CHEM myLab User Guide: Waste Pickup Module

Last Updated: February 21, 2023

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myLab Basics – New Web Version

Logging into myLab

Note

If you use a shared computer to access myLab, you must login to the computer with your own credentials and then completely logout of the computer before the next user assumes control.

1. Access myLab through https://mylab.mcgill.ca
2. If prompted, enter your **McGill username** and **password**
   - myLab is part of Single Sign On (SSO). If you are already logged in to another application which uses SSO, you will NOT be prompted to log-in.

Note

If **off-campus**, you must be connected to McGill's VPN to access myLab

- For instructions on installing and launching the VPN, refer to this knowledge base article: https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687
- For any problems connecting to the VPN, contact the IT Service Desk (login to start a chat): https://mcgill.ca/itsupport

Security protocols

ALL users logging into the myLab Web Application must do so using their Active Directory @mcgill or @mail.mcgill email credentials (the same as you currently use to login to Windows).

Individual (named user) login will:

1. Secure access to the application
2. Introduce a single-sign on (SSO) user experience
3. Facilitate provisioning access
4. Enhance auditing data (specifically who is viewing or editing what)

Basics of getting started with myLab and navigating the myLab interface

Consult the **myLab User Guide: Basics** for information on these topics:

- myLab Homepage - PI Overview explained | CHEM modules explained | RAD modules explained
- Basic Navigation – Help | Screen export (Options) vs McGill customized reports | Scrolling in a grid view | Returning to the menu screen within a module | Returning to the homepage of myLab
- Additional Help –Display options, exporting screen data, and saving customized settings

User Guides are available in the IT Knowledge Base.

Logging out of myLab

To logout of myLab, on any menu screen where your name is displayed (top right corner), click the down arrow next to your name and select **Logout** from the displayed options.

Note

If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.

Waste Pickup Module – New Web Version

Note

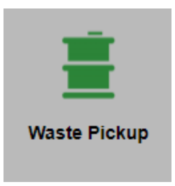
Hazardous waste rooms are emptied on a weekly basis, YOU DO NOT need to submit a myLab waste request for pickup of waste stored in those rooms.

Consult the Waste Disposal Guidelines on the Hazardous Waste Management website for more information and procedures (https://www.mcgill.ca/hwm/guidelines).

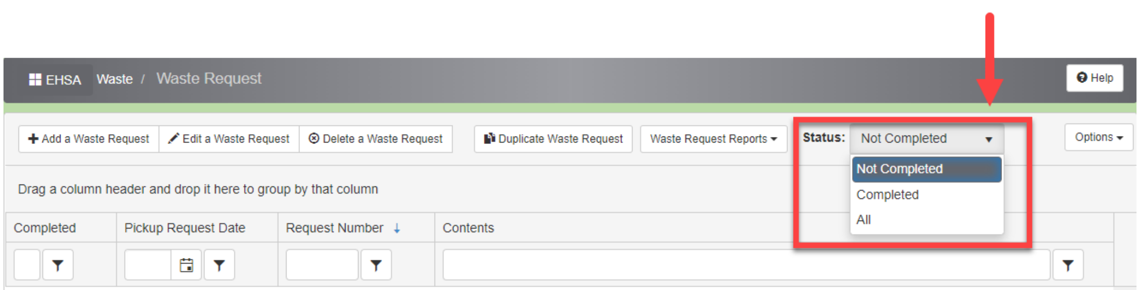
Only the collection of **chemical waste at your laboratory** requires the creation of a waste request through myLab.

Requesting a waste pick up

1. Click the **Waste Pickup** icon on the myLab homepage



2. The Waste Request screen is displayed. By default, a listing of all waste requests with the status *Not Completed* are displayed for ALL PIs you have access to view. To view a listing associated to a different **status** - click the down arrow next to the field and make a selection.



There are two ways to create a waste pickup

- **+Add a Waste Request button** – Used to add specific containers to a waste request – select items (containers) from your inventory and/or manually add containers and record their contents
- **+New Lab Room Clean Out button** – Used to add your entire inventory to a waste request in one-click while still having the option to remove specific inventory items from the waste request

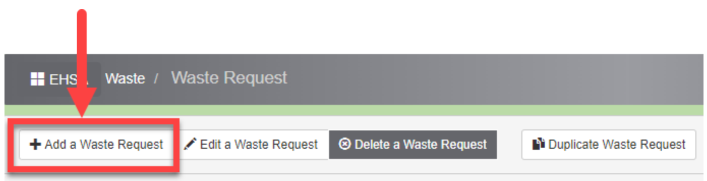
In this section:

- [Add a Waste Request]
- [New Lab Room Clean Out]
- [Editing a Waste Request]
- [Deleting a Waste Request]

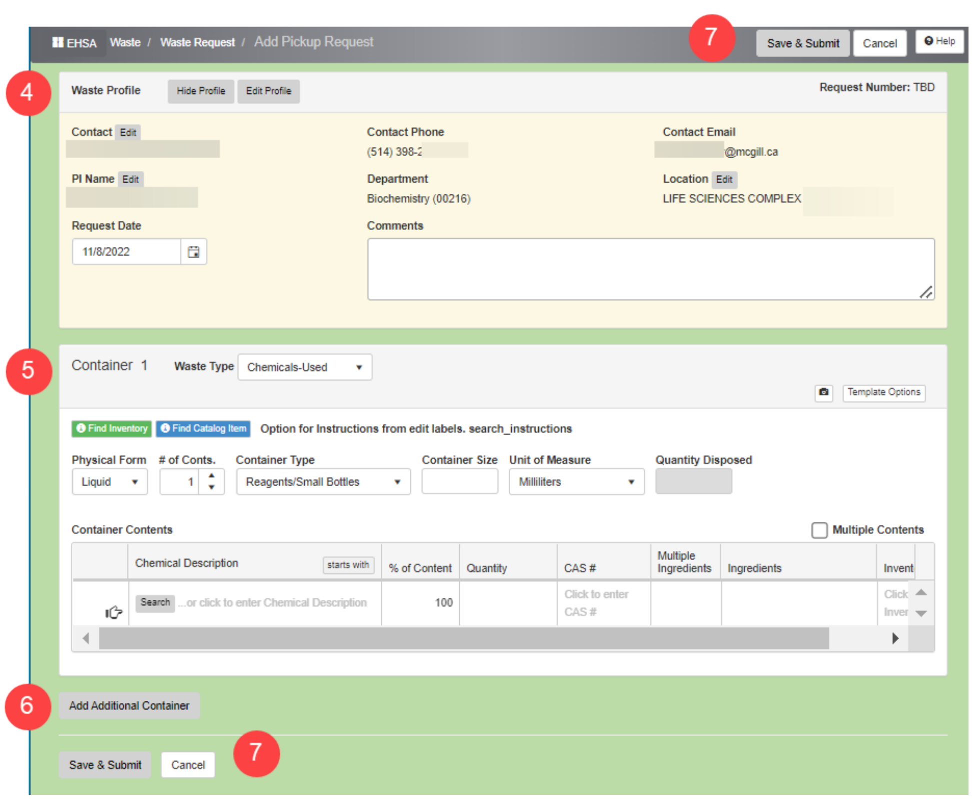
Add a Waste Request

Use this to add specific containers to a waste request – select items (containers) from your inventory and/or manually add containers and record their contents

1. Click the **+ Add a Waste Request** button



2. The Add Pickup Request screen is displayed



3. If you are missing a waste request profile, you will be prompted to create one ([instructions]), otherwise, your **Waste Profile** is displayed at the top of your pickup request.

4. If needed, edit/update the information displayed in the Waste Profile section (instructions)

5. Record the contents of Container 1 (instructions).

Note

If you have 10 different small bottles/reagents for pickup, each reagent/small bottle is considered its own container.

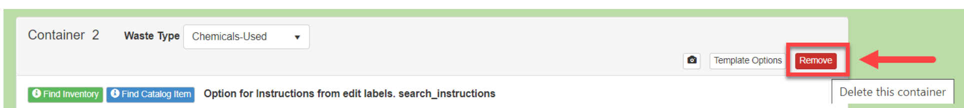
Buffers and contents of **10L and 20L** containers may be manually added with the Chemical Description containing the breakdown – there is no need to enter the chemical breakdown as individual line items under Container Contents.

6. For each additional container to add to this waste pickup request, click **Add Additional Container. Ex: If you have 10 different small bottles/reagents for pickup, you will need to add each one as an Additional Container.**

   A section for Container *"2"* will now display on the screen.

