

Submitting a Biohazardous Waste Pickup Request

1. To submit a biohazardous waste pickup, fill out the Biohazardous Waste Pickup Request form. See figure 1.
2. Begin by entering your information in the Generator section.
3. Enter the location of the biohazardous waste in the Location section. If you have waste in multiple locations, you will need to submit requests for each location.
 - a. In Campus, Building, or Outdoor Area, enter your building then select your room number. If you have additional details enter them in Additional Location Details. If your room number does not appear in the drop-down list, enter it in Additional Location details.

Figure 1

PASADENA CITY COLLEGE

Biohazardous Waste Pickup Request

Complete the form below to request a biohazardous waste pickup.
Allow 3-5 business days for requests to be fulfilled.

2 Generator

Email Address *

Phone Number *

First Name *

Last Name *

3 Location

Campus, Building, or Outdoor Area ⓘ

Additional Location Details ⓘ

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4. Enter the waste information in the Container section. See figure 2.
 - a. Accumulation Started Date: can leave blank
 - b. Container Type Description: enter the waste container type (ex. biohazard bag, sharps container, expired medication box)
 - c. Container Contents: enter the waste contents (ex. biohazard waste, sharps, expired medication). Leave percentage blank.
 - d. To add more waste containers click on Add Another Container, found at the bottom of the form

Figure 2

The screenshot shows a web form for submitting a biohazardous waste pickup request. The form is titled "Container 1" and has an "Actions" button in the top right corner. The form is divided into three main sections, each with a red lettered label in a box:

- a** Accumulation Started Date: A text input field with a placeholder "YYYY-MM-DD".
- b** Container Type Description *: A text input field with a placeholder "Describe the container used...".
- c** Container Contents ⓘ: A section containing two input fields: "Name or Description" and "Percentage". Below these fields is a dashed box with a plus icon and the text "Add Container Contents".

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5. In the Type of Waste section select the type of waste you need picked up. See figure 3.
6. In the dropdown list select if your sharps are contaminated with hazardous chemicals. If it doesn't apply leave blank.
7. Enter additional information in the Additional Notes section.
8. When done, click on Submit Pickup Request.

Figure 3

The screenshot shows a web form for submitting a biohazardous waste pickup request. It includes the following elements:

- 5** Type of Waste *
 - Biohazard waste bags/containers
 - Sharps container
 - Other (explain in additional notes)
- 6** Are any of the sharps contaminated with hazardous chemicals?
A dropdown menu is shown below this question.
- 7** Additional Notes
A text input field is shown below this question.
- d** Add Another Container (button)
- 8** Submit Pickup Request (button)

9. When you submit your request you will see a page that shows you the information you submitted. You will also receive an email. Under the Container Label section, figure 4, you will be able to:
 - a. Download your container label
 - b. Regenerate your container label, which emails you a link that allows you to access the container label

Figure 4

The screenshot shows the 'Container Label' section of the submission confirmation page. It includes the following elements:

- Container Label**
- A label was generated for this container at 1:42 pm on June 7th, 2024. You can download the label below or regenerate it if information about your container has changed.
- b** Regenerate Container Label (button)
- a** Download Container Label (button)