

# *Dakota* Chemical Waste Tracking Software User Guide

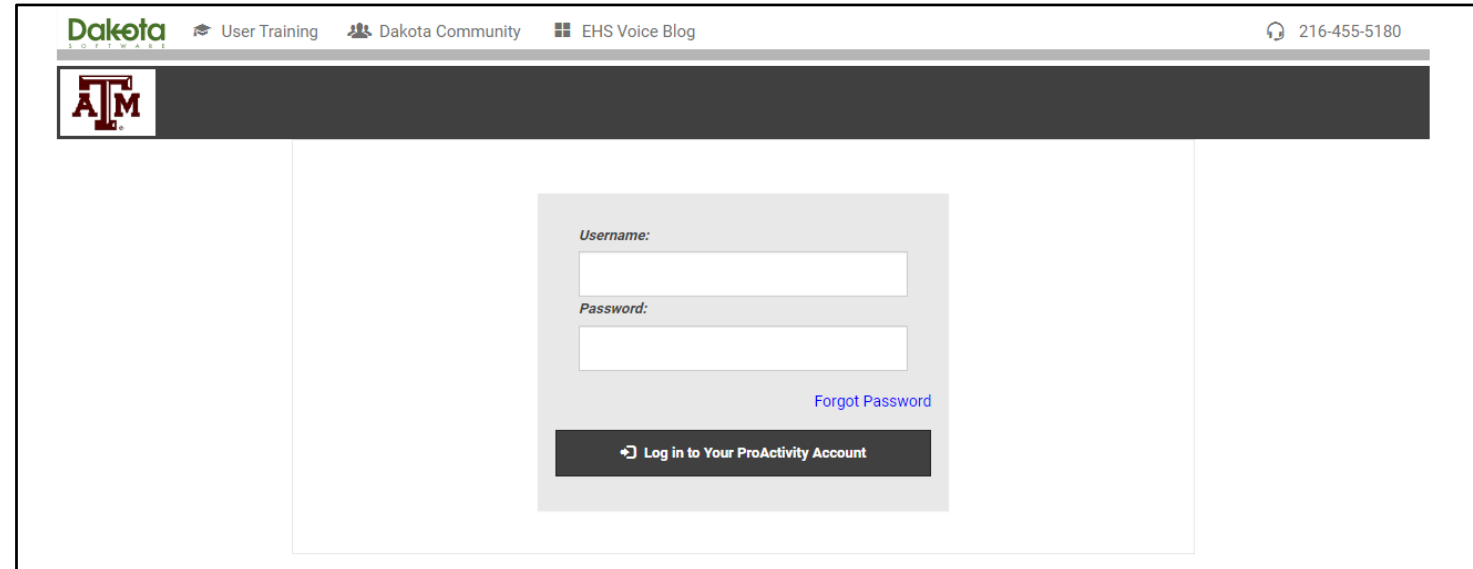
This user guide will assist with cataloging hazardous waste and scheduling a hazardous waste pickup.

# Accessing the Dakota Software

The Dakota Software can be accessed at <https://ehs.tamu.edu/dakotasoft/index.html>

How to log in:

- **Username:** Enter the PI's email address
- **Password:** The initial password will be provided by EHS. ***It is recommended this password be changed immediately by following the directions on the home page.***
- The PI may request a password reset by emailing [ChemDisposal@tamu.edu](mailto:ChemDisposal@tamu.edu) from the registered email address.

