

Place items in a plastic bag and label with a purple Universal Waste Label.



- 1) Click on link: [https://workrequest.lbl.gov/jsp/workreq\\_login.jsp](https://workrequest.lbl.gov/jsp/workreq_login.jsp)
- 2) Enter, complete and submit a Work Request online through the "Work Request Center" --> "Transportation Move Request" --> in "Detailed Description" itemize and indicate the items you have. Please include in the notes section that the items are "Universal Waste-Unused Electronics". You will not be charged for the pick up as long as you designate it as Excess salvage.



**New Transportation Request (Boxes/Equipment)**

**Requester Details:**  
Employee ID 034947 Name Martin, Neitzel Phone 510/486-6169 Division CH-Chemical Sciences

**Alternate Contact/Responsible Individual Details**  
Employee ID Phone Division

**Details about the request:**  
Number of items 1 Type of items e-waste Approximate weight < 100 lbs

**Pickup from:** Building 070 Room --Select-- **Deliver to:** Building Salvage Room --Select--

**Location Notes** blding 70 loading dock cage **Date Needed (MM/DD/YYYY)** 09/17/2013

**Recycling pickup?**  **Salvage?**  **Project ID (account #)** **Project ID Description**

**Detailed description**  
Disk drive. Universal waste / e-waste / excess salvage

Continue Cancel

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Martin, Neitzel  
Production Server

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Add Transportation Work Request		
<b>You must review this page. Scroll down to submit your work request.</b>		
Custodian responsibilities for items to be moved to another LBNL location or to Salvage. Please carefully review the contents of this table and ensure the applicable actions have been taken.		
Items	Examples	Action
Asbestos containing items	Autoclaves, furnaces, incubators & ovens	<a href="#">Contact IH</a> ♦ Must be in good condition & can be handled without producing airborne fibers. ♦ Asbestos must be abated if item will be scrapped.
Biosafety cabinets		<a href="#">Contact IH</a> ♦ Decontamination is required.
Chemical storage cabinets	Flammable storage lockers, acid and corrosive storage cabinets	Clean and remove visible residue. <a href="#">Contact IH</a> for help.
Electrical components	Capacitors & transformers	Oils must be drained (PCBs are a concern). Contact Electrical Shop (x6023) for help.
Fume hoods		Clean and remove visible residue. <a href="#">Contact IH</a> for help.
Gas cabinets		Clean and remove visible residue. <a href="#">Contact IH</a> for help.
Gas chromatographs	May contain electron capture detectors with sealed radiological sources	<a href="#">Contact IH</a> ♦ if sources are present.
Glove boxes		Clean and remove visible residue. <a href="#">Contact IH</a> for help.
Mercury containing items	Barometers, coulter counters, manometers, switches & thermometers	<a href="#">Contact IH</a> ♦ May need to drain mercury and/or dispose via Waste Management.
Pumps		Oil must be drained. Contact Plant Maintenance for help (x7941).
Refrigerators & freezers	Those that have been used for chemical storage	Clean and remove visible residue. <a href="#">Contact IH</a> for help.
Shop equipment	Lathes & mills	All fluids must be drained. Contact Plant Maintenance for help (x7941).
Static eliminators	Contain sealed radiological sources	<a href="#">Contact RCT</a>
Syringes		Dispose in sharps container.
Video monitors ♦ CRT ♦s, oscilloscopes	Non-functioning monitors that can't be repaired	<a href="#">Contact Generator Assistant</a> and dispose of as waste.
Washing equipment	Lab glassware washers, cage washers, etc. ♦ may contain corrosive cleaning fluids	<a href="#">Contact IH</a> ♦ for help.
X ray producing equipment		<a href="#">Contact RCT</a>
<p>I certify that I have read and understand the above information regarding hazards.</p> <p> <input checked="" type="radio"/> There are NO hazards in this request.  <input type="radio"/> I do have hazards in this request.         </p>		
<p> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>		

3) Read the list of hazards that are not accepted and if no hazards exist certify and submit.

An automated email will be sent to you from Facilities.

4) Click on the link contained in this e-mail and print out your Transportation Authorization Form (TAF) form. Facilities will not pick up your item without a TAF. Attach the TAF to your item, and place the item in the pickup location.



## LBNL Transportation Authorization (TAF) Form

- This page must be completed by the Custodian (a Custodian is defined as owners or users who have first hand knowledge of the item's physical characteristics and history).
- Per PUB3000 Section 5.8 Transportation can NOT move anything that does not have this form attached. A copy of this page only must be attached to each item or box (boxes and crates should be sealed).
- All rules on the proper transportation of items must be followed. These are on the following pages.

I am the Custodian of this material. I certify that all equipment/materials in the requested move are free of biological, chemical, and radiological hazards, that they are not prohibited as noted in Table 1, and that the actions listed in Table 2 have been completed.

Name: Neitzel, Martin L (#034947)

Phone: 510/486-6169

Alternate contact/

Responsible person: Neitzel, Martin L (#034947)

Date Entered: September 03, 2013

Destination: Salvage

Work order number (if known): WHM427