   Follow the same instructions as in Step 5 to record the contents of the Container

   To remove a container from the pickup request:

   - Click **Remove** at the top right-corner of that Container section
   - A Confirm window will open
   - Click **Yes**

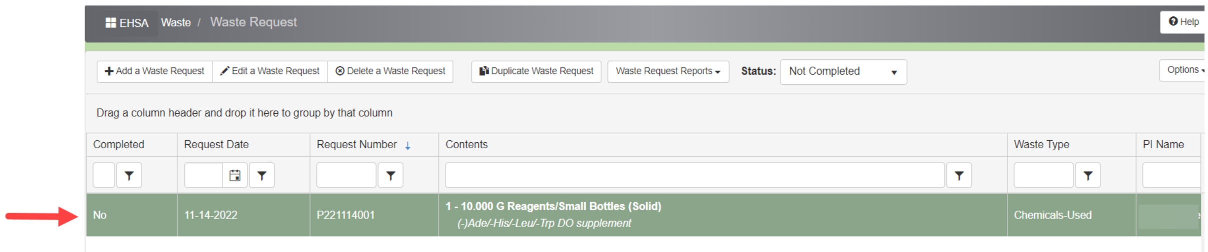
   The Add Pickup Request screen is refreshed and the Container no longer appears

   If you subsequently add an additional container, the container is labeled with the next available number (ex: you added Container *2*, added Container *3*, deleted Container *3*, and then clicked on Add Additional Container, Container *4* is created)

7. Once the contents of each container (to be picked up) have been recorded, click **Save & Submit** (this button is displayed at the top and bottom of the window) or click Cancel to exit the screen without saving this request

   - A window will open with a confirmation message
   - Click **OK** to close the window

8. The Waste Request screen is once again displayed and the request just saved and submitted appears in the listing on the screen (listing displays all requests with the Status *Not Completed)*



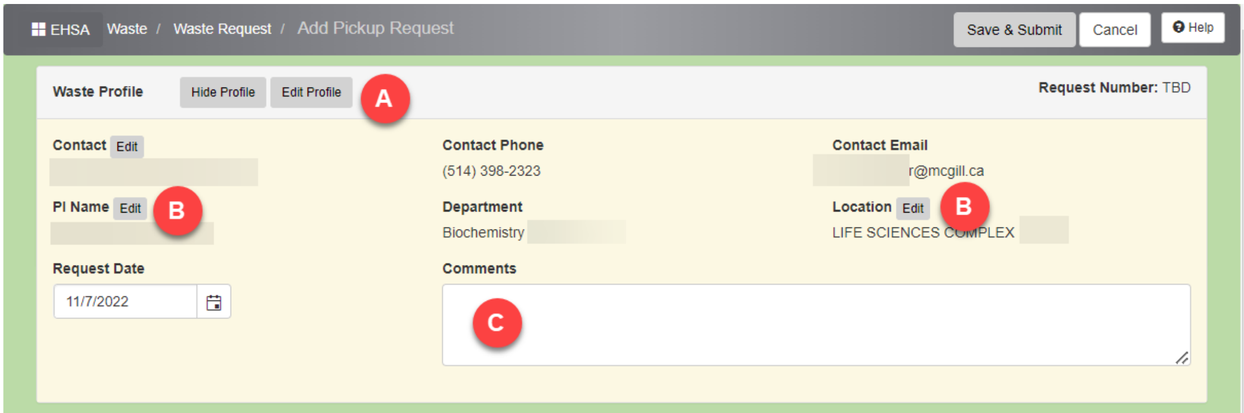
Note

The request will go to the Hazardous Waste Management Office for pickup.

Once it is picked up by the Hazardous Waste Management Office, they will change the status of the request to ***Completed***. Any Container Contents added using ***Find Inventory*** (Step 5), are then automatically **removed** from your inventory listing.

Until the status is changed to *Completed*, you may edit or delete the waste request.

Step 4 - Edit/update the information displayed in the Waste Profile section

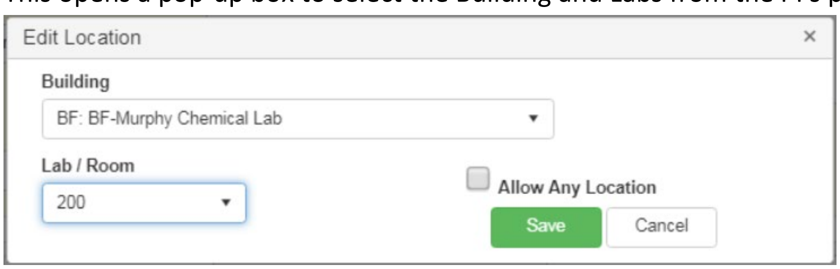


A. To edit your displayed contact information (Phone, Email) or to add PIs to your profile (for step b. below):

- Click the **Edit Profile** button
- The Edit Waste Request Profile screen will be displayed
- Update the information as needed
- Click **Save** or click Cancel to exit the screen without saving any changes

B. To change the displayed PI and/or Location [*OnSite Systems Help*]:

- To change the PI Name associated to this waste request, click the **Edit** button next to **PI Name**
  - An Edit PI pop-up will open, allowing the user to select from the available PI's on the profile.
- To select/edit the Location for the pickup, click on the [Edit] button beside the **Location** label.
  - This opens a pop-up box to select the Building and Labs from the PI's permit.



  - The user can also check the "Allow Any Location" box to select from all Buildings/Labs in the database.
  - Click the [Save] button to save and close the pop-up window.

C. [optional] Add **Comments** to share with Hazardous Waste Management – if you have any special instructions, add them here. *Do NOT list container contents in this section*.

Step 5 – Record the contents of a Container

By default, **Container 1** is already created as part of the pickup request and the **Waste Type** field displays Chemicals-Used.

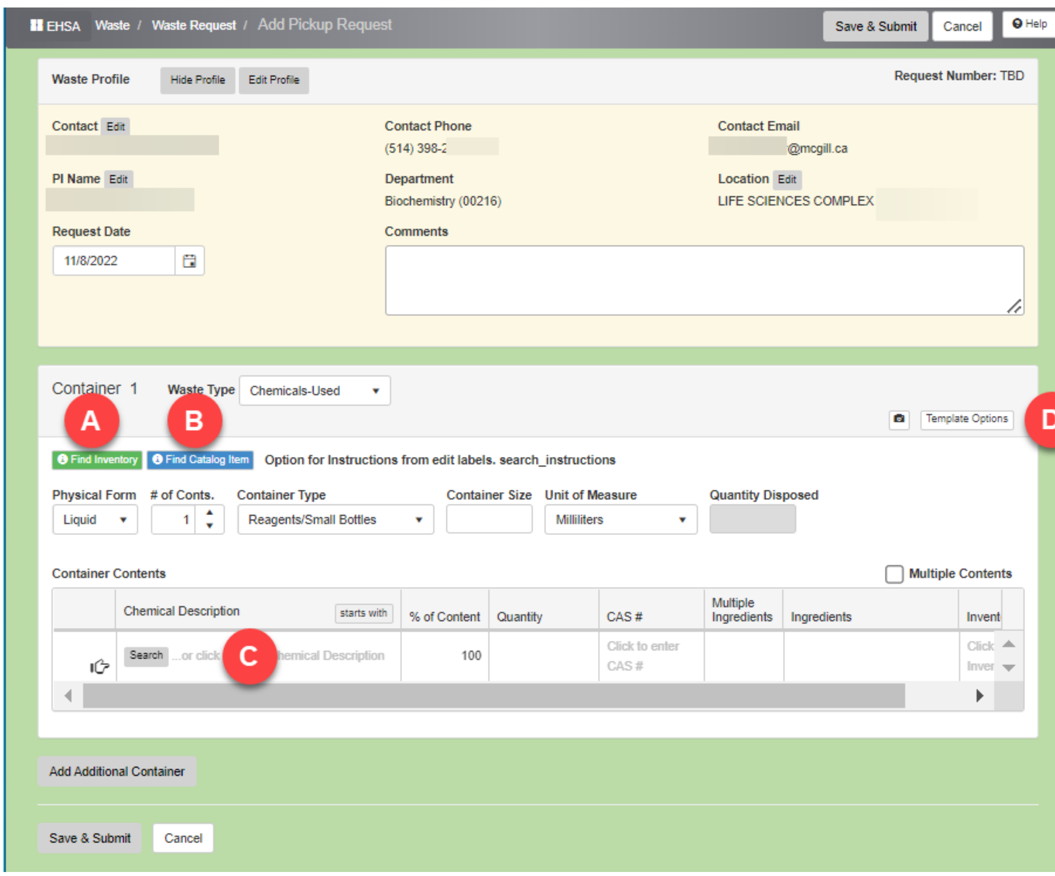
There are four ways to record chemicals in a waste container

A. Find Inventory - add a chemical (reagent/small bottle) from your inventory listing

B. Find Catalog Item - add a chemical that is NOT part of your inventory

C. Manually add an item - use this for buffers, *unknown* items, 10L and 20L waste containers

D. Use a Template (a Container with recorded container contents must first be saved as a template to use this option – instructions to save a template)



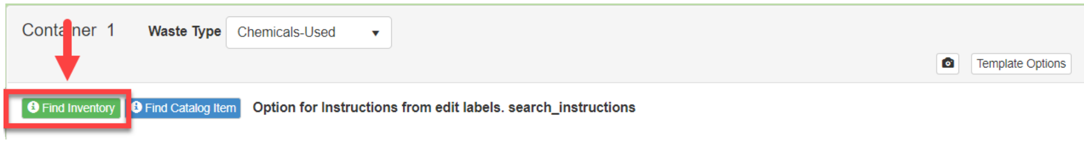
Note

All used chemicals, requiring pickup in *your* laboratory, must be recorded using one of these methods.