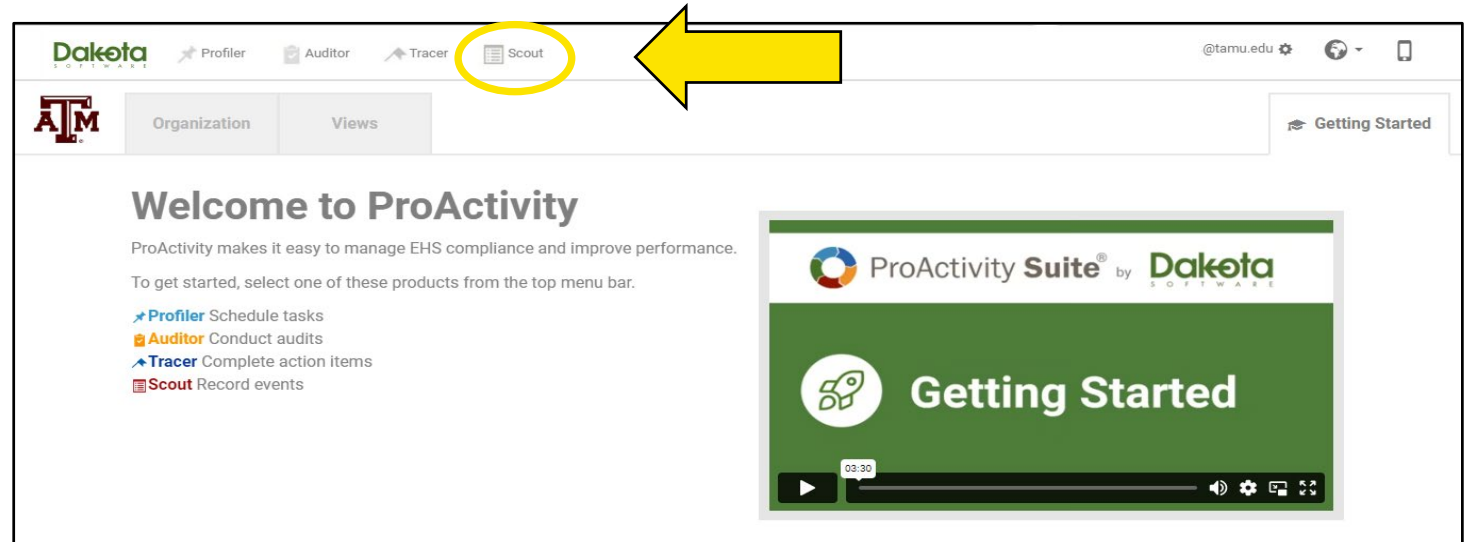


The screenshot shows the login interface for the Dakota Software. At the top, there is a navigation bar with the 'Dakota' logo, links for 'User Training', 'Dakota Community', and 'EHS Voice Blog', and a phone icon with the number '216-455-5180'. Below the navigation bar is a dark header with the TAMU logo. The main content area features a login form with two input fields: 'Username:' and 'Password:'. To the right of the password field is a blue link for 'Forgot Password'. At the bottom of the form is a dark button with a right-pointing arrow and the text 'Log in to Your ProActivity Account'.

# Getting Started

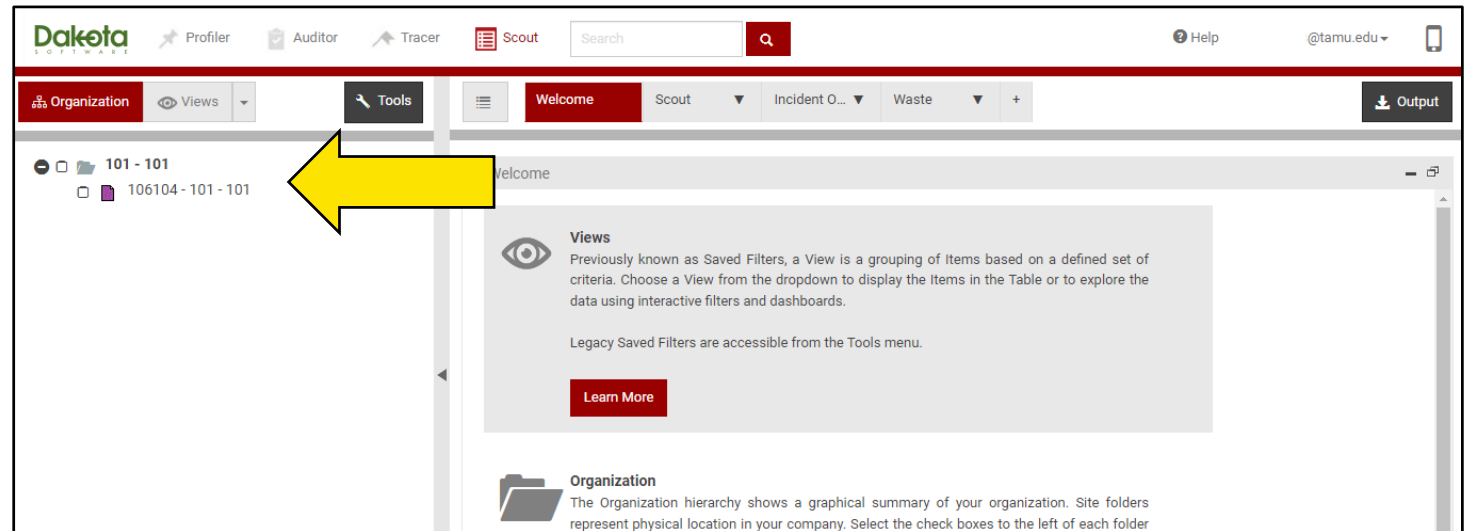
## Location of lab information:

- Once logged in, select the “Scout” tab



- On the left side of the screen, find a list of “site” folders identifying labs or rooms associated with the assigned PI.

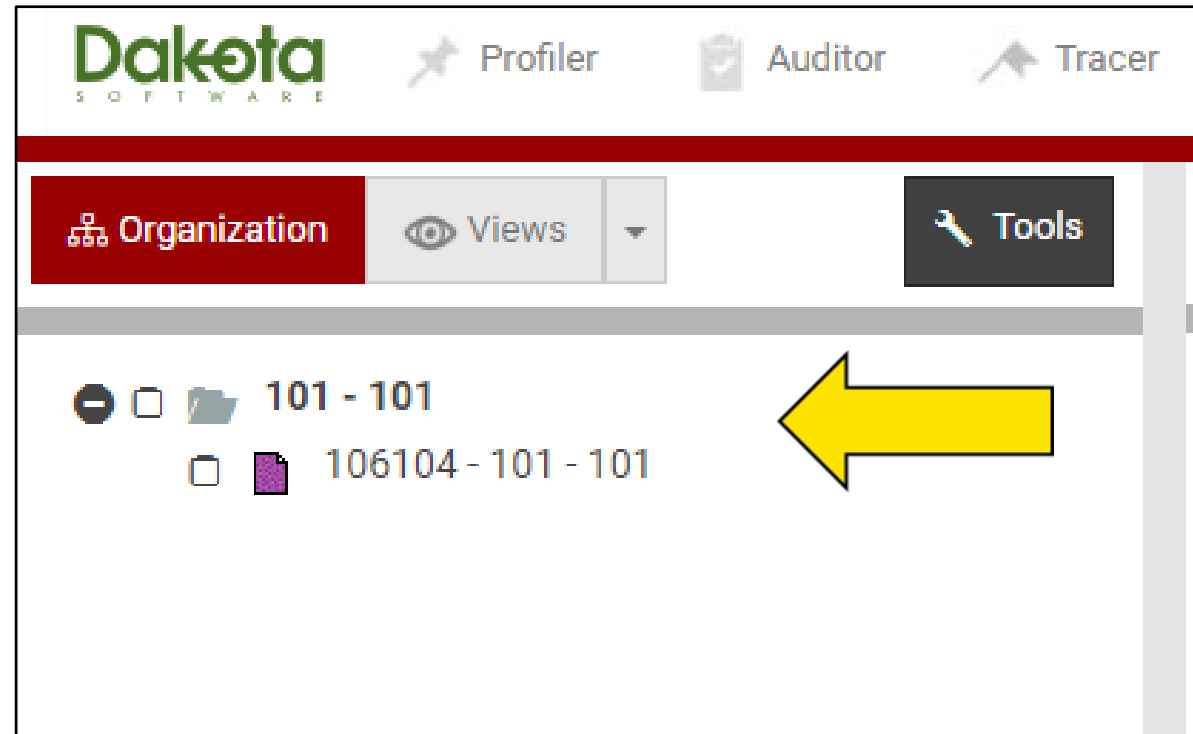
- **Note:** Contact EHS at [ChemDisposal@tamu.edu](mailto:ChemDisposal@tamu.edu) for any corrections or updates to this list.



