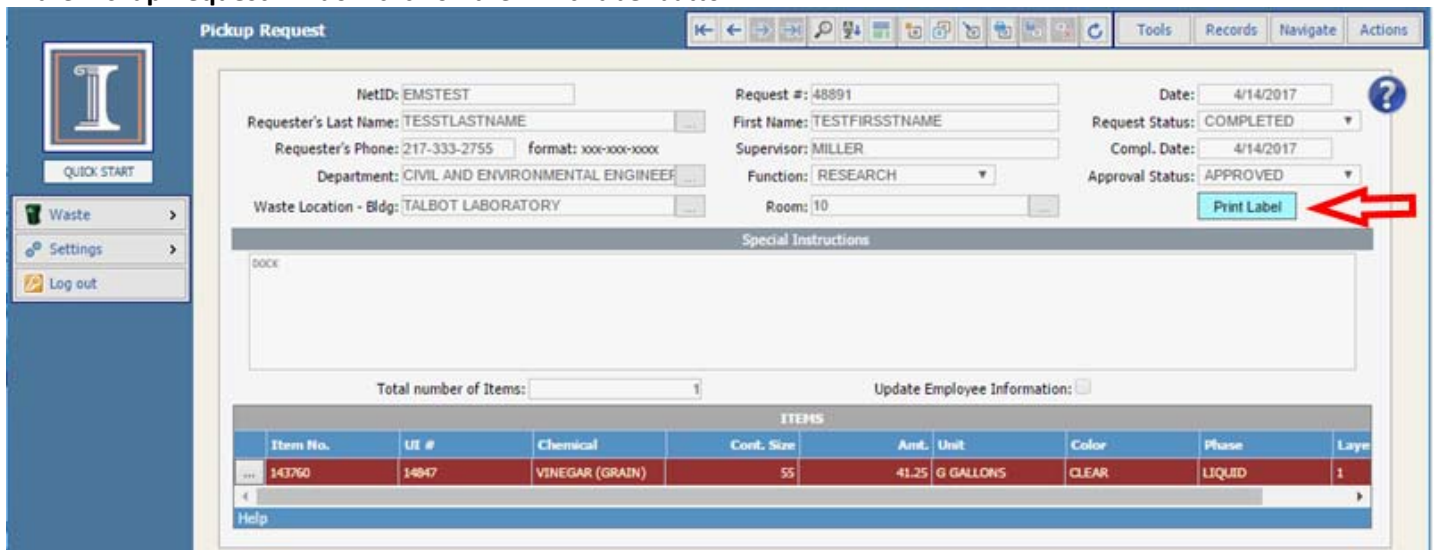
To begin the label printing:

1. Click the **Illinois Sign On** button in the left column of the page. Log in with your NetID and password.
2. Click the **Browse pickup request** button.
3. A list of your pickup requests will open. Click the select button  on the line of the pickup request whose labels are to be printed.



REQUEST #	REQ. LAST NAME	REQ. FIRST NAME	PICKUP DATE	APPL. STATUS
44361	TestLastName	TestFirstName	7/22/2016	APPROVED
44399	TestLastName	TestFirstName	7/22/2016	APPROVED
44457	TestLastName	TestFirstName	8/1/2016	APPROVED
44458	TestLastName	TestFirstName	8/1/2016	APPROVED
44496	TestLastName	TestFirstName	7/27/2016	APPROVED
45286	TestLastName	TestFirstName	9/15/2016	APPROVED
48027	TestLastName	TestFirstName	2/23/2017	APPROVED
48555	TestLastName	TestFirstName		PENDING
48891	TestLastName	TestFirstName	4/14/2017	APPROVED

4. In the **Pickup Request** window click on the **Print Label** button.



NetID: EMSTEST Request #: 48891 Date: 4/14/2017

Requester's Last Name: TESSTLASTNAME First Name: TESTFIRSSTNAME Request Status: COMPLETED