TIP: **Buffers** and contents of **10L and 20L** waste containers may be manually added with the Chemical Description containing the breakdown – there is no need to enter the chemical breakdown as individual line items under Container Contents.

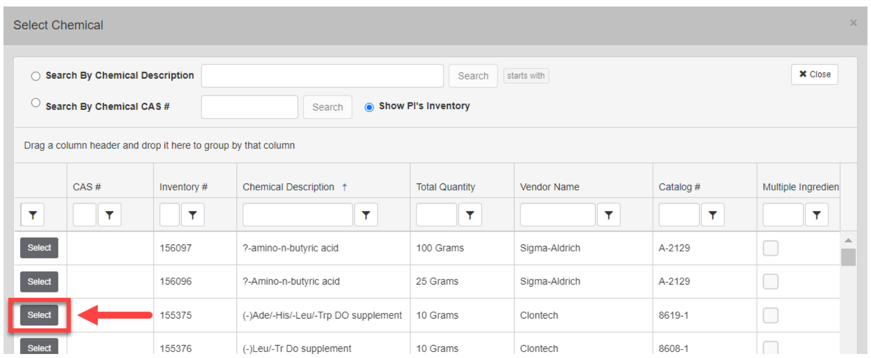
A. Find Inventory - add a chemical (reagent/small bottle) from your inventory listing

A1. Click the **Find Inventory** button



The Select Chemical window opens with the radio button *Show PI's Inventory* selected

A2. From the displayed results, find the item to add and click the **Select** button at the beginning of that row

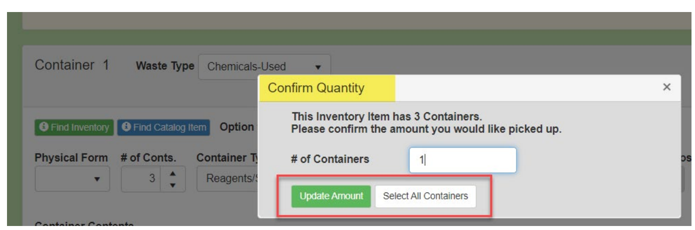


A3. The Select Chemical window closes

- If the item has more than 1 container in your inventory, the Confirm Quantity window will display:

  Enter the **# of Containers** to add and click **Update Amount**

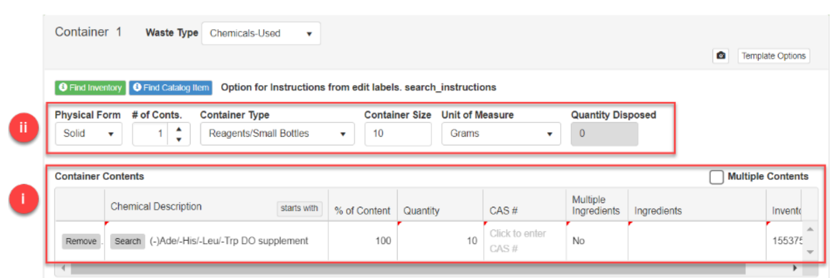
  OR



  Click **Select All Containers** to add all containers in your inventory

A4. i. The inventory item is now displayed in the Container Contents table

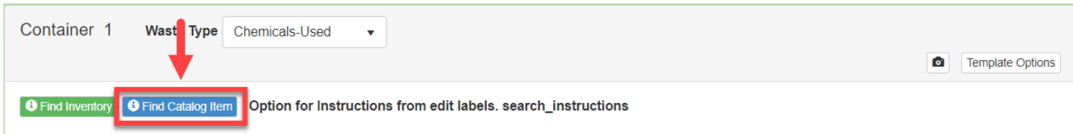
ii. Information about the container should have been updated to match the added inventory item. **If necessary, edit the fields to reflect the added item.**



To record multiple contents for this container as individual rows in Container Contents, [follow these instructions](#) or continue to [Step 6](#)

B. Find Catalog Item - add a chemical that is NOT part of your inventory

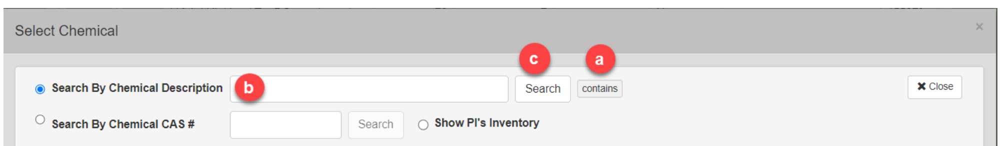
B1. Click the **Find Catalog Item** button



The Select Chemical window opens with the radio button *Search by Chemical Description* selected

B2. Enter search criteria

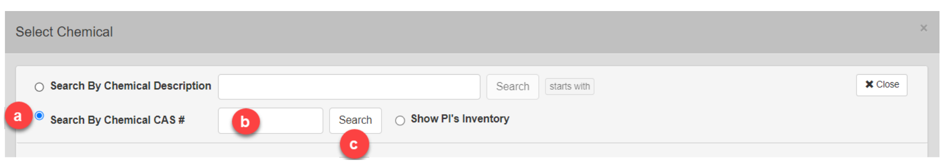
Search by Chemical Description



a. Click on the button to toggle back and forth between *contains* or *starts with*
b. Enter search criteria
c. Click Search

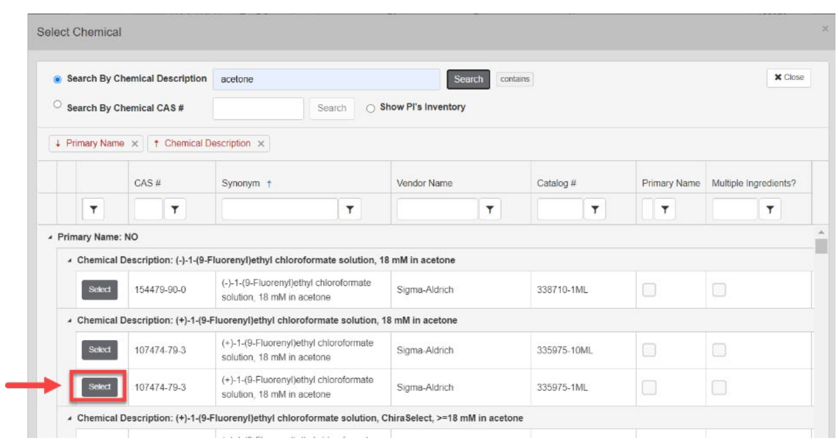
OR

Search by CAS #



a. Select the radio button next to *Search By Chemical CAS #*
b. Enter search criteria
c. Click Search

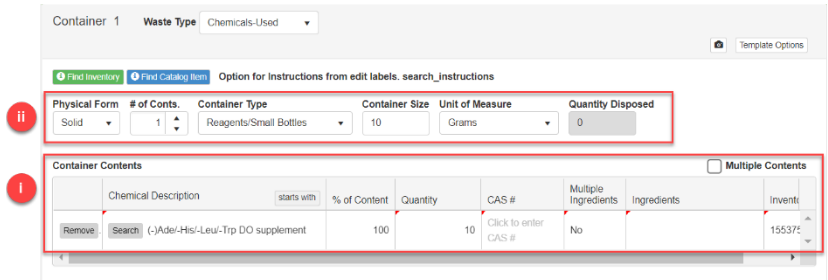
B3. From the displayed results, find the item and click the **Select** button at the beginning of that row



