

Dakota Scout Waste Disposal Request Software and Gladysz Group Waste Protocols

<https://my.dakotasoft.com/tamu/proactivity/Account.mvc/Login>

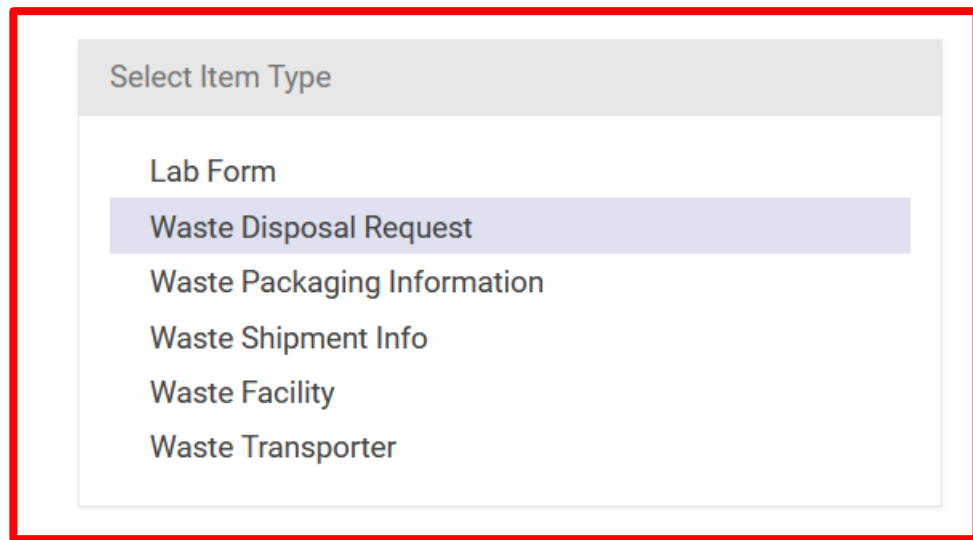
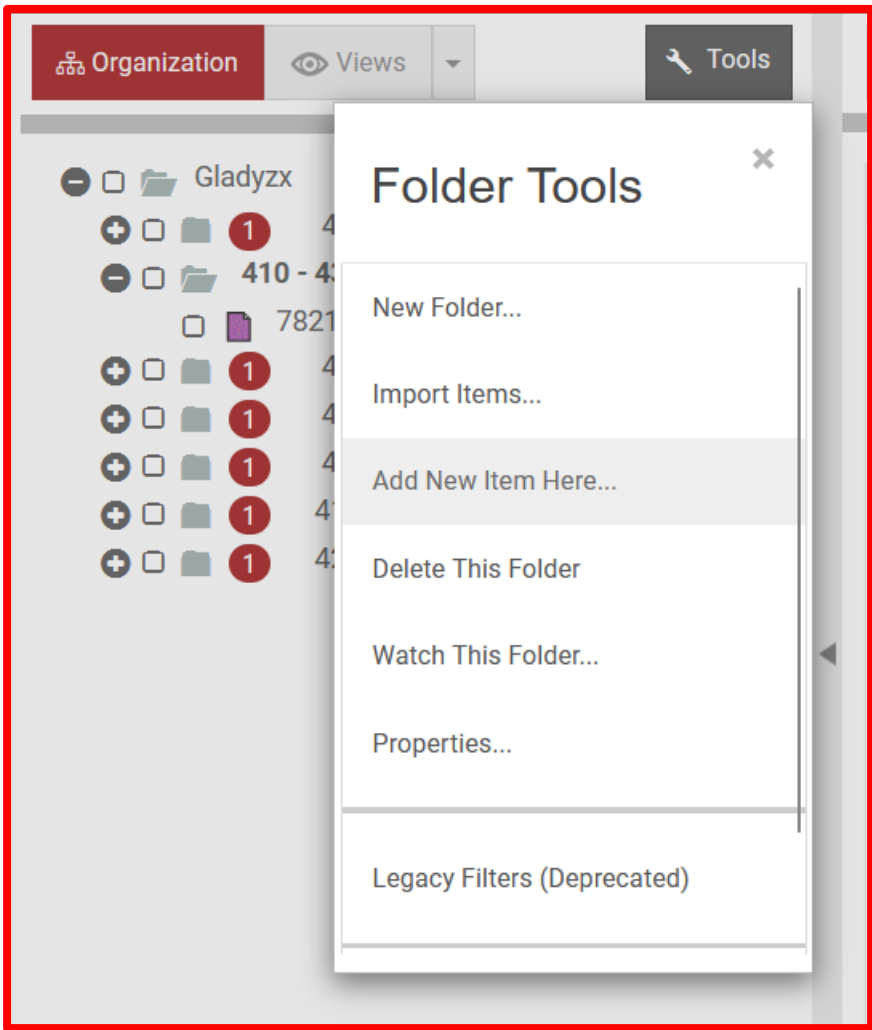
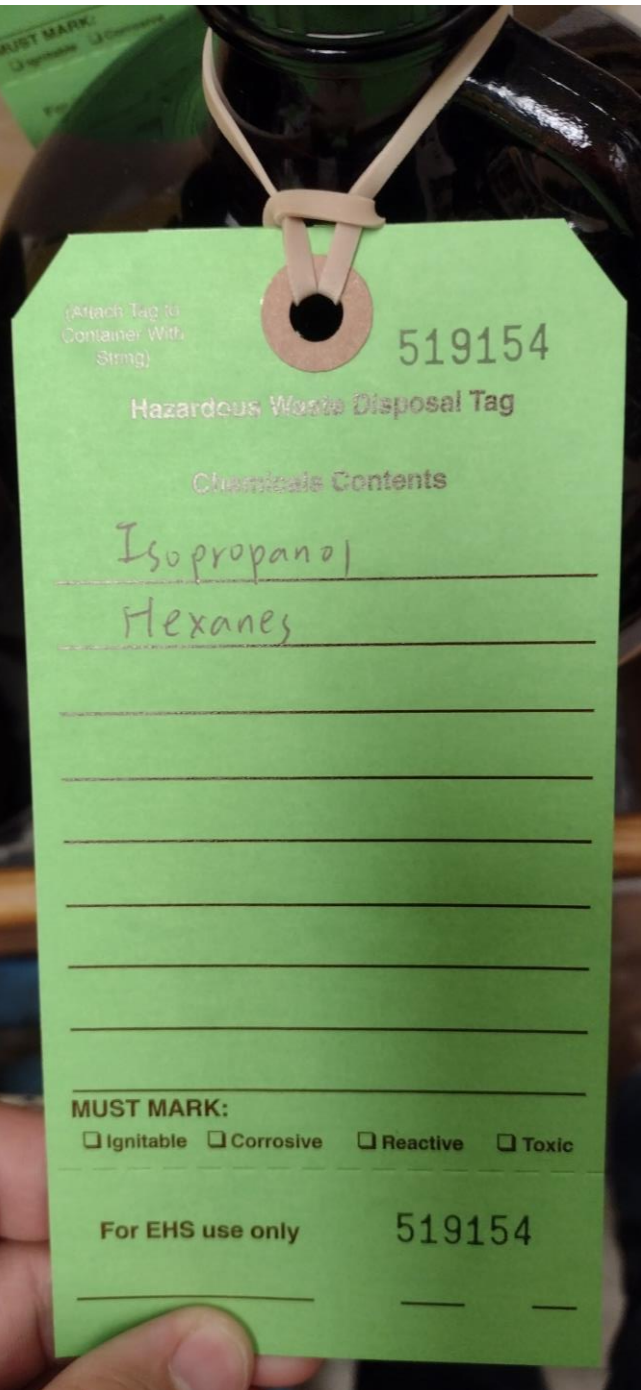
Username: *****

