

Online Tag Program (OTP) Manual

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Introduction

To reduce the incidence of non-compliance and streamline the tagging and pickup process, the Office of Environmental Health and Safety (OEHS) is instituting an online hazardous waste tag system called the Online Tag Program (OTP) <http://otp.ucsf.edu>. The online tag program offers many advantages over traditional hazardous waste tags including:

- Laboratories will no longer be required to fill out and fax a waste pick-up request form to OEHS. OEHS will automatically be notified when a container has reached the 60 day storage limit and needs to be picked up. An email will be sent to the lab contact(s) notifying the lab that the container is ready for disposal and OEHS technicians will pick up your waste. To arrange to have a container picked up before the 60 day storage limit is reached, simply log on to <http://otp.ucsf.edu> and select the containers you wish to be picked up as ready for disposal.
- Waste generators will no longer have to complete hazardous waste labels by hand. The information will be completed online and printed on your printer. (The paper label will be attached to the container using an OEHS provided, adhesive-backed, plastic envelope.) The program fills in the repetitive identifying information for you from your account data.
- Creating tags of routinely generated waste will be much easier. Laboratories will have the ability to create a "Waste Profile" of routinely generated waste and save it in the system. Once your profile is created, to create a new waste tag, click on the "Create new tag from profile" button, enter the size of the container, and print a fully completed tag.
- The program catches and corrects common errors of omission, so every tag you print is a complete tag.

Creating an Account

In order to establish an account with the Online Tag Program, send an e-mail to otp@ehs.ucsf.edu. Include in the e-mail:

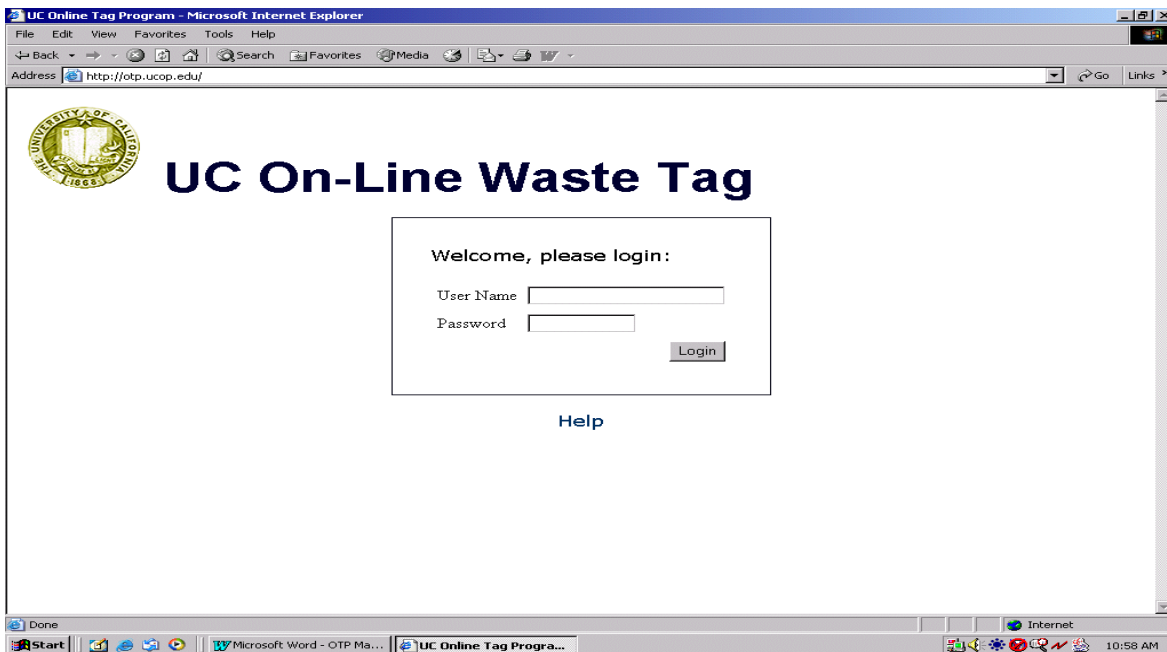
- First and last name of the Principal Investigator (PI).
- Name of the Lab Contact or Lab Manager.
- Phone number and email address of the laboratory contact
- Up to two people to send additional e-mail notifications to.

