

# Hazardous Waste Module Navigation Guide

## Group Leaders

### Logging In

1. Go to [uno.scishield.com](http://uno.scishield.com)
2. Enter your UNO login credentials.
3. On the left-hand of the screen, expand the menu with your group's name.

### Accessing Hazardous Waste Pickups

1. On the SciShield home page, click the "Request Waste Pickup" link within the "Hazardous Waste" section
2. Waste pickup requests may also be accessed by clicking the "Waste" link in the left side menu within your group.

**NOTE:** Member of multiple groups? A separate waste pickup request link will be available for each group.

### Submitting Waste Pickup Requests from Assigned Waste Streams

Waste Stream Profiles are pre-assigned, group specific or commonly used waste streams assigned to your group. They allow pre-filled information such as chemicals, hazards, and notes for the pickup to populate when submitting a pickup request.

1. From your group's "Waste" page, click "Request Pickup" next to the corresponding waste stream profile.
2. Fill out the information for the pickup request.
3. Click the "Submit Pickup Request" button at the bottom of the page Don't see an expected waste stream profile assigned to your group? Contact your Health and Safety Team.

**NOTE:** All fields with an asterisk (\*) are required for submission.

Be sure to select the space that your waste is located from the location drop-down.

3. Click the "Submit Pickup Request" button at the bottom of the page Don't see an expected waste stream profile assigned to your group? Contact your Health and Safety Team.

If any issues occur when following the steps, please contact one of the following for assistance.

#### SciShield Contact Info



EMAIL: [Support@scishield.com](mailto:Support@scishield.com)

#### UNO Lab Safety Contact Info



EMAIL: [labsafety@uno.edu](mailto:labsafety@uno.edu)



PHONE: 1-800-939-7238 x82



THE UNIVERSITY of  
NEW ORLEANS

# Continued

## Submitting New Waste Pickup Requests

1. To submit new pickup requests that do not apply to assigned waste streams, click “Submit New Chemical Waste Pickup Request” within your group’s “Waste” section.
2. Fill in the request form, click “Submit” at the bottom. Be sure to select the space that waste is located from the location drop-down.

**NOTE:** Multiple containers of the same chemical constituents may be placed in the same request. Containers of different chemical constituents require separate requests.

## Viewing Open Waste Pickup Requests

1. Navigate to your group’s “Waste” page.
2. Open requests are accessible in the bottom section labeled “Pending Chemical Waste Pickup Requests”.

3. Your group may view and edit open waste pickups by clicking the corresponding links next to each request.

## Viewing Open Waste Pickup Requests

**NOTE:** The Ability to assign user permissions may be dependent on your organization’s SciShield setup. Contact your Health and Safety Team for questions regarding access.

1. To give access to members of your group to submit waste pickup requests for your group, click the “Manage Members” link in the left side menu.
2. For existing group members, click “Edit” next to their name; assign the permission “Submit Group Hazardous Waste Pickup Requests” under “Optional Access in SciShield”.

3. For new members, search for the user’s name in the “Name” lookup; assign the permission “Submit Group Hazardous Waste Pickup Requests,” then click the “Lookup/Add” button at the bottom.

If any issues occur when following the steps, please contact one of the following for assistance.

### SciShield Contact Info

EMAIL: [Support@scishield.com](mailto:Support@scishield.com)

PHONE: 1-800-939-7238 x82

### UNO Lab Safety Contact Info

EMAIL: [labsafety@uno.edu](mailto:labsafety@uno.edu)



THE UNIVERSITY of  
NEW ORLEANS