B4. The Select Chemical window closes

B5. i. The inventory item is now displayed in the Container Contents table

ii. Update the information about the container to match the added item

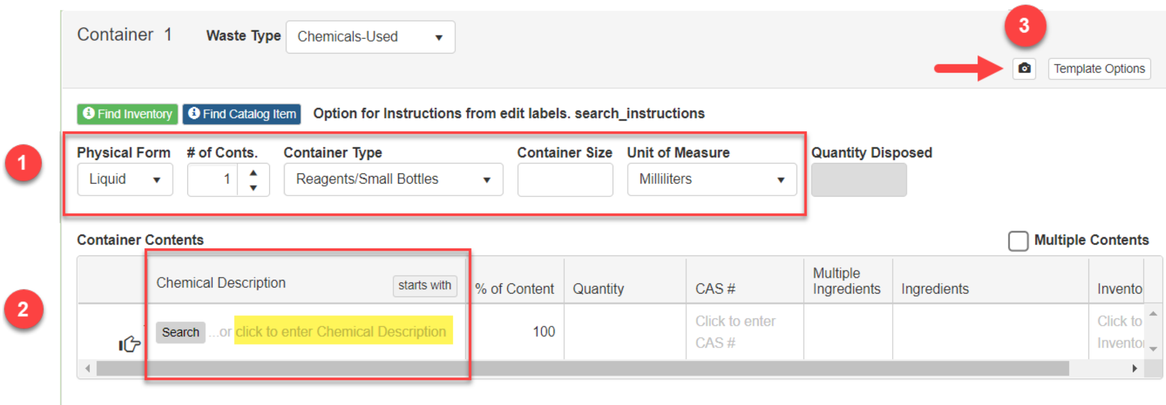


To record multiple contents for this container as individual rows in Container Contents, follow these instructions or continue to Step 6

Tip

Regardless of which button you click on (**Find Inventory / Find Catalog Item**), you may change the search selection by selecting a radio button in the Select Chemical window.

C. Manually add an item - use this for buffers, *unknown* items, 10L and 20L waste containers



C1. Edit/update the information about the container

C2. Click in the cell **Chemical Description** and enter a description

Tip

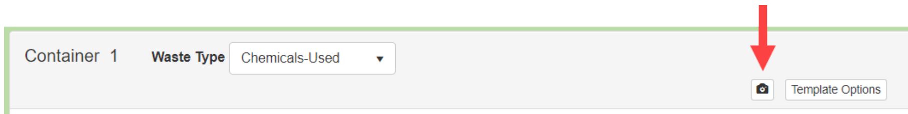
For a **buffer**, enter the breakdown of the mixture in the Chemical Description field. There is no need to record that information by adding multiple contents to this container.

C3. If the Chemical Description is **unknown**, add a **photo** (instructions)

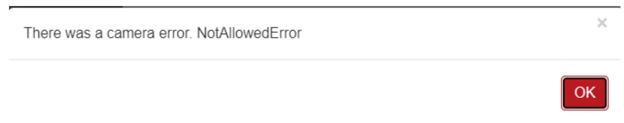
To record multiple contents for this container as individual rows in Container Contents, follow these instructions or continue to Step 6

Adding a Photo (required when adding *unknown* items to a container)

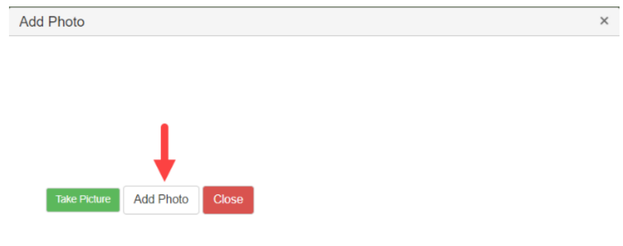
1. Click the camera icon



2. If an error message appears
   - Click **OK** to close the window

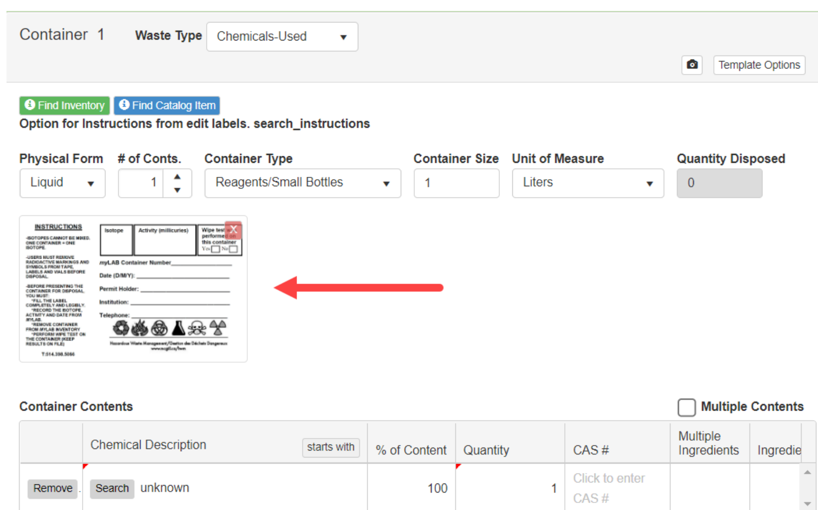


3. In the Add Photo window, click the **Add Photo** button



4. Browse your computer to find and select the **jpeg** image file
   - Click **Open**

5. A thumbnail image of the added photo is now displayed on the screen above the Container Contents section



To delete the photo

- Click the **red x** at the top right-corner of the image
- A confirmation message will appear
  Click **OK** to close the window

The photo has been removed from this waste request

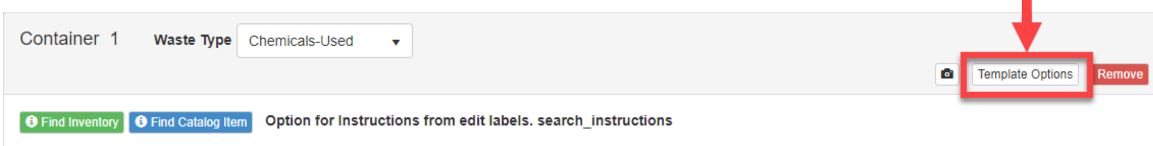
D. Use a Template

Note

A Container with recorded container contents must first be saved as a template to use this option – [instructions to save a template](#).

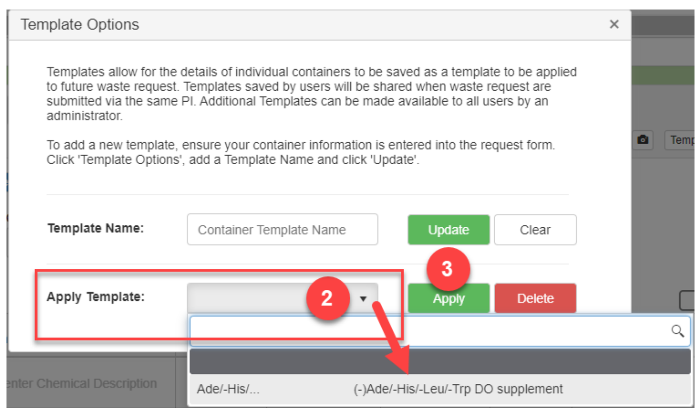
If you have already recorded chemicals in a Container, and decide to use Template Options to record more chemicals in the same Container, the template will overwrite any existing entries.

D1. Click **Template Options**

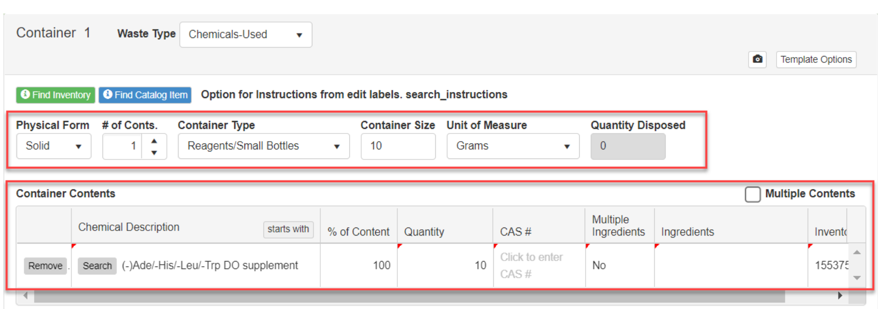


D2. Click on the down arrow next to the field **Apply Template** and make a selection

D3. Click **Apply**



D4. The inventory item(s) from the template are now displayed in the Container Contents table and information about the container has been updated to match the added inventory item(s)