Once you are signed up to be an OTP user, you will receive a confirmation email telling you that an account has been set up in your name.

The email will contain your login name and user password. Please distribute it to everyone in your laboratory who is responsible for labeling hazardous waste containers. Only one login is needed per laboratory. Once you have your account, please create all your new hazardous waste tags using the OTP.

Logging on to the Online Tag Program

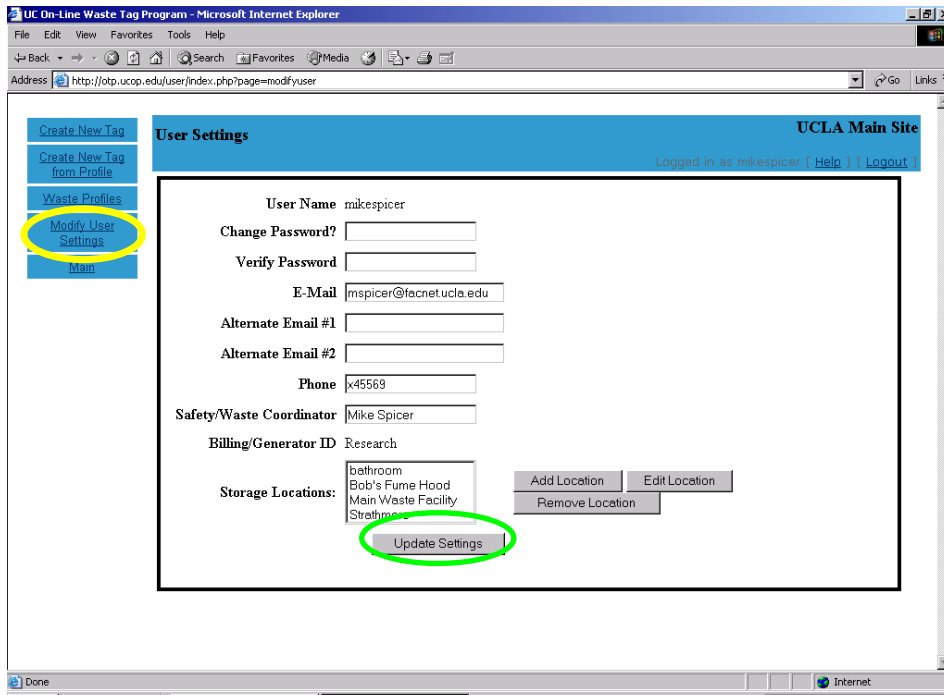
1. Type in the address <http://otp.ucsf.edu>
(PLEASE NOTE: THERE ARE NO WWW'S IN FRONT OF THE ADDRESS)
2. Enter your username and password.



Modifying User Settings

To change user settings, Click on “**Modify User Settings**”. This will enable the user to change passwords, email addresses, phone numbers, safety/waste coordinator, add locations/edit locations and/or remove locations. Click on “**Update Settings**” at the end of each change made.

****For the first time user, you must change the temporary password to a password that is unique for your lab or group. You must have at least one Storage Location in order to proceed to the creation of waste tags.**



Creating a Waste Tag

1. Click on “Create New Tag”-
 - A) Choose a “Storage location” (where the waste container will be located while waste is being accumulated).
 - B) “Container Size” is the total volume or weight the waste container can hold at maximum capacity.

NOTE: If dry waste is being disposed of and plastic bags are used as the storage container, then container size is the volume size of the bag not the actual weight of the bag.

- C) “Chemical Constituents”, (the chemicals in the waste container) should be listed according to quantity. Only COMPLETE chemical names should be used and **no abbreviations or symbols.**
- D) “Percentage” should correspond to the amount of each chemical that is in the container relative to the total amount. As you change one percentage, the others automatically adjust so that the constituents listed will always add up to 100% of the waste in the container.

