

# Chemical Waste Inventory System (CWIS)

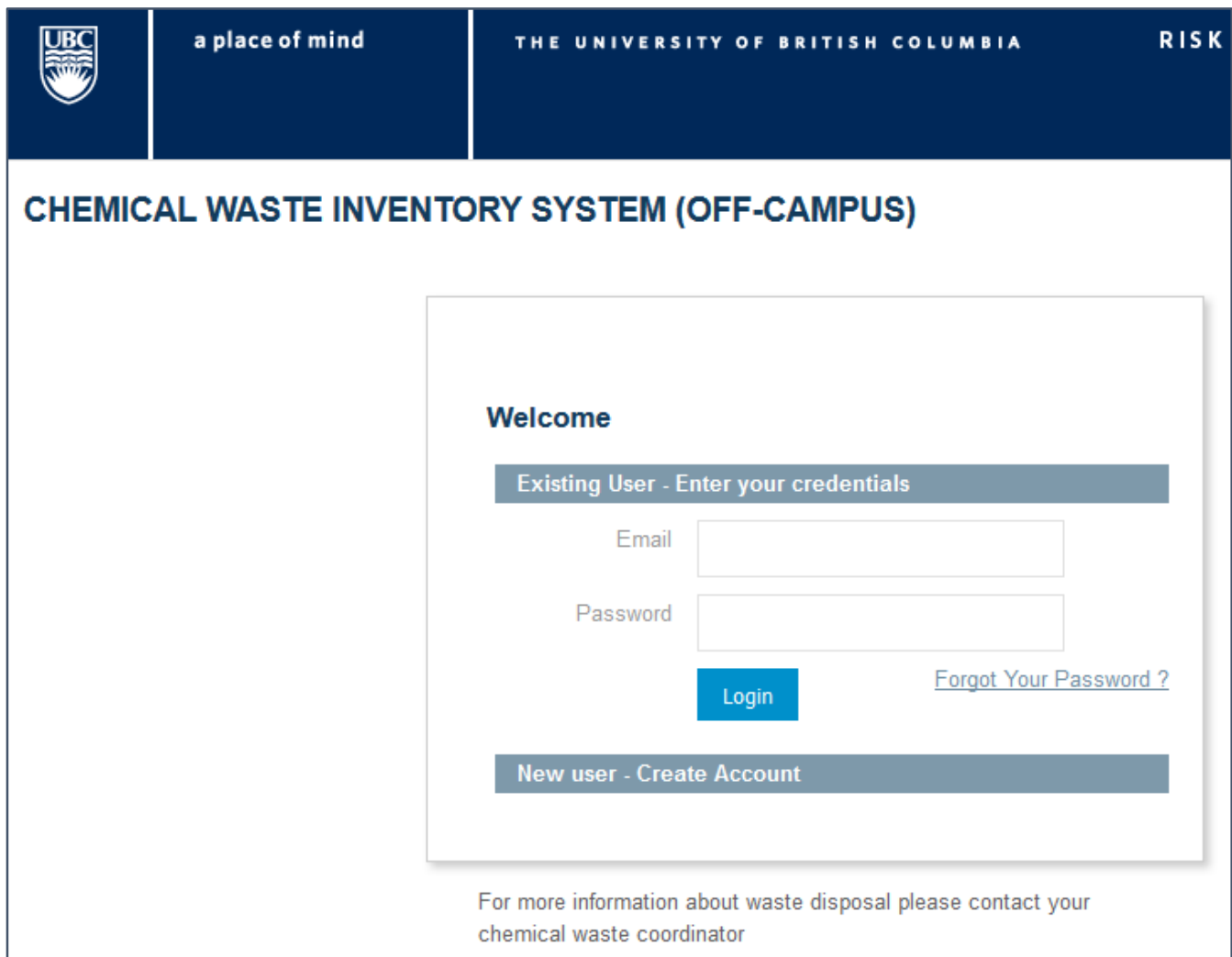
## Instructions for Hospital Sites Coordinators ONLY (Responsible Persons)

The RMS website includes detailed chemical disposal guidelines:

[www.riskmanagement.ubc.ca/environment/hazardous-waste-management/chemical-waste-disposal](http://www.riskmanagement.ubc.ca/environment/hazardous-waste-management/chemical-waste-disposal)

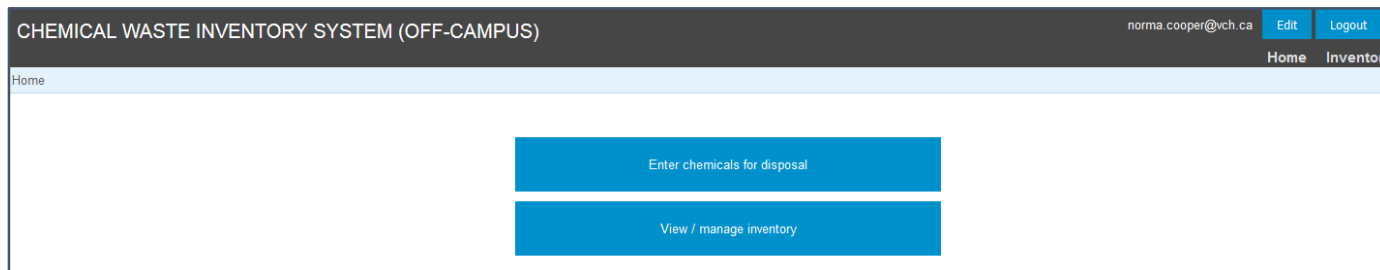
**Link directly to the CWIS:** <http://hse2.ubc.ca/wishospital/Login.aspx>