# Identification of Lab Spaces

Labs are identified by the  
**“Room and Building  
Number.”**

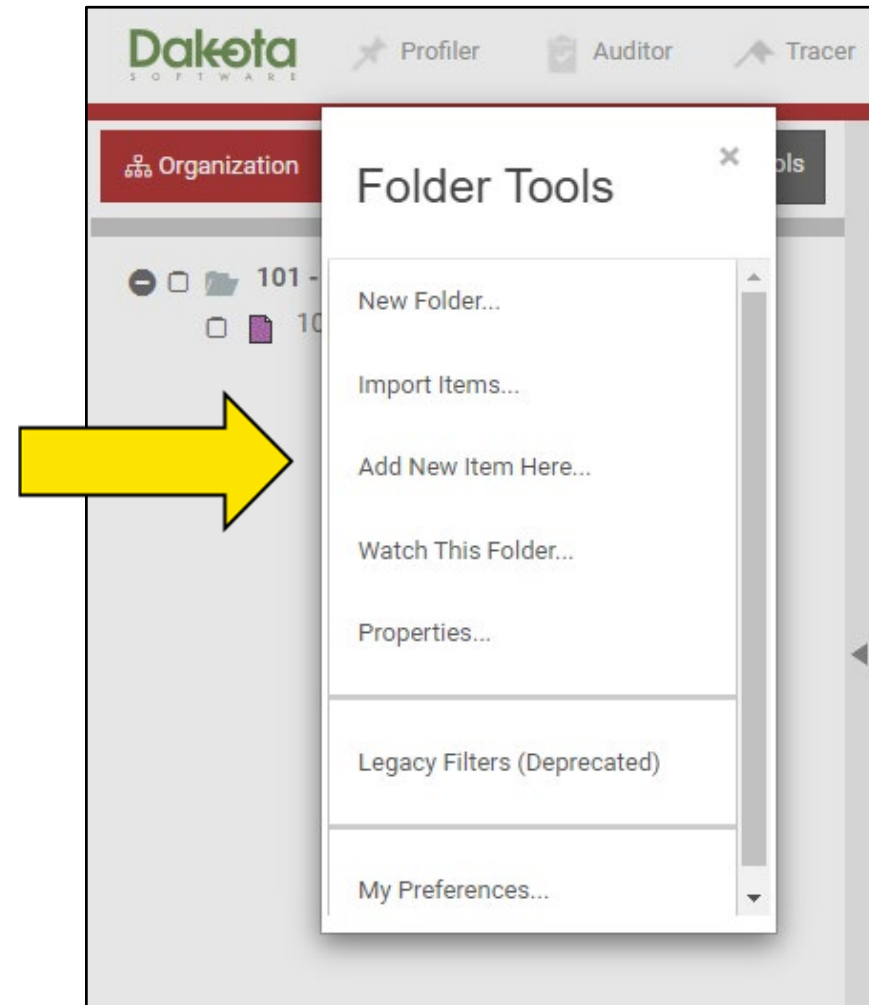
- Determine from the list of folders the lab site or space that you need to view or add information.



# Waste Disposal Request

**STEP 1: Select the lab space by right clicking on it, the “Folder Tools Menu” will open. To submit a waste container for pick up, click on “Add New Item Here.”**

