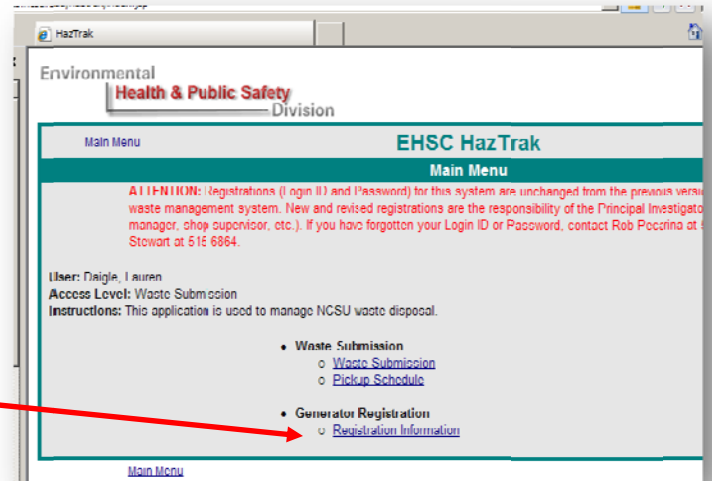


How to Register for HazTrack

From the Environmental Health and Safety Website , www.ncsu.edu/edu , click on the Hazardous Waste Management tab on the left-hand column.

- Scroll down the page and click on the Waste submission form
- This will take you to the Authorized Access log-in page
 - Enter your Unity ID and Password
 - You are now in the EHS HazTrak system
- From the menu, click on [Registration Information](#)




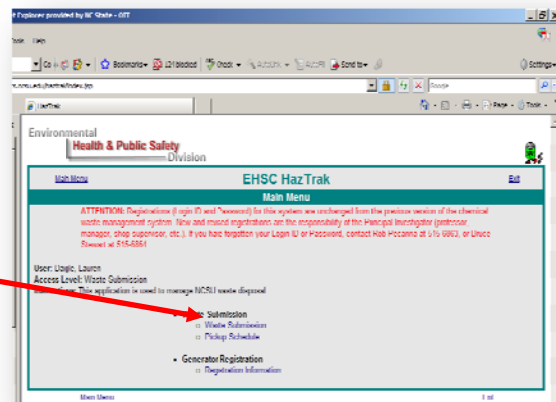
- Enter or verify the contact information
- Any existing registrations will be listed at the bottom of the screen
 - Click on the underlined registration to view or edit
 - Click on
 - Select college, department and building from lists
 - Identify room number where most wastes will be accumulated prior to pickup
 - Indicate from list whether the waste is generated in a lab, shop, or other type of area
 - Enter lab contact information (name, phone and email)
 - Enter requested ID and password (enter password and confirm)

Registrations will be reviewed and become “active” on EHS approval. An email confirming the registration will be sent to the generator.


Waste Submission

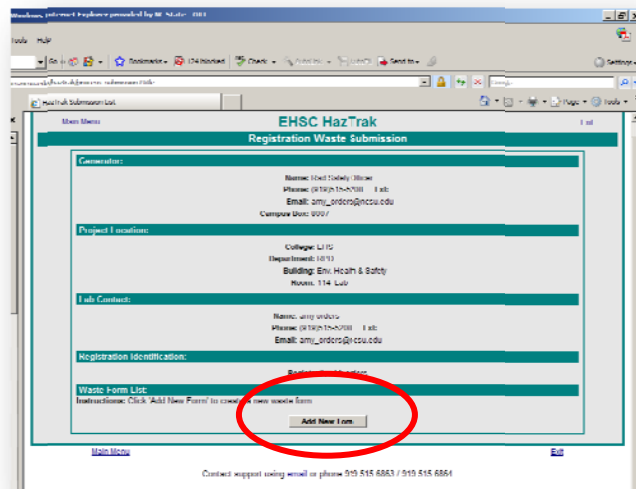
From the Environmental Health and Safety Website, www.ncsu.edu/edu, click on the Hazardous Waste Management tab on the left-hand column.

- Scroll down the page and click on the Waste submission form
- This will take you to the Authorized Access log-in page
 - Enter your Unity ID and Password
 - You are now in the EHS HazTrak system
- From the menu, select **Waste Submission**
- Enter the **HazTrak login ID and password**
- Click on 



- The screen shows generator, location, lab contact, and registration ID, which should be verified by the user. At the bottom of the page is a waste form list, which shows waste forms that have been submitted using that registration, but not reviewed by EHS

- Waste forms may be viewed by clicking on the waste form number. Forms may be edited or canceled.
- Click on 



- The form shows the user's name based on Unity access
 - Enter phone and email
 - The building, room number, and location type are initially entered by default from the registration. If wastes are to be picked up from another location, select the building from the list and enter the room number. Select the appropriate room type for where the waste was generated
 - Type in the constituent name. Do not use abbreviations or chemical formulas

- Trade names are acceptable if components are listed in the notes box
- Click **Add to list** and enter percentage
 - Repeat process for each constituent (name, add, percentage)
 - To remove a constituent, check box(select) and click **Remove Selected**
- Weight or volume must be indicated
- Select flash point, pH, and physical state from the lists
- Indicate whether the material, is “spent” or “unused” according to guidance provided (default is “no”)
- Enter any additional information in the “notes” box, such as whether to call first, bring replacement drums (excluded radioactive waste- see below), special instructions, or additional details about waste constituents
- For radioactive materials, highlight the isotope, click **Add to list** and enter the total activity in millicuries. **Remove Selected** works the same as for constituents

The screenshot shows the 'EHSC HazTrak Waste Submission' web form. The 'Constituents' section is the primary focus, featuring a table with two columns: 'Constituent Name' and 'Action'. The 'Add to List' button in the 'Action' column is circled in red. Other sections include 'Form Submitted By' with fields for Name, Phone, Email, and Submit Date; 'Pickup Location' with dropdowns for Building and Room; and 'Notes' at the bottom for additional information.

- Enter the RPO tag number (yellow tag attached to the container)
- Enter the PI Radioactive Material Permit Number (user number form HPA)
- Indicate if the waste is liquid scintillation fluid (default is “no”)
- Indicate if the replacement container is needed (select from list)
- If the waste is biological (human, animal, bacterial, or viral in origin) click on **Yes**
- Indicate if the waste is infectious to humans, animals, or plants
- Click on **Submit form** A confirmation page with control number or an error message showing which fields are incomplete or unacceptable will appear. Edit the form if necessary for successful submission
- Record the control number on the waste item, either using a waste label or printout of the confirmation page

The person may add more forms or exit to the main menu.

Add Another Form brings back the information screen just submitted.

Pickup Schedule

The generator/campus user may view the pickup schedule to see which of this waste forms have been scheduled and the date of pickup. Because access is tied to registration, multiple registrations for one generator will require multiple views.