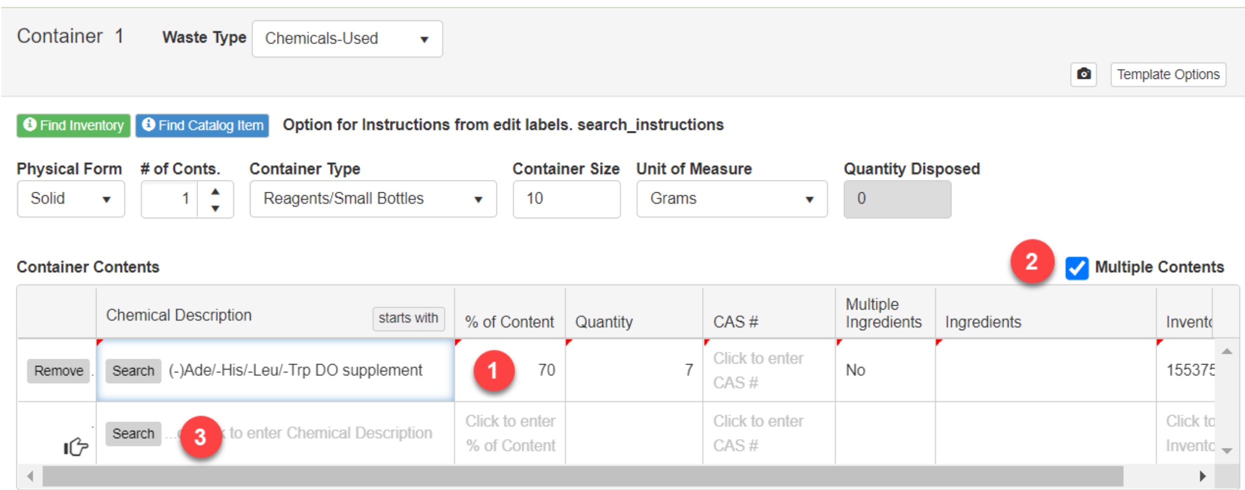


To record multiple contents for this container as individual rows in Container Contents, [follow these instructions](#) or continue to [Step 6](#)

Recording multiple contents for a container as individual rows in Container Contents

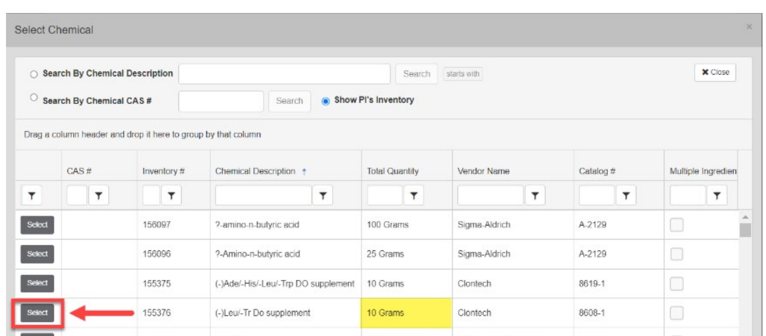
> **Note**
>
> **A formal, itemized listing of container contents is not required**. It is sufficient to *manually* record container contents by entering the full breakdown directly in the Chemical Description field of a single entry.

When a chemical is added to a container, by default, the % of Content is at 100. If you wish to itemize the contents of a container, **breaking down each component as a % of the total volume of the Container**, follow the steps below:



1. Edit the **% of content** – click in the cell and enter a value
2. Select the box **Multiple Contents**
3. A new row is added to the Container Contents table – click the Search button in that row (opens the Select Chemical window) OR manually add an item to the table

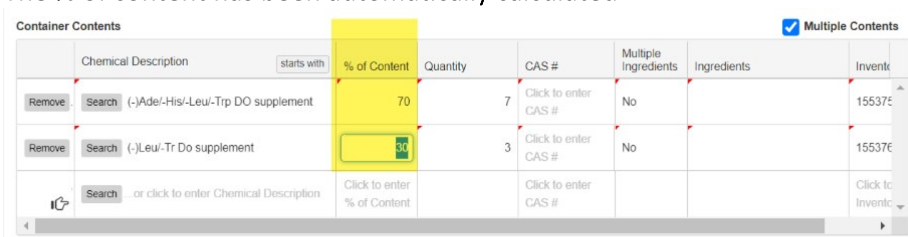
If you click Search:



- The Select Chemical window opens
- Search for the item to add to the waste container and click the **Select** button at the beginning of that row
- The Select Chemical window closes

If the item has more than 1 container in your inventory, the Confirm Quantity window will display – enter the # of Containers and click Update Amount OR click Select All Containers. The inventory item is now displayed in the Container Contents table.

The % of content has been automatically calculated

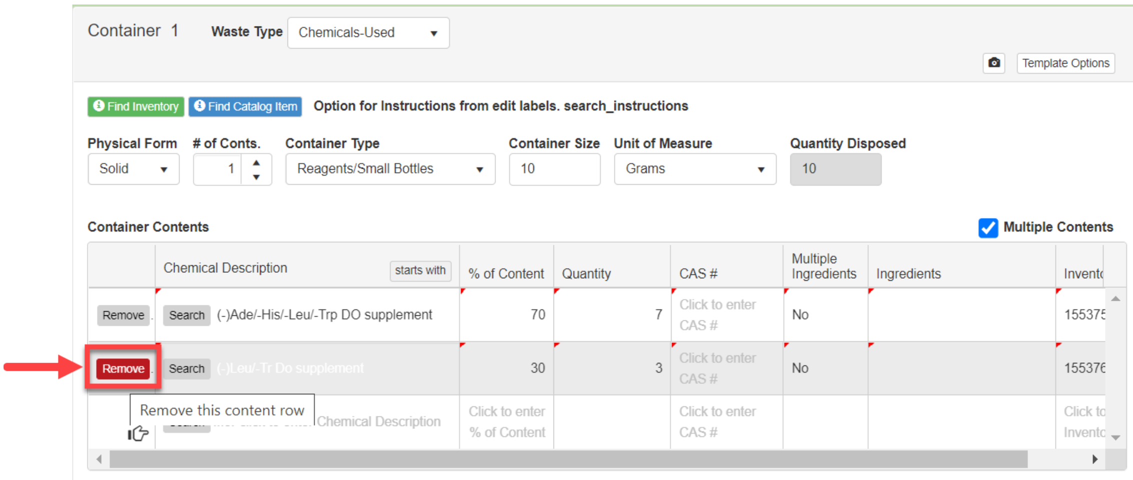


4. If there are more chemicals to add to this container:

   - Edit the **% of content** for the last item added– click in the cell and enter a value
   - A new row is added to the Container Contents table
   - Repeat Step 3

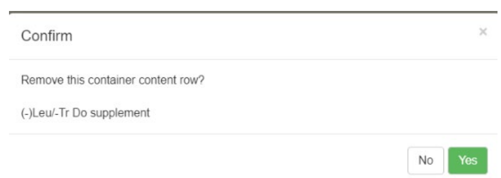
Removing a row from Container Contents

If a chemical was added to a container by mistake:



Click **Remove** at the beginning of that row

- A confirm window will open
- Click **Yes**



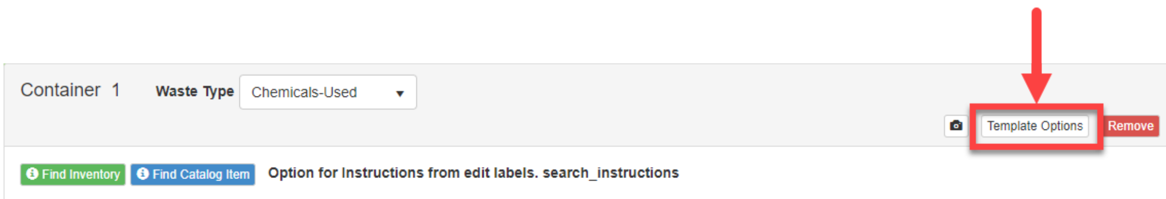
The Container Contents table is refreshed

Saving a Container as a Template

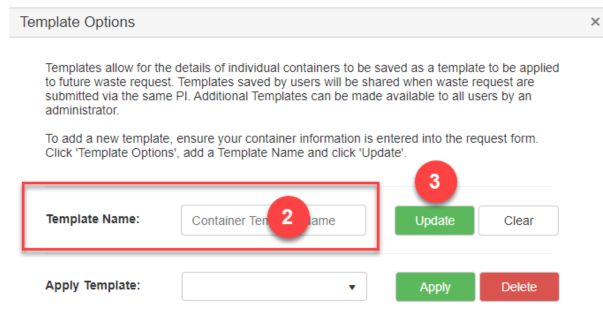
Tip

If you often dispose the same chemicals in a Container, save the recorded entries in a Container as a Template. This Template may then be used to populate Container Contents.