Chemical Constituents No Abbreviations	% of total
List all chemicals in the waste. Group trace chemicals on a single line and report as 1%.	
acetone	80
alcohol	20
<input type="button" value="Add More Chemicals"/>	

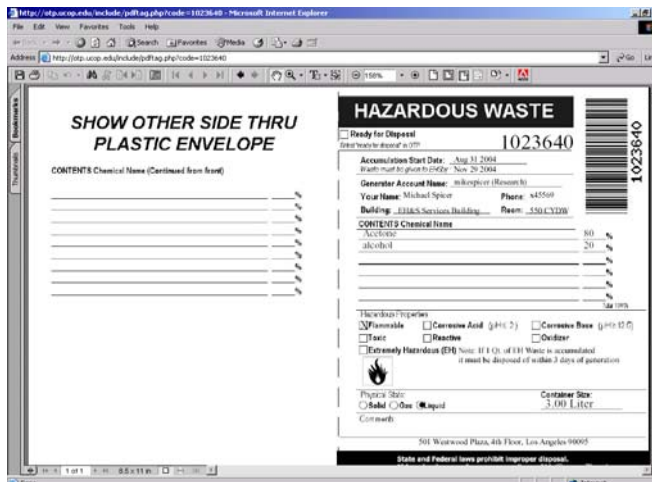
- E) “Hazard Class” corresponds to how the EPA classifies each chemical based on their primary danger to the environment. The Hazard Class that a chemical waste belongs to can be looked up in the Material Safety Data Sheet (MSDS), or product label.

- F) “Physical State” is simply whether the waste is solid, liquid, or gas. In the case of two-phase waste, according to the Department of Transportation, even a solid with trace amounts of liquid in it will be classified as liquid waste.
- G) “Comments” section can be used to inform the waste technicians picking up the container, if there is any special handling information that you feel they would need to know. This section can also be utilized for the labs own internal notes.

Hazard Class: Check all that apply	<input checked="" type="checkbox"/> Flammable
	<input type="checkbox"/> Corrosive Acid (pH <= 2) <input type="checkbox"/> Corrosive Base (pH >= 12.5) <input type="checkbox"/> Toxic <input type="checkbox"/> Reactive <input type="checkbox"/> Oxidizer <input type="checkbox"/> Extremely Hazardous
Physical State:	Liquid
Comments	<div style="border: 1px solid black; height: 40px;"></div>
<input type="button" value="Save and Print Tag"/> <input type="button" value="Save as Profile"/>	

When the tag is completely filled out, click on “Save and Print Tag”. Another window should open up with your new hazardous waste tag. Please ensure your web browser is set to allow pop-ups from the OTP website. You will also need to have adobe acrobat installed on your computer.

Each tag will have an assigned tracking number unique to that container. Print out the tag, fold it along the dotted line, and place it into one of the clear packing envelopes (provided by the Office of Environmental Health and Safety). Remove the protective backing from the self adhering envelope and attach to the container. If your waste container is too small for the tag, place the container in a plastic zip lock bag and attach the waste label to the bag.



Managing Containers in Accumulation Areas

The main menu is shown in the graphic below and contains an inventory of all the waste containers that are currently being stored and accumulated in your laboratory. Each waste container is designated by its own unique tracking number, chemical names, building and room where the waste is stored and the number of days held in your laboratory.

Containers Ready for Disposal

Containers that have reached their maximum allowable storage time limit of 60 days automatically get sent to the “containers ready for disposal” section. When a container reaches its 60 day limit, the users with e-mail addresses specified on the account will automatically get an e-mail notification from the system. The email will state that the container is over the allowable storage time limit and will be picked by OEHS.

If you wish to have a waste container disposed of before the maximum allowable storage limit is reached, select the check box next to the container in the inventory, and click the “Checked Items Ready for Disposal” button. The container will be moved to the “Containers Ready for Disposal” section. OEHS will automatically be notified that the container is ready to be picked up.

The screenshot shows a web browser window titled "UC On-Line Waste Tag Program - Microsoft Internet Explorer". The address bar shows "http://otp.ucop.edu/user/". On the left is a navigation menu with buttons for "Waste Profiles", "Modify User Settings", and "Main".

