

# Instructions for Using the Chemical Waste Inventory System (CWIS) at Hospital sites

Link via the RMS website for 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)

**Users**, follow the simple steps below:

## LOGIN

NEW generators will be prompted to register the first time they use the system. Use **"UBC"** email addresses

## INTRO

**READ** the Hazardous Waste Inventory guidelines BEFORE proceeding!

## YOUR INFO

**BOTH** the generator email and Principal Investigator email are required!

## CHEMICALS

**ENTER** detailed and complete chemical waste information.

## CONFIRM

**CHECK**, confirm and submit your request.

## Detailed instructions:

Access the **CHEMICAL WASTE INVENTORY SYSTEM (OFF-CAMPUS)** via link below:

<http://hse2.ubc.ca/wishospital/Login.aspx>

### Welcome

- Login or create a new account
- If your PI is not in the system contact Environmental Services at 604-822-6306 or email [valeriy.kichenko@ubc.ca](mailto:valeriy.kichenko@ubc.ca)

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### CHEMICAL WASTE INVENTORY SYSTEM (OFF-CAMPUS)

**Welcome**

Existing User - Enter your credentials

Email

Password

[Forgot Your Password ?](#)

New user - Create Account

For more information about waste disposal please contact your chemical waste coordinator

## CHEMICAL WASTE INVENTORY SYSTEM (OFF-CAMPUS)

PI Email address does not exist in the system.  
Please use the link below to request your PI or manager to be added to the system.

### Welcome

Existing User - Enter your credentials

New user - Create Account

Enter some basic information below to get you started.

Ask your Primary Investigator (PI) or your manager for the PI Email.

All fields are required

Your Email	<input type="text" value="ligia.gheorghita@ubc.ca"/>
PI Email	<input type="text" value="ligia.gheorghita@ubc.ca"/>
Facility	<input type="text" value="iCAPTURE/Heart and Lung In"/> ▼
Password	<input type="password"/>
Confirm Password	<input type="password"/>

Start

[PI Email doesn't work ?](#)

For more information about waste disposal please contact [Valeriy Kichenko](#)

After successfully logging-in click **“Enter chemicals for disposal”**

## CHEMICAL WASTE INVENTORY SYSTEM

Home

Enter chemicals for disposal

View / manage inventory

# 1. Intro

- Remember: chemical waste only!
- Before you proceed make a note of unacceptable waste streams (e.g. unknown chemicals, explosives or potentially explosive materials, radioactive materials, gases, sharps, biological waste)
- An accurate description of the chemicals in each container is required!

CHEMICAL WASTE INVENTORY SYSTEM

Waste Inventory

1. Intro    2. Your Info    3. Chemicals    4. Confirm

**Important note before you proceed**

NO unknown chemicals, explosives or potentially explosive materials, radioactive materials, hazardous gases (in cylinders or lecture bottles), sharps, biological waste (biohazardous materials, biomedical/pathological human or animal) will be accepted.

**An accurate description of the chemicals in each container is required**

Include proper chemical names of all constituents in the waste container.  
If it is a chemical mixture, record all chemicals that are included in the mixture and their approximate concentrations.  
Acronyms, trade names, chemical formulas and non English names and/or characters are not suitable information and must not be used on the chemical waste disposal form or on labels on containers or packages. Refer to your material safety data sheets (MSDS) for more information.

Next

## 2. Your Info

- Verify your contact information (Name, Hospital Facility, Department, Office/Lab No, Phone, Email)
- Your Principle Investigator (Name/Email)

CHEMICAL WASTE INVENTORY SYSTEM Home

Waste Inventory

1. Intro **2. Your Info** 3. Chemicals 4. Confirm

Please verify your contact information (all entries are required)

Name  Enter your name.

Facility

Office/Lab No.

Phone

E-mail

Your Principle Investigator

Name

Email

## 3. Chemicals

List the chemicals for disposal (provide details):

- Waste Name and Composition – see "*correct description examples*" PDF
- Physical State (Liquid/Solid)
- Quantity (mL, L, mg, g, kg)
- Comments/Special Handling Instructions/Identification Information/Number of Containers (add anything useful, e.g. special or additional hazards)
- Add new type of chemical, if not already in the CWIS. Specify hazard class from drop down list based on MSDS

Hints:

- Chemical name (no acronyms/trade names/chemical formulas), composition, concentration (%)
- Hazard class from the drop-down list based on WHMIS and TDG (refer to MSDS for additional information): Flammable liquids (3), Oxidizers (5.1), Toxics (6.1), Corrosives (8), Other (describe), Non-Regulated (NR)
- Numbers in brackets are Transportation of Dangerous Goods (TDG) classes

- **New type of chemical** specify hazard class (see example below)

1. Intro      2. Your Info      **3. Chemicals**      4. Confirm

**List the chemicals for disposal**

Waste Name and Composition [correct description examples](#)

Potassium cyanide

Looks like you entered a new type of Chemical. Please specify a Hazard Class from the drop-down list below (refer to MSDS for additional information)

Toxic (6.1)

Physical State      Quantity

Solid      25      g

Comments/Special Handling Instructions/Identification Information/Number of Containers

- **Add** chemicals for disposal to your list (see example below)

**Add**

\* Add new chemical items to the list according to Physical State.

Chemical Name	State	Quantity	Unit	Waste Class	Comment	Edit	Del
Acetic acid glacial	Liquid	1	L	Corrosive (8A)			
Sodium hydroxide	Solid	1	Kg	Corrosives (8B)	1 bottle		
Vanadium pentoxide	Solid	250	g	Toxic (6.1)			
Potassium cyanide	Solid	25	g	Toxic (6.1)			

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## 4. Confirm

Verify your chemicals and click **"Submit"**.

1. Intro      2. Your Info      3. Chemicals      **4. Confirm**

**Please verify the following information**

Name    Ligia Gheorghita

Facility    iCAPTURE/Heart and Lung Innovation Centre - St. Paul's Hospital

Office/Lab No.    RMS 336

Phone    604-822-9840

Email    ligia.gheorghita@ubc.ca

PI Name    Ligia Gheorghita

PI Email    ligia.gheorghita@ubc.ca

Chemical Name	Quantity	State	Comment
Acetic acid glacial	1	Liquid	
Sodium hydroxide	1	Solid	1 bottle
Vanadium pentoxide	0.25	Solid	
Potassium cyanide	0.025	Solid	

[Back](#)      [Submit](#)

Download, save and print out the **"Chemical Waste Disposal Form"**

**Thank You**

Your chemical disposal information was accepted by the waste tracking system. Please transfer your chemicals to the storage room of your building, print out the **Chemical Waste Disposal Form** and place it in the storage room dedicated binder.

[Start Another Entry](#)    [Go to Active Inventory page](#)

## Email Confirmation

You will receive a confirmation email from [lab\\_register@hse.ubc.ca](mailto:lab_register@hse.ubc.ca), with your attached "**ChemWasteInventoryReport.pdf**" and the following content:

### **Chemical Waste Inventory System Confirmation**

*Your chemical disposal information was accepted by the system.*

*Please transfer your chemicals to the storage room of your building, print out the attached Chemical Waste Disposal Form and place it in the storage room dedicated binder.*