1. In the **Add Pickup Request** or **Edit Pickup Request** screen, click **Template Options** for the Container to save as a template

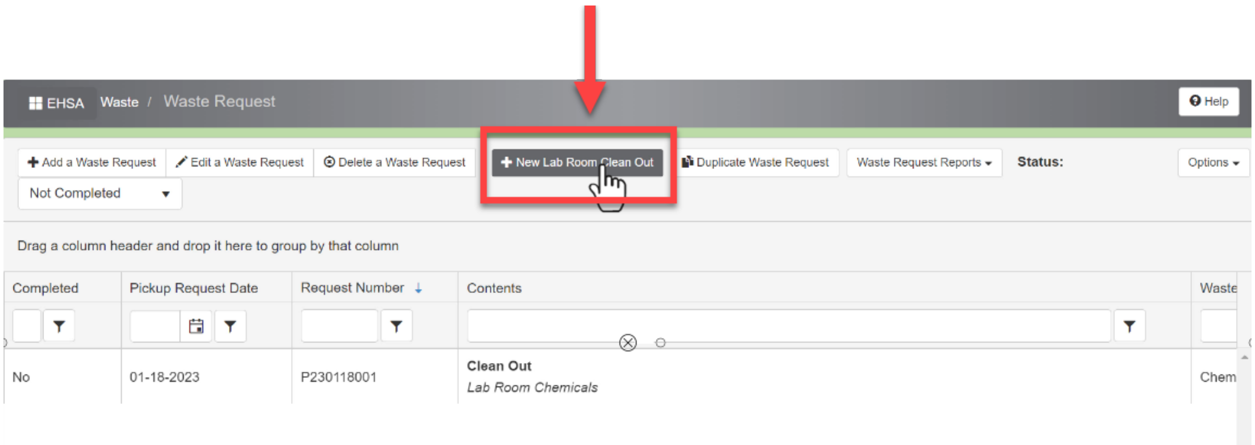


2. Enter a **Template Name**
3. Click **Update**
   - A confirmation message will appear
   - Click **OK** to close the window

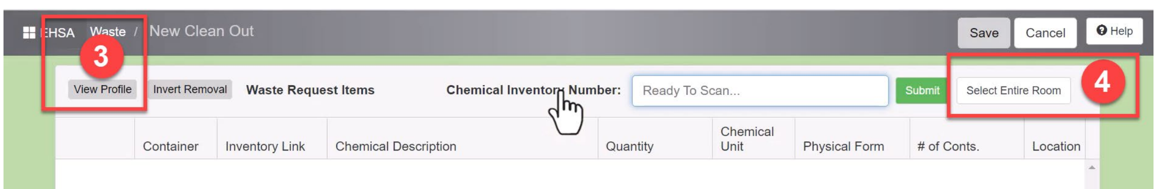


New Lab Room Clean Out

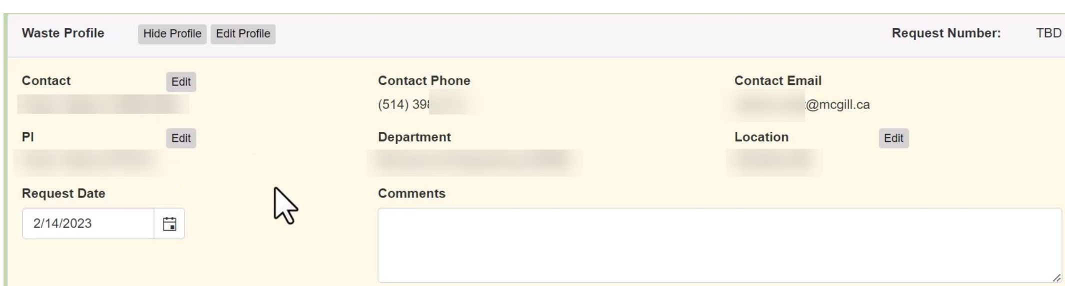
Use this to add your entire inventory to a waste request in one-click while still having the option to remove specific inventory items from the waste request



1. Click **+New Lab Room Clean Out**
2. The New Clean Out screen is displayed

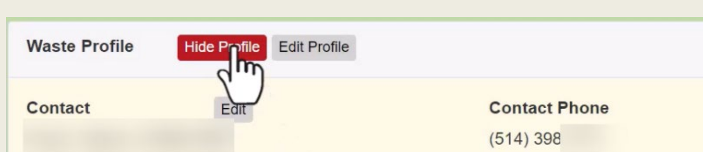


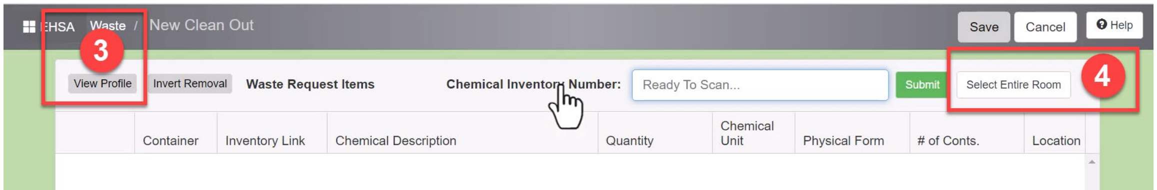
3. Click **View Profile** to view and edit information in the Waste Profile associated to this request (instructions)



Tip

Click **Hide Profile** to collapse the Waste Profile section

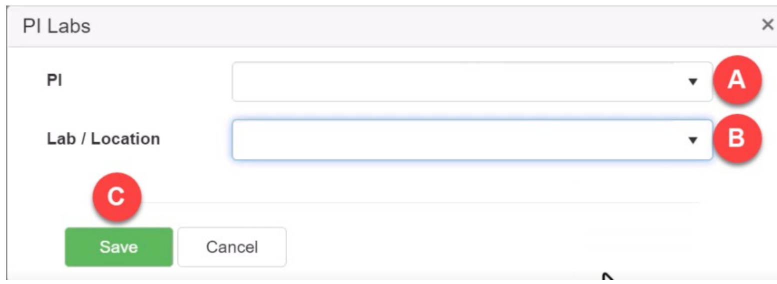




4. Click **Select Entire Room**

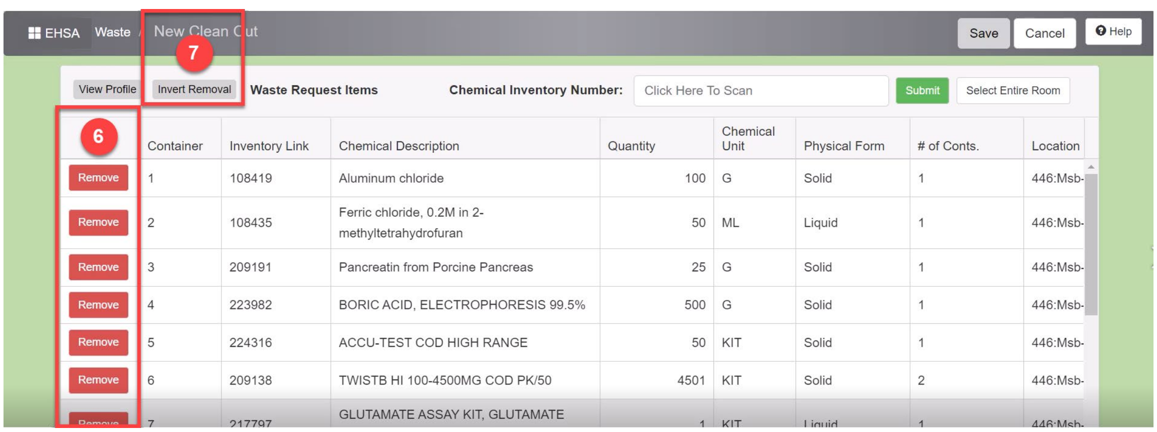
   A. **PI** – click the down arrow next to the field and make a selection