- You are designated as a “**Responsible Person**” rather than “**User**”, under the CWIS
- Login with your email (default password is “abcd1234” and you may change it later)

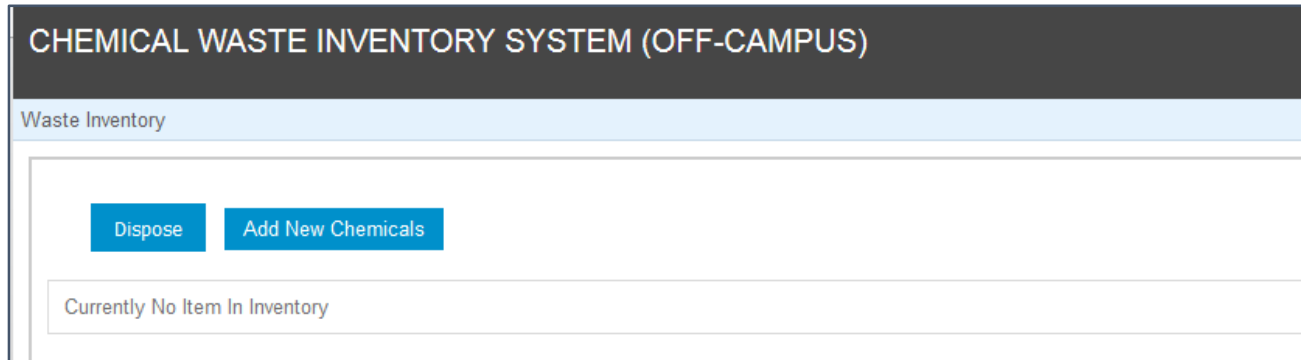


The screenshot shows the top navigation bar of the CWIS website. It features the UBC logo on the left, the slogan "a place of mind" in the center, and "THE UNIVERSITY OF BRITISH COLUMBIA" and "RISK" on the right. Below the navigation bar, the page title "CHEMICAL WASTE INVENTORY SYSTEM (OFF-CAMPUS)" is displayed. The main content area contains a "Welcome" section with a "Existing User - Enter your credentials" button. Below this button are two input fields: "Email" and "Password". A blue "Login" button is positioned below the "Password" field, and a link for "Forgot Your Password?" is to its right. At the bottom of the login section is a "New user - Create Account" button. Below the login section, a footer message reads: "For more information about waste disposal please contact your chemical waste coordinator".

- Click **Edit** if you wish to “update your login info” (change your password)
- Under the **Home** screen you may **Enter chemicals for disposal** or **View/manage inventory** (see screenshots below)



- Click **View/manage inventory** to **Dispose** or **Add new chemicals** for disposal
- **Dispose** of chemicals or **Add New Chemicals** for disposal
- This is what you see, if no chemicals in waste inventory