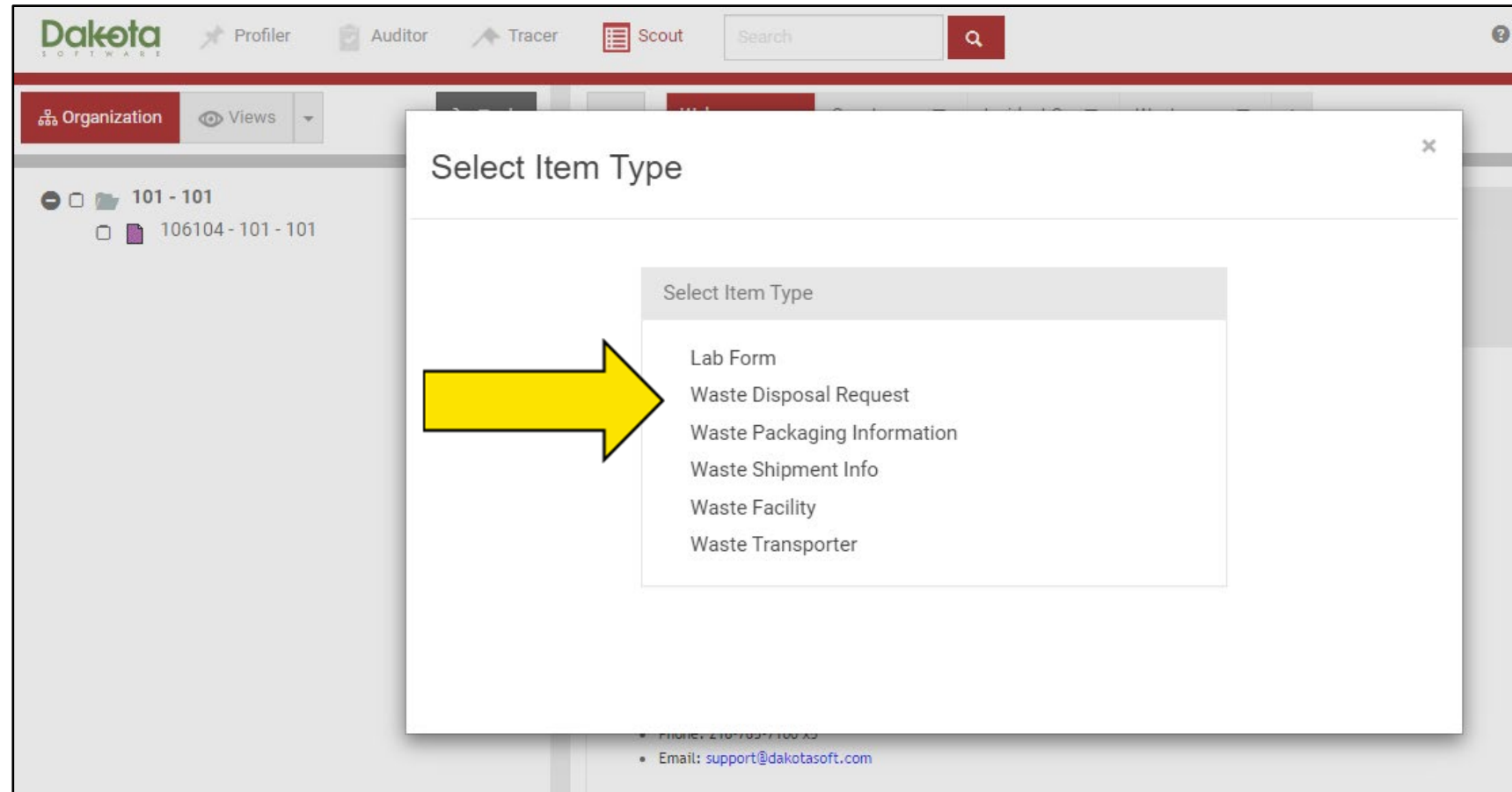
**Note:** *This is the only action that our customers should utilize.*



