Submitting a Universal Waste Pickup Request

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

Complete the form below to request a universal 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 ⓘ

Begin typing to search locations...

Additional Location Details ⓘ

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 container the waste is stored in (ex. cardboard box, plastic container). If none enter None.
    c. Container Contents: enter the type of waste (ex. Batteries). Leave percentage blank. Do not mix waste types, each waste type should be stored in its own container.
    d. To add more waste containers click on Add Another Container, found at the bottom of the form

Figure 2

5. In the Type of Waste section select the type of waste you need picked up. Multiple types can be selected. See figure 3.
6. Enter additional information in the Additional Notes section.
7. When done, click on Submit Pickup Request.

Figure 3

8. 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