   B. **Lab/Location** – click the down arrow next to the field and make a selection



   C. Click **Save**

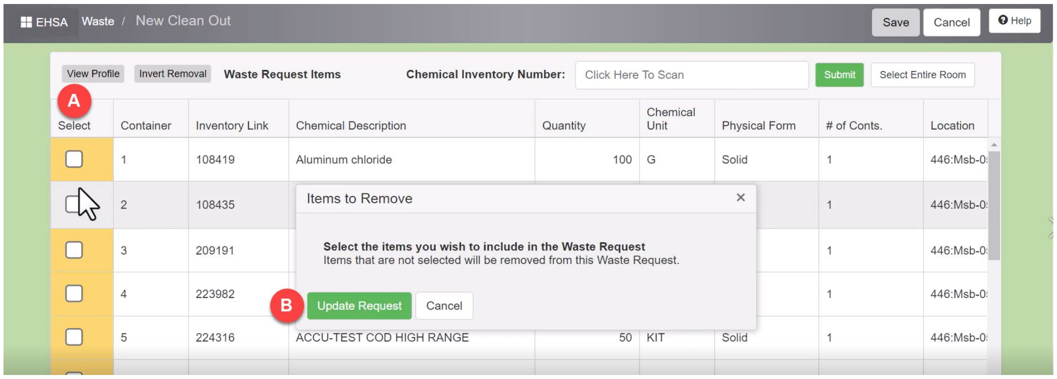
5. The New Clean Out screen is updated to display **ALL inventory items from the selected lab**, one inventory item per row – depending upon the number of items, it may take a few seconds for the entire listing to be populated



6. [optional] To remove an item from this waste request (i.e. to keep the item as part of your inventory), find the item (row) in the listing and click the **Remove** button at the beginning of that row – the item will be removed from this waste request

7. [optional] If you do not wish to "clean out" your entire inventory, you may select which items should be part of the waste request - click **Invert Removal**

   - The Items to Remove window will open and an additional column is now displayed

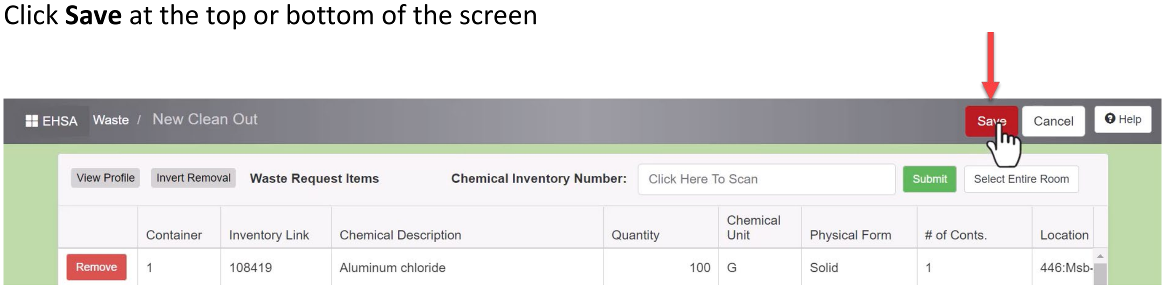


A. For each inventory item (row) to be picked up as part of this waste request, click the box under the Select column

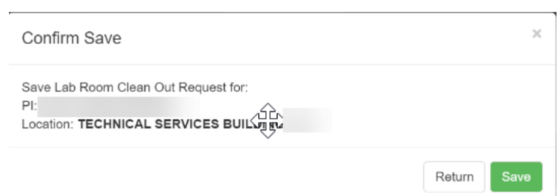
B. Click **Update Request**

The New Clean Out screen is refreshed – only the inventory items you selected are displayed as part of this waste request

8. Click **Save** at the top or bottom of the screen

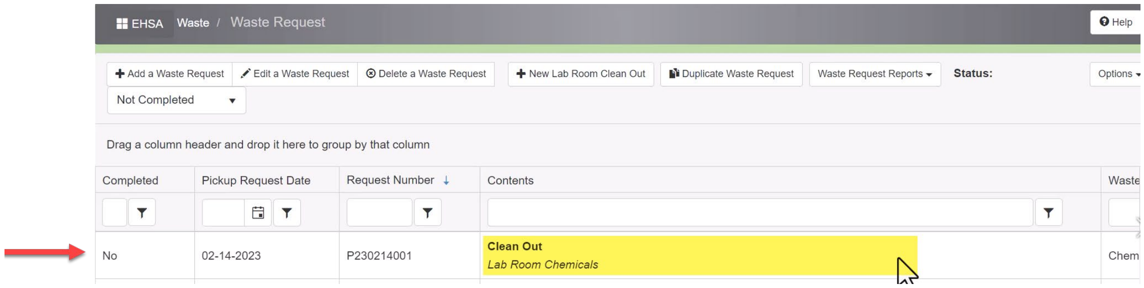


- A Confirm Save window will open
- Click **Save**



9. The Waste Request screen is once again displayed and the request just saved and submitted appears in the listing on the screen (listing displays all requests with the Status Not Completed)

   - The **Contents** column displays *Clean Out* - there is no listing of containers/container contents



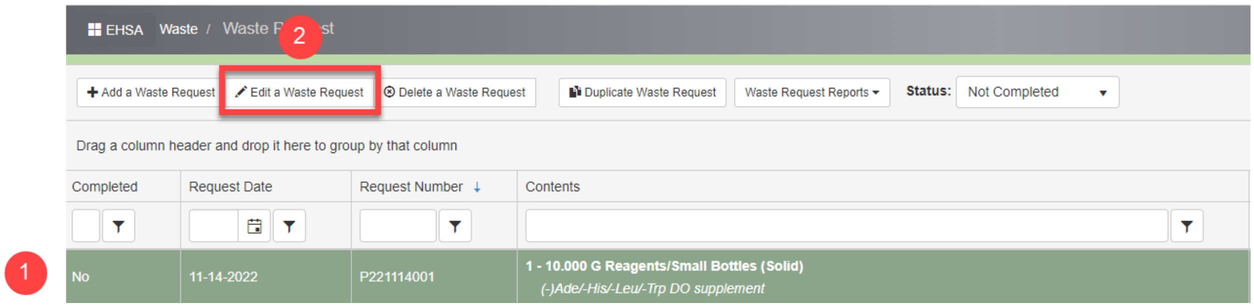
Note

The request will go to the Hazardous Waste Management Office for pickup.

Once it is picked up by the Hazardous Waste Management Office, they will change the status of the request to ***Completed***. All inventory items part of this waste request are then automatically **removed** from your inventory listing.

Until the status is changed to *Completed*, you may edit or delete the waste request.

Editing a Waste Request



1. Select the waste request to edit - click on the row (it will be shaded in green)

2. Click the **Edit a Waste Request** button

3. The Edit Pickup Request screen is displayed

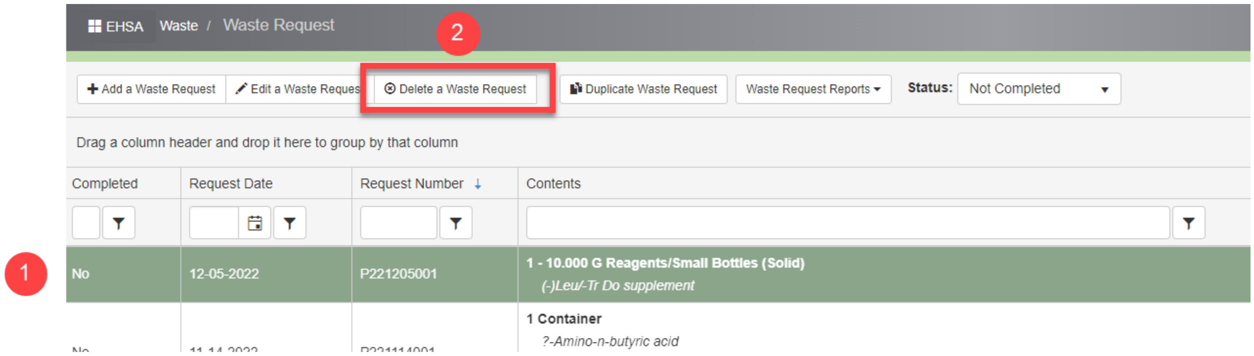
4. Make the necessary changes

5. Once all changes have been made, click **Save & Submit OR Save** (this button is displayed at the top and bottom of the window) or click Cancel to exit the screen without saving your changes

   - A window will open with a confirmation message
   - Click **OK** to close the window

6. The Waste Request screen is once again displayed and changes made to the request just saved and submitted are reflected in the listing on the screen