# Waste Disposal Request - 2

**STEP 2:** In the pop-up window “**Select Item Type**,” click on “**Waste Disposal Request**.”

**Note:** *This is the only action that our customers should utilize.*

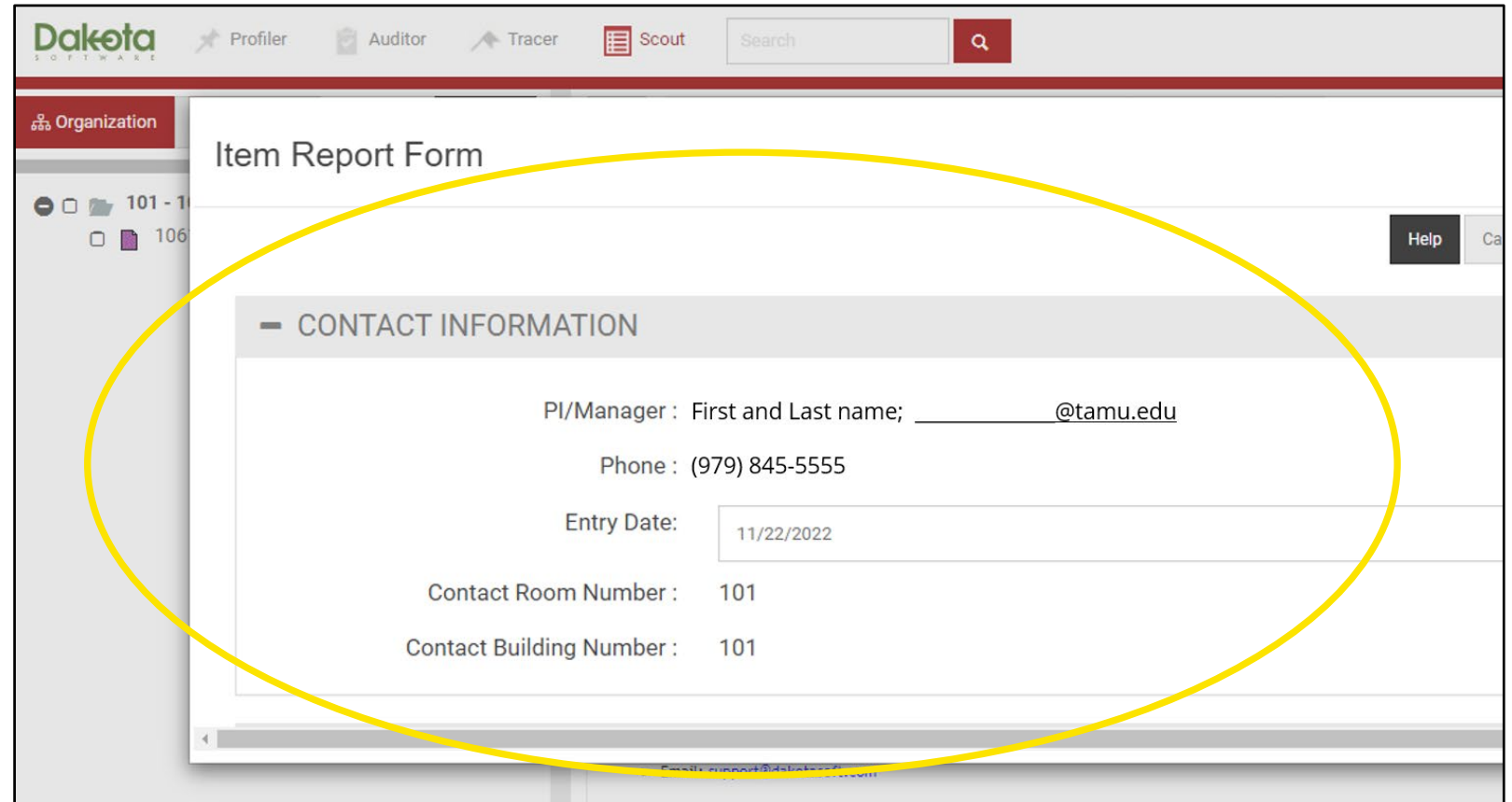


# Waste Disposal Request - 3

**STEP 3:** The “Item Report Form” window opens. The **Waste Disposal Request Report Form** has two sections that need to be completed: “Contact Information” and “Container Information.”

Scroll to view the entire “**Contact Information**” section. Check all entries are correct. (Name, email, phone number, room and building number.)

Notify EHS at [ChemDisposal@tamu.edu](mailto:ChemDisposal@tamu.edu) of any corrections to this section.



The screenshot displays the Dakota Software interface for the 'Item Report Form'. The 'CONTACT INFORMATION' section is highlighted with a yellow oval. The form contains the following fields:

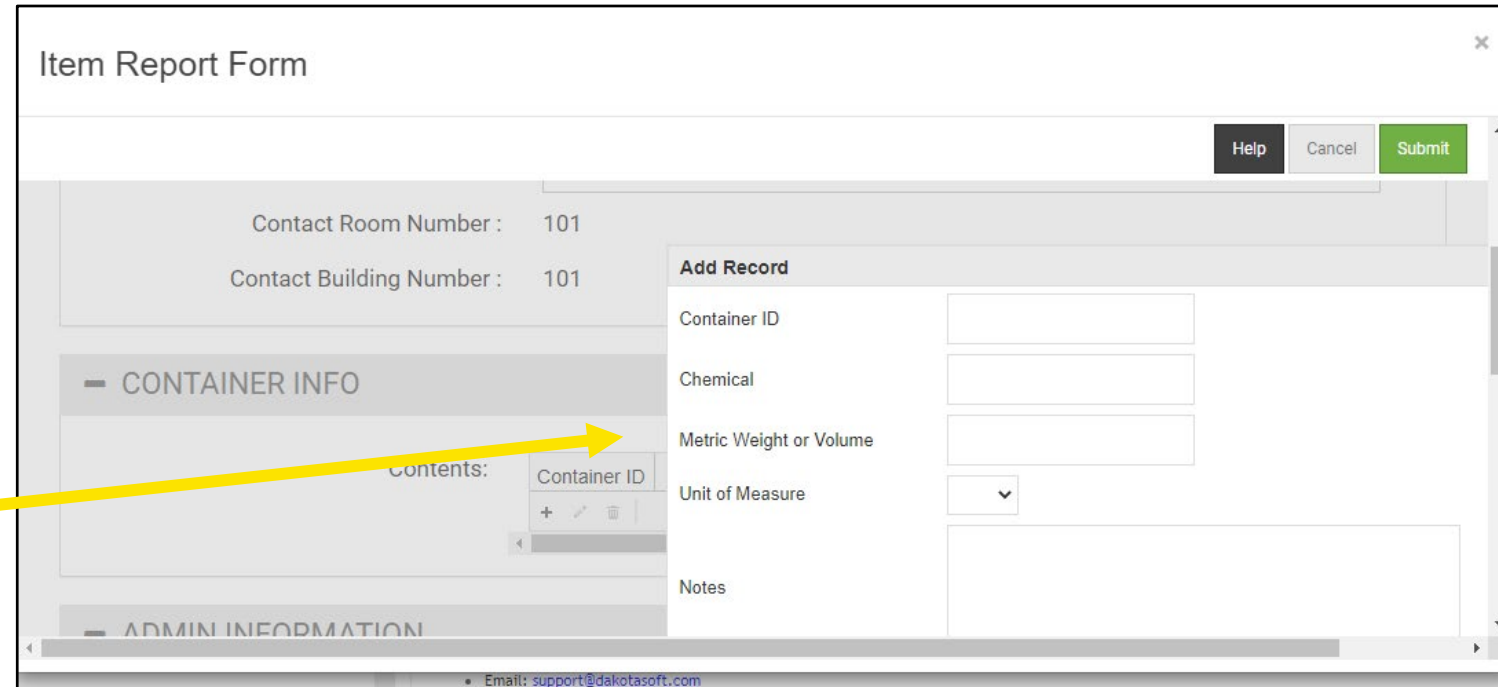
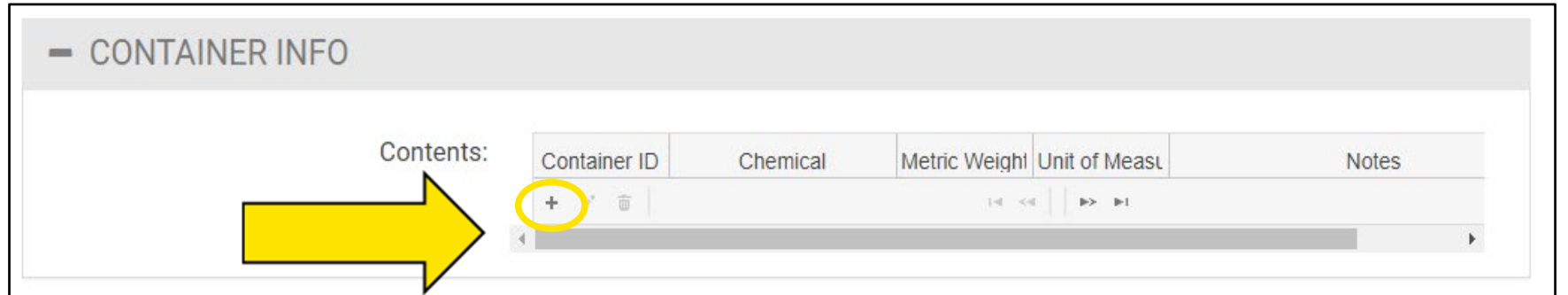
PI/Manager : First and Last name;	_____@tamu.edu
Phone :	(979) 845-5555
Entry Date:	11/22/2022
Contact Room Number :	101
Contact Building Number :	101