The main content area is divided into two sections:

Containers in Accumulation Areas

To edit or delete a container, click it's tracking number

Tracking #	Primary Chemicals	Building, Room	Days Held (max 90)
<input type="checkbox"/> 1019819	acetone	EH&S Services Building 550 CYDW	63
<input type="checkbox"/> 1021305	formalin	EH&S Services Building 550 CYDW	43
<input type="checkbox"/> 1023563	acetone water	EH&S Services Building 550 CYDW	11
<input type="checkbox"/> 1023640	Acetone alcohol	EH&S Services Building 550 CYDW	10
<input type="checkbox"/> 1023706	Acetone Water	EH&S Services Building 550 CYDW	9
<input type="checkbox"/> 1024255	acetone	EH&S Services Building 550 CYDW	0

Checked items ready for disposal

Containers Ready for Disposal

To edit or delete a container, click it's tracking number

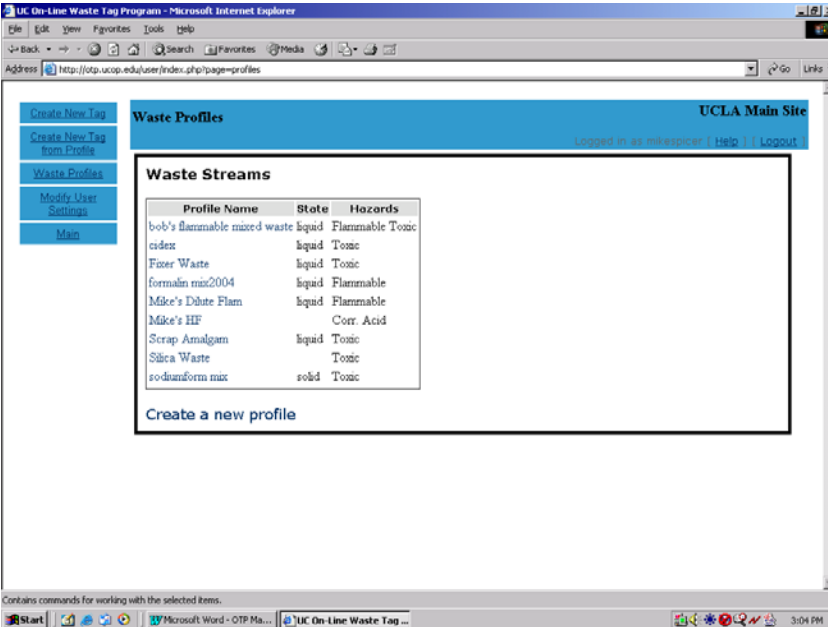
Tracking #	Primary Chemicals	Building, Room	Days Held (max 90)	Days since request
<input type="checkbox"/> 1011696	Ether Ethanol	CHS A3-180	155	64
<input type="checkbox"/> 1011705	paper towels blue chucks	Strathmore 4th Floo	155	64
<input type="checkbox"/> 1012182	sodium chloride formaldehyde	chs 224	150	63
<input type="checkbox"/> 1019646	methanol	EH&S Services Building 550 CYDW	156	64

Return Checked Items to Accumulation

The taskbar at the bottom shows the Start button, several icons, and open applications including "Microsoft Word - OTP Ma..." and "UC On-Line Waste Tag ...". The system clock shows "11:21 AM".

Creating a Waste Profile

Waste profiles are for waste streams that your laboratory generates routinely (e.g. ethidium bromide waste). To create a new profile, click on the “Waste Profiles” link. The waste profiles page (shown below) will list all of the waste profiles that have been created for your laboratory. Each profile is listed with its respective profile name, physical state, and hazards. To create a new profile, click on the “Create a New Profile” link at the bottom of the page. After creating the profile, click on the “Save as Profile” button to save the profile.



The screenshot shows a web browser window titled "UC On-Line Waste Tag Program - Microsoft Internet Explorer". The address bar shows the URL "http://otsp.ucop.edu/user/index.php?page=profiles". The page content includes a navigation menu on the left with links: "Create New Tag", "Create New Tag from Profile", "Waste Profiles", "Modify User Settings", and "Main". The main content area is titled "Waste Profiles" and "UCLA Main Site". It features a "Waste Streams" table with the following data:

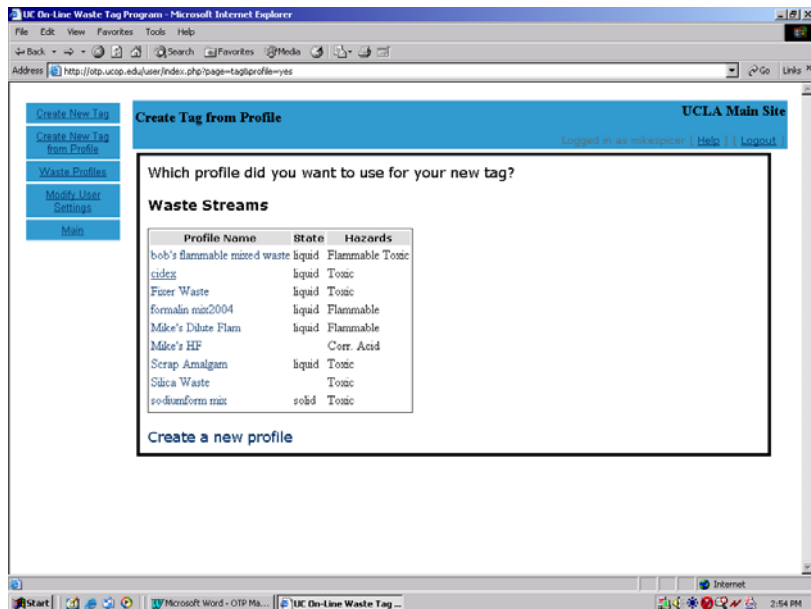
Profile Name	State	Hazards
bob's flammable mixed waste	liquid	Flammable Toxic
cidex	liquid	Toxic
Fixer Waste	liquid	Toxic
formalin mix2004	liquid	Flammable
Mike's Dilute Flam	liquid	Flammable
Mike's HF		Corr. Acid
Scrap Amalgam	liquid	Toxic
Silica Waste		Toxic
rodiumform mix	solid	Toxic

Below the table is a link: "Create a new profile". The browser's taskbar at the bottom shows the Start button, several icons, and the system tray with the time "3:04 PM".

Creating a New Tag from a Waste Profile

The “Create New Tag from Profile” menu shown below will allow you to create a new tag from an existing waste profile. Most of the information will already be filled in with exceptions such as storage location, container size and unit of measure. Although chemical constituents and percentages will already be filled in for you, they can be modified.

To create a waste tag from a waste profile, click on the “Create New Tag from Profile” link. After clicking on the link, you will see the “Waste Streams” window and it will ask you which profile will you want to use for your new tag. After clicking on the desired profile, you will be directed to the “Create new Tag” window. Select the storage location, container size, and the units of measure. Click on “Save and Print Tag” to print the tag.



Editing a Waste Tag on an Existing Container

If you need to make a correction on a waste tag already created, in the main menu, click on the container in your inventory you wish to change. Enter the changes on the waste tag and select “Reprint Tag” to print the waste tag.

The screenshot shows the 'UC On-Line Waste Tag Program' in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://otp.ucop.edu/user/index.php?page=tagedit=1019819>. The main content area is a form with the following sections:

- No Abbreviations**: A table for listing chemicals. The first row contains 'acetone' and '100'. There are four empty rows below it. An 'Add More Chemicals' button is located to the right of the table.
- Hazard Class**: A section with the instruction 'Check all that apply'. It contains seven checkboxes:
 - Flammable
 - Corrosive Acid (pH <= 2)
 - Corrosive Base (pH >= 12.5)
 - Toxic
 - Reactive
 - Oxidizer
 - Extremely Hazardous
- Physical State**: A dropdown menu currently set to 'Liquid'.
- Comments**: A large text area for entering comments.
- Buttons**: At the bottom right, there are two buttons: 'Reprint Tag' (circled in red) and 'Delete Tag'.

Deleting a Waste Tag

Use this feature only to remove a container that you created by mistake or for a container you didn't actually use. In the main menu, click on the container in your inventory you wish to delete. Click on the “Delete Tag” button to remove the container from your inventory.