1. Logon to <u>BioRAFT</u> @ <u>https://bu.bioraft.com/</u> and you will be greeted by your homepage.

BOSTON UNIVERSITY		Welcome, Sony He Home Support Logou
Find Individual or Group Search Research Management Heir Lab Research Tools	Welcome to BioRAFT Announcements 10/10/2018: PLEASE REVIEW CHEMICAL HYGIENE PLAN Boston University (BU) is committed to the safe and compliant use of chemicals in the laboratory [more] View All Announcements	Your invitation at BioRAFT has e 08/04/2018 Your invitation at BioRAFT has e 07/31/2018 Your account at https://bu.biora 07/31/2018 Your account at https://bu.biora 05/16/2018 Radiation Safety - Biochemistry
 Training Equipment My Account 	Required Training Course Name Renewal Date Image: Course Directory Renewal Date	View Entire Inbox View Entire Inbox Compliance Summary for Heir Lab Biological: Radiological: Training:
		Equipment:

2. In the left pane click on your labs name to expand the menu. From the expanded menu click on "View Lab Profile"

BOSTON UNIVERSITY		Welcome, Sony Heir Home Support Logout
Find Individual or Group Search	Welcome to BioRAFT	
 Research Management Heir Lab View Lab Profile ChemTracker Compliance Dashboard Manage Members 	Announcements 10/10/2018: PLEASE REVIEW CHEMICAL HYGIENE PLAN Boston University (BU) is committed to the safe and compliant use of chemicals in the laboratory [more] View All Announcements Click on your lab in left pane Required Training	Compliance E-Mail Inbox 08/04/2018 Your invitation at BioRAFT has e 07/31/2018 Your account at https://bu.biora 07/31/2018 Your account at https://bu.biora 05/16/2018 Radiation Safety - Biochemistry View Entire Inbox
» Send Lab Message » Chem Summary » Waste	Course Name Renewal Date Isolation 02/09/2019	Compliance Summary for Heir Lab Biological: Radiological:

3. From your labs profile page click on the "Waste" tab to initiate a "Hazardous Waste pick up request"

							Velcome, Son Support L
View Edit (ChemTracker	Dashboard	Members	Chem	Training	Waste	
View Spaces Docu	ments Forms	Notes Equipr	nent Lab Insp	ections Se	If Inspections	T	
eir Lab					Click on t	he waste	tab
Contact Info				Compliance Summary			
Principal Investiga	tor: <u>Sony Hei</u>	r			Biologica	al.	
Department:			-				
Building:		704 Commonwealth Avenue			Radiolog		
	204.	204J			Training:		~
Room Number:							
Room Number: Mail Code:	617-358-0	0464			Equipme	nt:	-
Room Number:	617-358-0	0464			Equipme	ent:	

- 4. On this tab you will see the various "Waste streams" that have been assigned to your laboratory based on the commonly requested waste pickups at BU. If the waste that you need picked up falls into one of these categories click on the "Request Pick Up" link next to the corresponding profile name. By using one of these profiles a lot of the information for the waste pickup request will be pre-populated for you.
 - a. If your waste does not fall into one of these waste stream profiles click on the "Submit New Chemical Waste Pickup Request" at the bottom of the page.

iew Edit (ChemTracker	Dashboard	Members	Chem	Training	Waste	
eir Lab - Pic	k Up Rea	uests IF AF	PLICABLE PI		THE ASSIG	NED WASTE STREAM	
ssigned Waste Streams							
Profile Number	Profile Na	ne			Last Revu	est	
1000	Assorted Ha	Assorted Halogenated and Non-Halogenated Solvents				Request Pick Up	
1001	Contaminate	Contaminated Glass Plates and Silica				Request Pick Up	
1002	Oil	Oil				Request Pick Up	
1003	Ethidium Bro	Ethidium Bromide Gels				Request Pick Up	
1004	Organic acid	Organic acid and Solvent solutions				Request Pick Up	
Submit New Chemi	ical Waste Picku	p Request	IF NONE (STE STREAI UR WASTE C	MS MEET THE CRITER	

5. On the next page you will be asked to fill in the pertinent details for your waste pick up request. Several items are pre-populated for you based on the waste stream profile that was selected but certain information will need to be filled in (i.e. Amount, units, # of containers, Location, SAA location, relevant notes, and any supplies you might need). Once all the information is filled out click "Submit Pick Up Request"

- Pickup Details	
Physical State: *	
Solid \$	
Amount: * Units:	
g 🗘	
# of Containers: *	
# of Containers:	7
Location:	
704 Commonwealth Avenue - 204J 🕏	
SAA Location:	
Waste Stream Profile:	
Assorted Halogenated and Non-Halogenated Solvents	
Does your waste container meet the chemical constituent and m	aximum % requirements below?: *
Additional Classification Information	
Liquid - Organic, Halogenated	
– Pickup Bequest Notes –	

Heir Lab - Add Waste Pickup Request

	Add any other relevant notes or additional information:
1	- Supplies Needed
I	Supplies Needed:

Waste tags, containers, vented caps

Submit Pick Up Request Submit Another Pick Up Request Cancel

6. Once you click on the "Submit" button you will be redirected back to the Waste tab and will see a confirmation message indicating that the pickup request has been created. On this page you also have the option to edit/view any open pick up requests that your laboratory has.

Heir Lab - Pick Up Requests

signed Waste Stream	ns		
Profile Number A	Profile Name	Last Request	
1000	Assorted Halogenated and Non-Halogenated Solvents	10/17/2018	Request Pick Up
1001	Contaminated Glass Plates and Silica		Request Pick Up
1002	Oil		Request Pick Up
1003	Ethidium Bromide Gels		Request Pick Up
1004	Organic acid and Solvent solutions		Request Pick Up

Pending Chemical Waste Pick Up Requests -

<u>Request #</u> ▲	<u>Profile</u> <u>Number</u>	Waste Profile	Amount	<u>Last</u> <u>Requested</u>		
1001	1000	Assorted Halogenated and Non-Halogenated Solvents	5.00 L	2018-10-17	View	<u>Edit</u>
View Waste Pick	<u>up Request histor</u>	pickup that	t you just created	d if nee	eded	