# Waste Disposal Request - 4

## STEP 4: Add Record

- Next, scroll to the “**Container Info**” section, find the “**Contents**” table, under the “**Container ID**” block, click the (+) sign to “**Add Record.**”

**Note:** You will use the information from your green Hazardous Waste Tag to complete this section.





# Waste Disposal Request - 5

## STEP 5: Inputting Information

Copy the information from the Hazardous Waste Disposal Tag and complete the following:

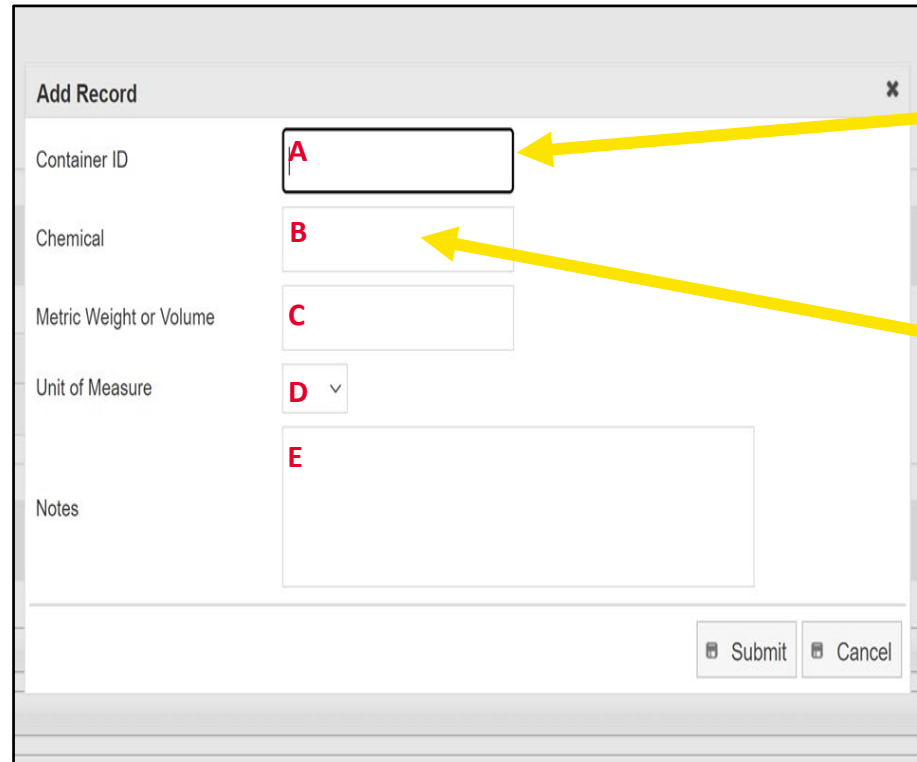
**A. Enter "Container ID":** this 6-digit number is found on the top right corner of the tag.

**B. Enter "Chemicals":** the chemical block will accept a long list of chemicals

**C. Enter "Metric Weight or Volume":** Only a whole number should be listed, unless the container storing the waste is a 2.5 L container, then enter "2.5"

**D. Enter "Unit of Measure":** Select the correct unit from the "drop-down" menu. **Solids** should be listed as mg, gm, or Kg and **Liquids** should be listed as ml and L.

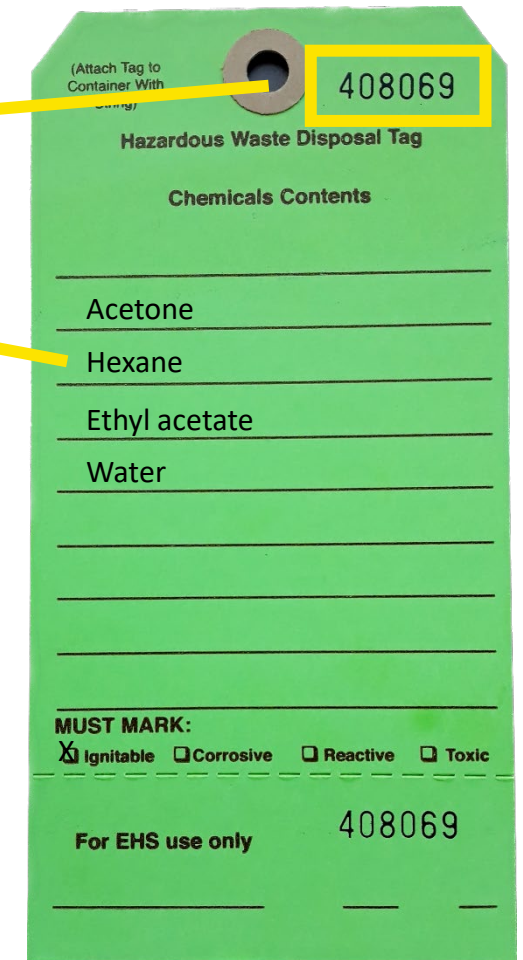
**E. Notes section:** any special instructions for pick up can be entered E.g. "Contact first, doors locked" or "Need replacement barrel" are common notes.



