

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

The screenshot shows the BioRAFT homepage. At the top left is the Boston University logo. At the top right, it says "Welcome, Sony Heir" with links for "Home", "Support", and "Logout". Below the header is a search bar with "Find Individual or Group" and "Search" buttons. A main navigation menu on the left lists: Research Management, Heir Lab, Research Tools, Training, Equipment, and My Account. The main content area is titled "Welcome to BioRAFT" and contains four panels: 1. Announcements: A notice dated 10/10/2018 about reviewing the chemical hygiene plan, with a link to "View All Announcements". 2. Required Training: A table with columns "Course Name" and "Renewal Date". The table shows "Laboratory Safety Training" with a green checkmark and a renewal date of 02/09/2019. Below the table are links for "Training History" and "Course Directory". 3. Compliance E-Mail Inbox: A list of four emails with dates and subject lines, and a link to "View Entire Inbox". 4. Compliance Summary for Heir Lab: A summary showing "Biological:", "Radiological:", "Training:" (with a green checkmark), and "Equipment:" (with a grey circle), and a link to "View Dashboard".

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

This screenshot is similar to the first one, but the "Heir Lab" menu item in the left navigation pane is expanded. The expanded menu includes: View Lab Profile, ChemTracker, Compliance Dashboard, Manage Members, Send Lab Message, Chem Summary, Waste, and Self-Inspection. A red arrow points from the text "Click on your lab in left pane" to the "View Lab Profile" option. The rest of the dashboard content remains the same as in the first screenshot.

- From your labs profile page click on the “Waste” tab to initiate a “Hazardous Waste pick up request”

Welcome, Sony Heir
Home | Support | Logout

View Edit ChemTracker Dashboard Members Chem Training **Waste**

View Spaces Documents Forms Notes Equipment Lab Inspections Self Inspections

Heir Lab

Contact Info
Principal Investigator: [Sony Heir](#)
Department:
Building: 704 Commonwealth Avenue
Room Number: 204J
Mail Code:
Phone 1: 617-358-0464
Phone 2:
Fax Number:

Compliance Summary
Biological:
Radiological:
Training:
Equipment:
[View Dashboard](#)

Click on the waste tab

- On this tab you will see the additional “Waste streams” (#s 3032-3037) that have been created and assigned to your laboratory for biological waste. Click “Request Pick Up” next to the profile name that matches the biological waste that you want to request for pick up.

Assigned Waste Streams

To submit a request for a waste stream assigned to you by EHS, use the link in the last column. If your waste does not fit any of the assigned waste streams, use "[Submit New Chemical Waste Pickup Request](#)".

Profile Number ▲	Profile Name	Last Request	
1000	Assorted Halogenated and Non-Halogenated Solvents	--	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
3032	Benchtop Extra Small Sharps Container (ˆ 1 Quart)	--	Request Pick Up
3033	Benchtop Small Sharps Container (ˆ 1 Gallon)	--	Request Pick Up
3034	Benchtop Medium Sharps Container (ˆ 2 Gallons)	--	Request Pick Up
3035	Floor Standing Large Sharps Container (ˆ 8 Gallons)	--	Request Pick Up
3036	Floor Standing Extra Large Sharps Container (ˆ 17 Gallons)	--	Request Pick Up
3037	Biohazardous Box	--	Request Pick Up

Biological Waste Profiles

[Submit New Chemical Waste Pickup Request](#)
[Assign New Waste Stream](#)

5. On the page that loads majority of the information that is required for the pick-up has already been pre-populated for you. You will only need to enter:
 - a. **“Amount per container”** (i.e. volume) of the container (indicated in waste profile name)
 - b. **“Units”** Volume units for the amount referenced (indicate in waste profile name)
 - c. **“# of containers”**
 - d. **“Location”** : indicate where the waste is located
 - e. **“Supplies Needed”** : this section for any sharps container pick up requests can be left empty. The assumption being that if you are getting a full container picked up an empty one will be provided.
 - For example, if you are disposing 3 sharps container that are 2 gallons each i.e. profile #3034 you will enter **“2”** for the **“Amount per container”** field and **“gals”** for the **“unit”** field and **“3”** for the **“Number of containers”**.

Pickup Details

Physical State:	Solid	Amount per Container: *	<input type="text"/>	Units:	<input type="text" value="g"/>	Number of Containers: *	<input type="text" value="1"/>
Location:	<input type="text" value="2 Cummington Mall - 403 (RAD)"/>						
SAA Location:	<input type="text"/>						
Waste Stream Profile:	<input type="text" value="Benchtop Small Sharps Container (1 Gallon)"/>						

Enter How many containers you want picked up

Indicate units for volume

Indicate volume

6. Once you have entered all this information scroll to bottom of page and hit **“submit Pick Up Request”** 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.