Requester's Phone: 217-333-2755 format: xxx-xxx-xxxx Supervisor: MILLER Compl. Date: 4/14/2017

Department: CIVIL AND ENVIRONMENTAL ENGINEER Function: RESEARCH Approval Status: APPROVED

Waste Location - Bldg: TALBOT LABORATORY Room: 10

**Print Label**

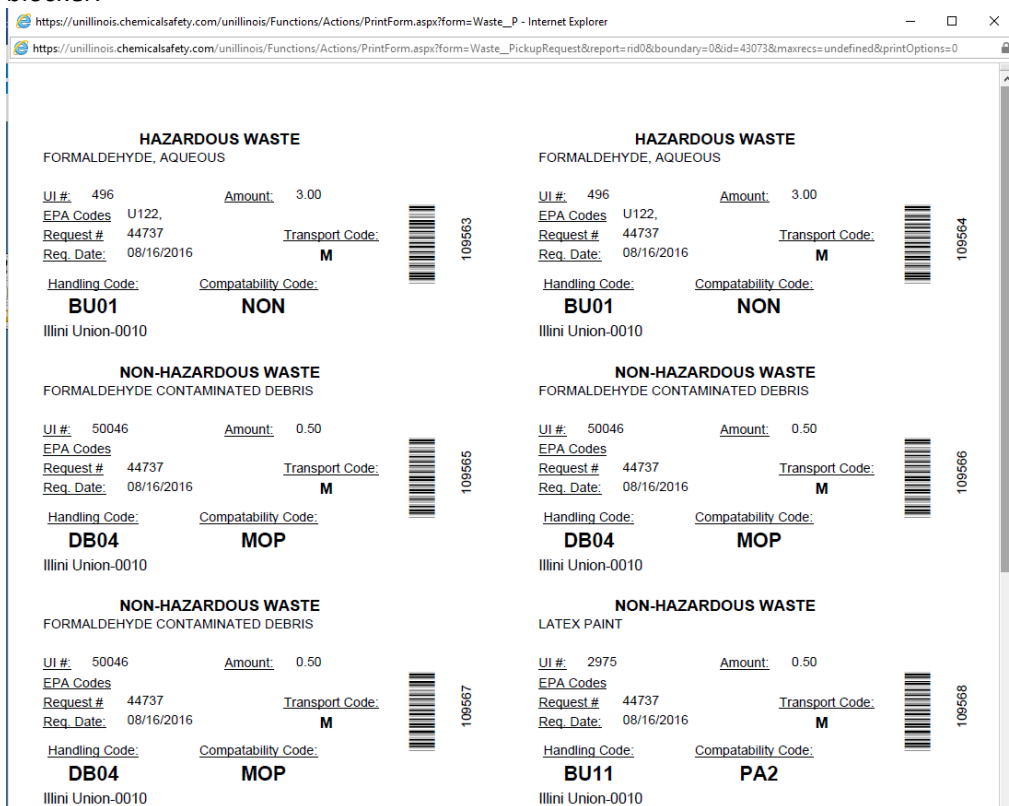
Special Instructions

DOCK

Total number of Items: 1 Update Employee Information:

Item No.	UI #	Chemical	Cont. Size	Amnt.	Unit	Color	Phase	Laye
143760	14847	VINEGAR (GRAIN)	55	41.25	G GALLONS	CLEAR	LIQUID	1

- A PDF file with the waste container labels should open. If the PDF file does not open turn off your browser's pop-up blocker.



- Print the labels. DRS recommends Avery® [5963](#) labels or similar Avery® [shipping label template products](#). However, you may use regular paper, then cut out and tape each label to the corresponding waste container. When cutting out the labels be sure to cut around the title “Hazardous Waste” and the building and room #.

When applying the waste container label, do not obscure the original container label. If the container is small, place the container inside a small clear plastic bag and then apply the waste container label to the outside of the bag. Apply the labels with the text reading horizontally and the barcode oriented vertically. Do not reuse old labels. DRS cannot collect containers without a unique DRS waste label.