The screenshot shows a web form titled "Add Record" with the following fields:

- Container ID: A
- Chemical: B
- Metric Weight or Volume: C
- Unit of Measure: D (dropdown menu)
- Notes: E

Buttons for "Submit" and "Cancel" are located at the bottom right of the form.



The image shows a green "Hazardous Waste Disposal Tag" with the following information:

- Container ID: 408069
- Chemicals Contents:
  - Acetone
  - Hexane
  - Ethyl acetate
  - Water
- MUST MARK:
  - Ignitable
  - Corrosive
  - Reactive
  - Toxic
- For EHS use only: 408069

# Waste Disposal Request - 6

## STEP 6: Review and Submit

- Ensure the information entered is correct before clicking submit.
- **The “Cancel” button erases the entry.**
- **The “Submit” button in this Add Record pop-up box processes the information. You must hit this “Submit” button in order for the new entry to be saved.**

Container ID	408069
Chemical	Acetone, Hexane, Ethyl ace
Metric Weight or Volume	4
Unit of Measure	L
Notes	In lab stockroom

Submit Cancel

Item Report Form

Contact Room	Container ID	408069
Contact Building	Chemical	Acetone, Hexane, Ethyl ace
	Metric Weight or Volume	4
	Unit of Measure	L
	Notes	In lab stockroom

Submit Cancel

**Note:** We have identified an important step that may generate errors. When the data from the tag is ready to be submitted, **the submit button on the pop up menu (circled in yellow) processes the data.** The **submit button** in the background (designated by the red “X”) closes the form without changes.

# Waste Disposal Request - 7

## STEP 7: Final Submit

- The initial submitted tag's information is displayed.
- This is another opportunity for a quick review before the **final submit**. If all information is correct, **“click the second (green) submit button”** in the upper right corner.

Item Report Form

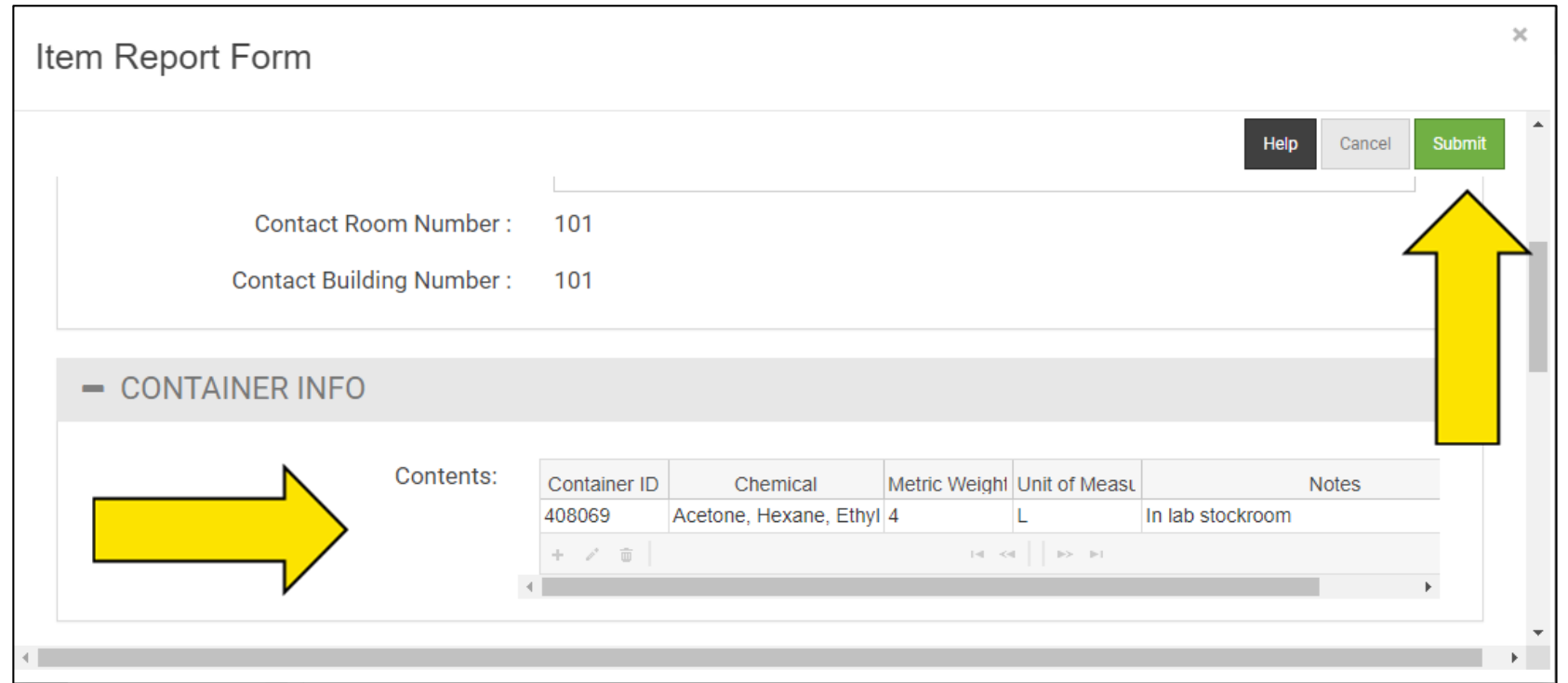
Help Cancel **Submit**

Contact Room Number : 101  
Contact Building Number : 101

**- CONTAINER INFO**

Contents:

