

# Submitting a Chemical Waste Pickup Request

1. To submit a chemical waste pickup, fill out the Chemical Waste Pickup Request form. See figure 1.
2. Begin by entering your information in the Generator section.
3. Enter the location of the chemical 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

## Chemical Waste Pickup Request

Complete the form below to request a chemical 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 chemical information in the Container section. See figure 2.
  - a. Accumulation Started Date is the date the waste was first placed in the container.
  - b. Container Type Description: enter the size and the material of the container (ex. 16 oz plastic bottle, 1 liter glass bottle)
  - c. Container Contents: Include the composition of the waste.
    - To add multiple contents, click on Add Container Contents.
    - To remove contents, click on the X on the right side.

Figure 2

**4** Container 1 Actions

**a** Accumulation Started Date  
YYYY-MM-DD

**b** Container Type Description \*  
Describe the container used...

**c** Container Contents ⓘ

Name or Description	Percentage
<b>+</b> Add Container Contents	

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5. In the Hazard Class section select the waste hazards. See figure 3.
6. Enter additional information in the Additional Notes section.
7. To add a second container, click on Add Another Container, found at the bottom of the form. Enter the new container's information. Add as many containers as you need.
8. When done, click on Submit Pickup Request.

Figure 3

The screenshot shows a form section with two main parts. The first part is labeled '5 Hazard Class \*' and contains a list of seven hazard categories, each with an unchecked checkbox: Flammable, Corrosive Acid, Corrosive Base, Toxic, Reactive, Oxidizer, and Unknown (describe in additional notes). The second part is labeled '6 Additional Notes' and features a large, empty text input field. At the bottom of the form, there are two buttons: '7 Add Another Container' on the left and '8 Submit Pickup Request' on the right.

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 a section titled 'Container Label'. Below the title, there is a message: '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.' At the bottom of the section, there are two buttons: 'b Regenerate Container Label' on the left and 'a Download Container Label' on the right.