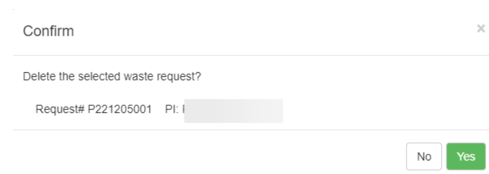
Deleting a Waste Request



1. Select the waste request to delete - click on the row (it will be shaded in green)

2. Click the **Delete a Waste Request** button

   - A confirm window will open
   - Click **Yes**

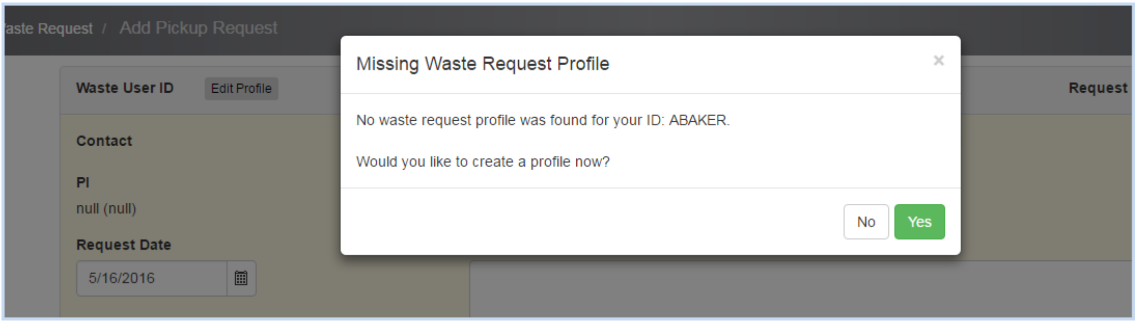


3. The Waste Request screen is once again displayed and the deleted request no longer appears in the listing on the screen

Creating your Waste Profile (OnSite Systems Help)

The first time you click add a waste request, you will be prompted to create your profile.

1. Users that do not have a Waste Profile will be prompted to enter one.



2. Click on **[Yes]** to create a Waste Profile.

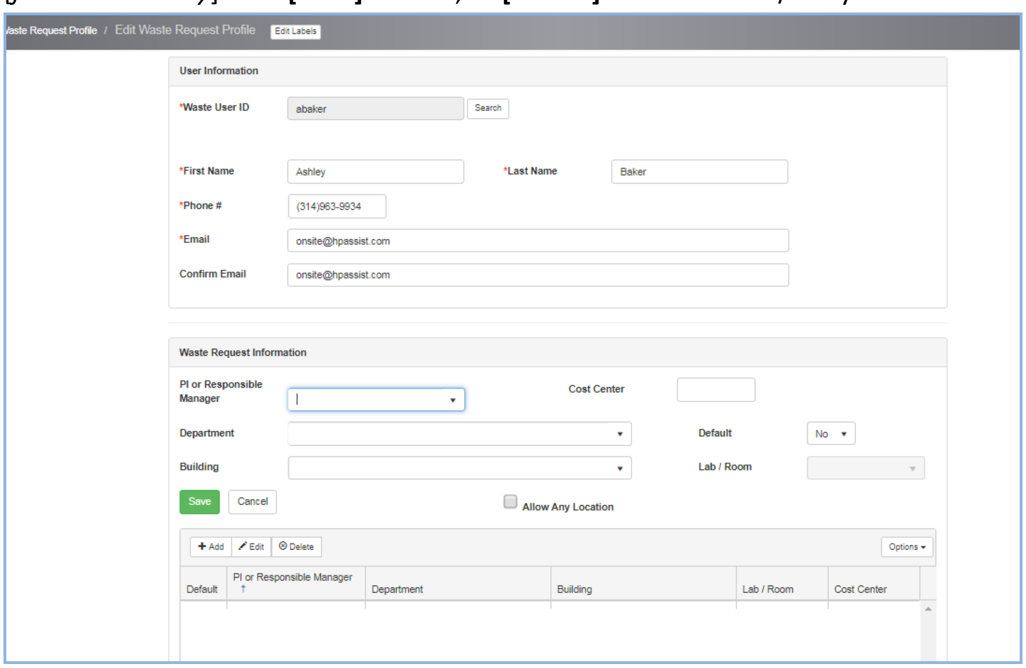
3. Enter Waste Profile information. Verify name, phone and email information.

   [*Information of the person logged into myLab is pre-populated and displayed on the screen*]

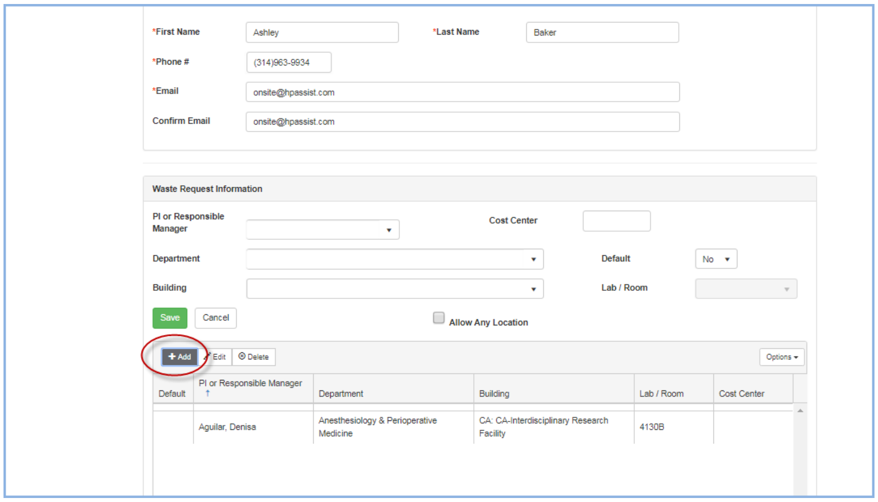
4. [*for Workers only*] Select the PI or Manager from the dropdown list of PI's.

5. [*for Workers only*] Use the dropdowns to select the **Department, Building, and Lab** to associate with the Waste Profile.

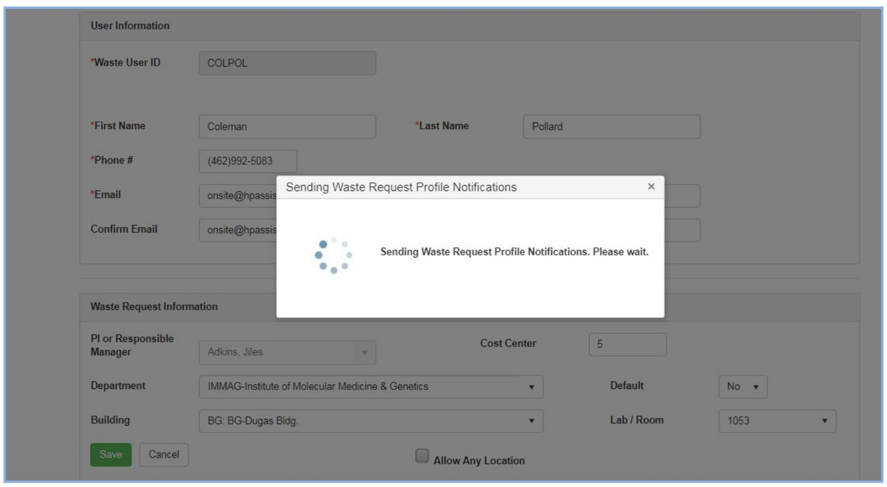
6. [*for Workers only*] Click **[Save]** to save, or **[Cancel]** to discard edit/entry.



7. Click **[+Add]** to add each additional PI to the waste request profile.

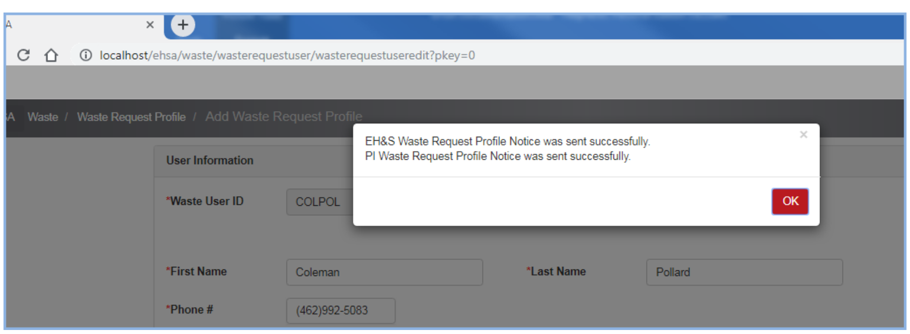


8. When a new profile is created, Waste Request Profiles Notifications will be sent from the system.



9. The Profile Notice success pop-up will appear.

10. Click **[OK]** to close the box.



Need Help?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EHS will assess appropriate access.
Help using myLab
See the Quick Links on the myLab homepage:
Access the MYLAB training course in the
Web Training Portal
Consult the user guides and training videos in the
IT Knowledge Base
Additional Assistance
Contact EHS:
mylab.ehs@mcgill.ca