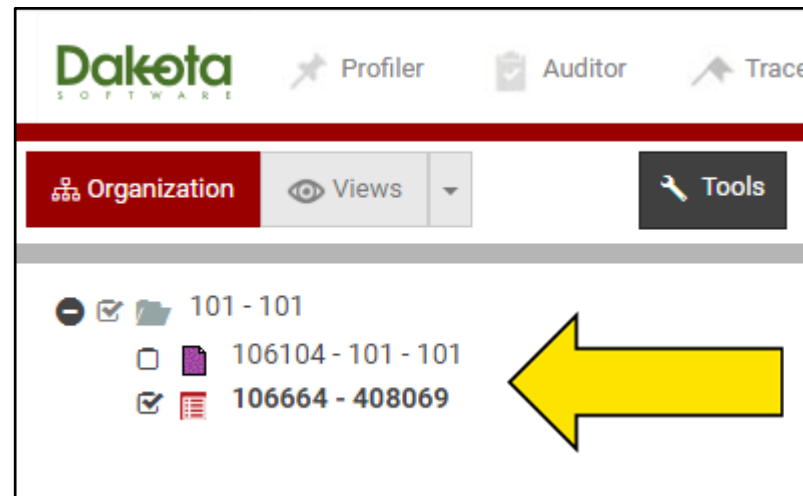
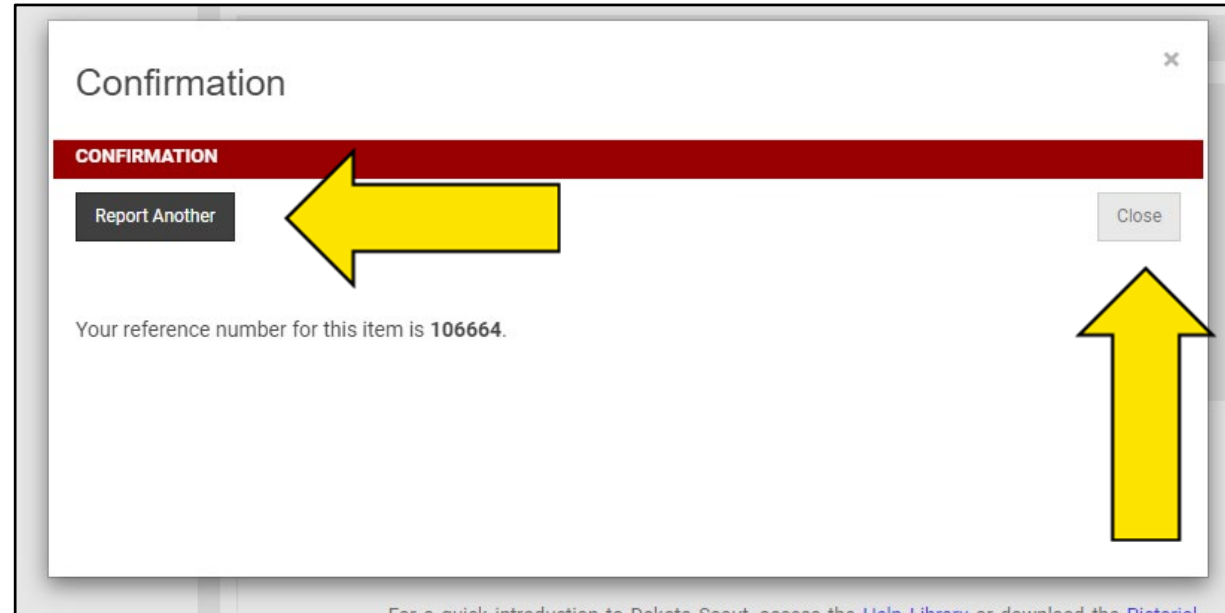
Container ID	Chemical	Metric Weight	Unit of Meast	Notes
408069	Acetone, Hexane, Ethyl	4	L	In lab stockroom



# Waste Disposal Request - 8

## STEP 8: Report Another

- Click on **“Report Another”** if entering another disposal request for the same lab. The **“Select Item Type”** window will open. The **“Close”** button returns the program to the working page.
- After the final submit, the new waste disposal request is listed in the hierarchy. Check that all the Hazardous Waste Disposal Tag numbers are correct and listed in the correct lab folder.



# Data Entry Edits or Errors

If an error occurs during data entry, the tag numbers will not be displayed in the hierarchy.

To edit or correct an entry, check the box to the left of the tag and allow the table view to update. Double click on the ID#.

The screenshot shows the Dakota Software interface. The top navigation bar includes 'Dakota SOFTWARE', 'Profiler', 'Auditor', 'Tracer', and 'Scout'. Below this is a search bar and a 'Views' dropdown menu. The main content area is divided into two panes. The left pane shows a hierarchy of tag numbers: '101 - 101' (with a folder icon), '106104 - 101 - 101' (with a folder icon), and '106664 -' (with a document icon and a checked checkbox). A yellow arrow points to the checkbox. The right pane shows a table view with a 'Table Options' dropdown. The table has three columns: 'ID #', 'