



SAFETY NOTICE

RISK MANAGEMENT & SAFETY

New Online Waste Discard Forms

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Category: Hazardous Waste

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NEW ONLINE WASTE DISCARD FORMS

RMS is excited to announce that we will be transitioning our [Chemical Discard Tags](#) and [Radioactive Waste Pickup Forms](#) from paper to an electronic online submission called OnBase. These tags and forms will be located on Risk Management & Safety's website under Environmental Health & Safety / Environmental / Hazardous Waste. **Starting July 1st 2017, the old paper carbon copy versions will no longer be accepted.**

OnBase is an enterprise content management and process management software suite that integrates document management, business process automation and records management.

We anticipate that this change will provide users greater flexibility and convenience for completing waste removal documentation. It will also notify RMS of your waste pickup needs helping RMS provide better quality waste removal services.

Additionally a Biohazardous Discard Form has been created for sharps (including chemical and biohazardous), red bags, and infectious waste. This form is now available for use on the RMS website (<https://riskmanagement.nd.edu/safety/environmental/hazardous-waste/>).

If you have any questions or concerns, please contact Jason DeWispeleare (jdewispe@nd.edu).

All safety communications can be found at <http://riskmanagement.nd.edu/safety-alerts/>.