Password: *****

Last Revised:
Rob Sommerhalter
September 9, 2022

Click on '**Scout**' after login.

The screenshot displays the Dakota Scout software interface. At the top, the Dakota Software logo is on the left, and navigation icons for Profiler, Auditor, Tracer, and Scout are in the center. A search bar and a user profile (gladysz@chem.tamu.edu) are on the right. Below the navigation bar, a secondary menu shows 'Welcome', 'Scout', 'Incident Overvi...', and 'Waste'. The 'Scout' menu item is highlighted in red. On the left side, there is a tree view of the organization structure under 'Gladysz', listing various departments and their IDs. The main content area shows a 'Welcome' message with a 'Views' section explaining that Views are groupings of items based on criteria, and a 'Learn More' button is provided.



Photograph green tags which have been submitted. Tip – capture the size of the container in the photo. For solid waste weigh the container on an appropriate scale and write the weight on the tag before photographing.




Create a new waste disposal request by right clicking on the folder corresponding to the room in which the waste was generated.

Item Report Form

Help Cancel Submit

CONTAINER INFO

Contents:

Container ID	Chemical	Metric Weight	Unit of Meas.	Notes
  				

Add Record

Container ID: 123456789

Chemical: hexanes, ethyl acetate

Metric Weight or Volume: 4

Unit of Measure: L

Notes:

Submit Cancel

Scroll down to 'Container Info' and click '+'

Only one container may be added for each 'Item Report Form'

Add container ID. Contents must be listed with chemical names (not formulae) and separated by comma.

Add weight/volume and units.

Click the **GRAY** 'Submit' button.

Item Report Form ×

Help Cancel Submit

— CONTAINER INFO

Contents:

Container ID	Chemical	Metric Weight	Unit of Meas.	Notes
123456789	hexanes, ethyl acetate	4	L	

+ ✎ 🗑 | ⏪ ⏩

The container should have been added to the list of contents under ‘Container Info’.

If it looks correct then click on the **GREEN** ‘Submit’ button.

This is not reversible. You cannot delete disposal requests after clicking **GREEN** ‘Submit’. EHS can delete them, but they will interrogate you about the location of that waste container first.