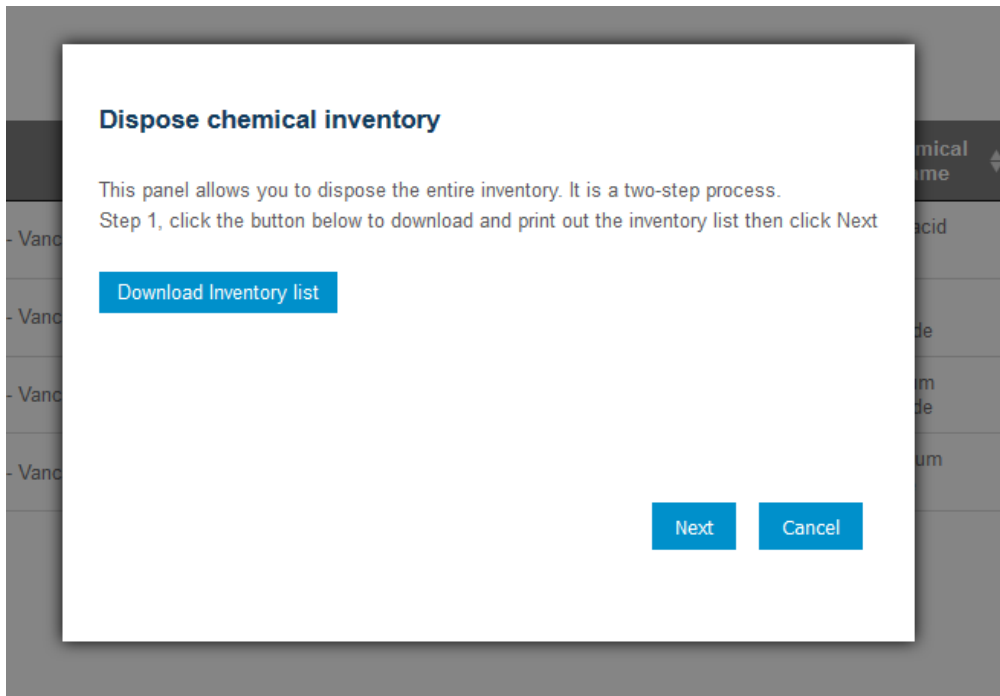


- This is what you see, if there are chemicals in the waste inventory

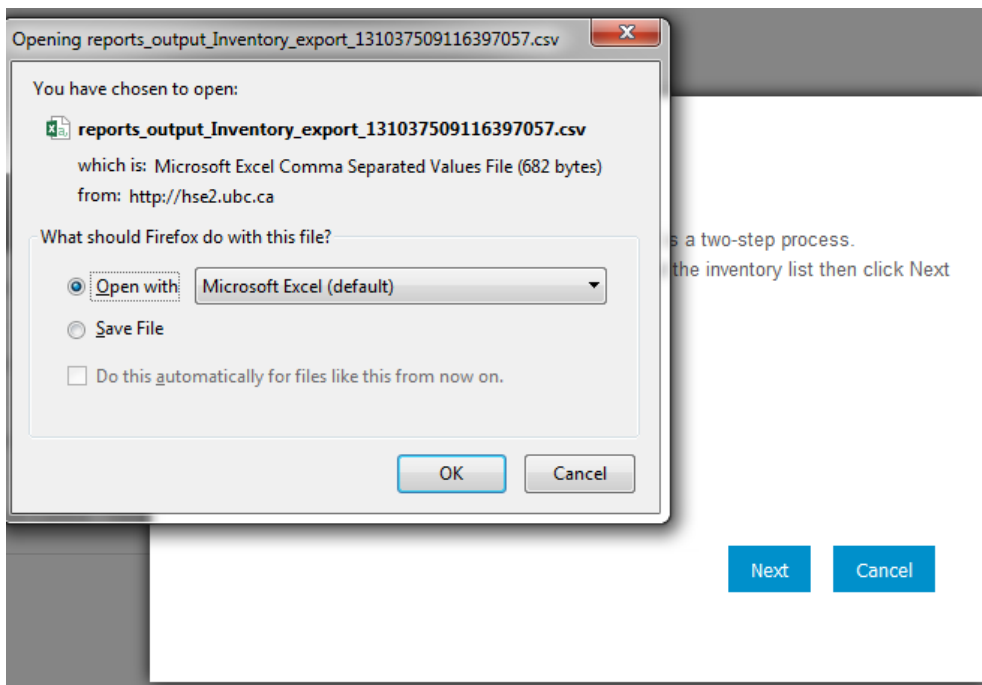
Request ID	Received	Facility	Generator	PI	Chemical Name	Hazard Class	State	Quantity Kg/L	
47032	3/29/2016	Jack Bell Research Centre - Vancouver General Hospital	Bang Dang	Elod Gyenge	Acetic acid glacial	Corrosive (8A)	Liquid	1	Edit
47032	3/29/2016	Jack Bell Research Centre - Vancouver General Hospital	Bang Dang	Elod Gyenge	Sodium hydroxide	Corrosives (8B)	Solid	1	Edit
47032	3/29/2016	Jack Bell Research Centre - Vancouver General Hospital	Bang Dang	Elod Gyenge	Vanadium pentoxide	Toxic (6.1)	Solid	0.25	Edit
47032	3/29/2016	Jack Bell Research Centre - Vancouver General Hospital	Bang Dang	Elod Gyenge	Potassium cyanide	Toxic (6.1)	Solid	0.025	Edit

Showing 1 to 4 of 4 entries

- If you click “**Dispose**” blue box above to dispose of all the chemicals in current inventory
- Click “**Download Inventory list**” to download a list in Excel (this is Step 1)



- Download the csv file "reports\_output\_Inventory\_export\_\*\*\*\*\*.csv" and Save it



- Then click **Cancel** if you just wanted to download the list
- Click **Next** if you want to continue with the chemical disposal

- Select **Disposal Date** from the drop down calendar (or leave current date if you do this on the disposal day after the chemicals have been picked up by RMS contractor)

**Dispose chemical inventory**

Step 2, select a disposal date for the inventory then click Dispose

Disposal Date:

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Then click **Dispose** to dispose of the whole waste inventory, you will see message below "**All items are successfully disposed**"

**Dispose chemical inventory**

Step 2, select a disposal date for the inventory then click Dispose

Disposal Date:

**All items are successfully disposed.**

- You can manually re-enter any chemical that has not been picked up by contractor on the set disposal date
- Contact RMS if you need to 'recover' all the chemical inventory you have disposed of in error