Segregate your waste!

Do not combine contaminated trash (gloves, weigh boats, paper, syringes, gloves, glass) with solids chemical waste such as silica, alumina, magnesium sulfate, celite, sand, etc.

Do not combine contaminated trash with liquid waste.

Glass waste goes in the dumpster when your box is full.

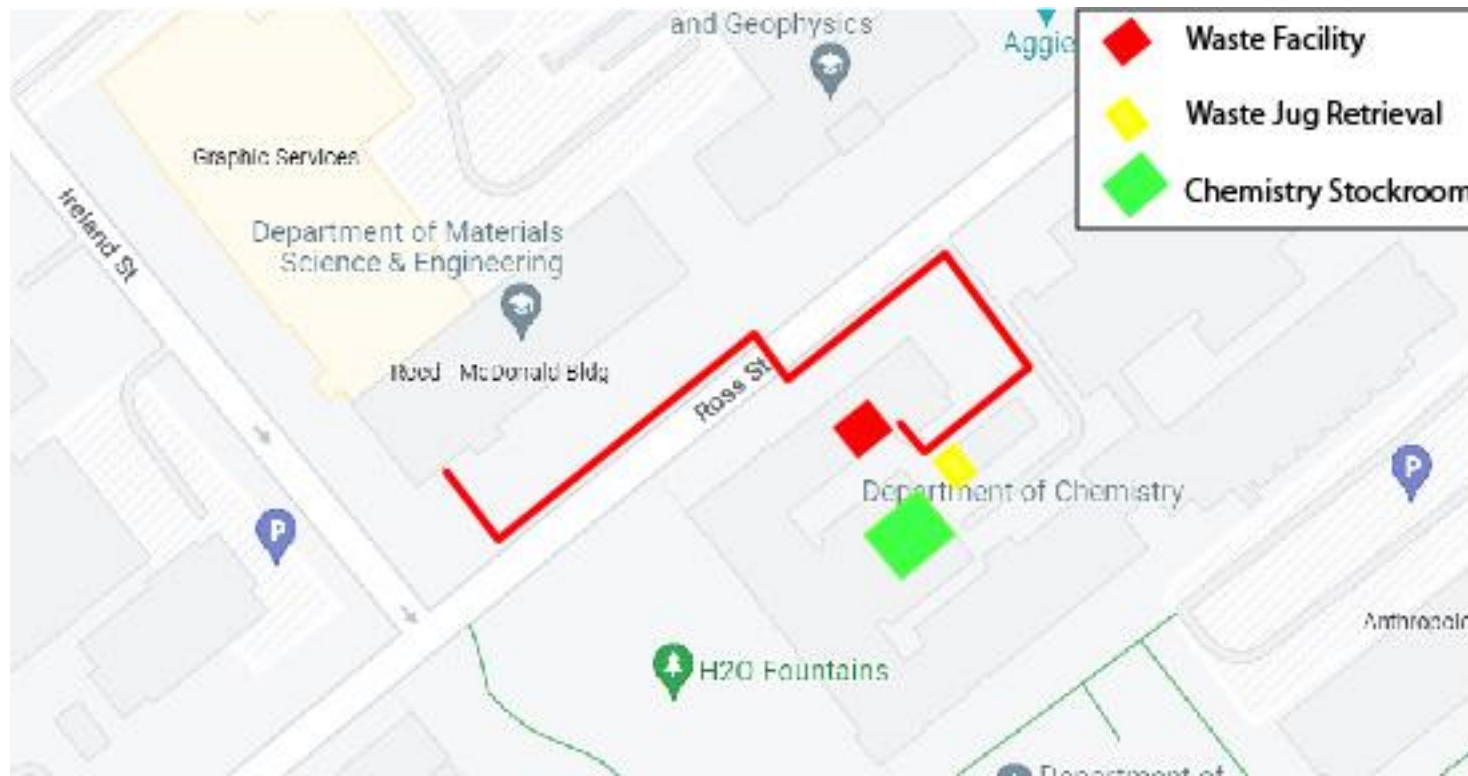
Regarding acetone + aqua regia waste, keep organic aqueous waste separated from your strong oxidizer waste. Be sure to dilute your aqua regia to pacify it before putting it into a waste container and **don't tighten the cap for several days.**

NO DUCT TAPE ON WASTE CONTAINERS

Attach green tags to waste containers with string. No rubber bands or tape.

Mark pH on aqueous waste green tags.

Write contact information and lab room number on the back of every green tag.



To transport waste, maximize the use of secondary containers and Styrofoam carriers.

The cart shakes a lot on the sidewalk and road, so place plastic containers strategically to avoid disaster.

20 L jugs should be on the bottom cart shelf to lower the center of mass.

Wear gloves when handling the waste, but do not touch buttons or door handles with gloved hands.

Take special care when handling the jugs. There is a small cap that covers the air vent (used by EHS to efficiently and safely empty the jug). If the cap is missing then waste can splash out while handling.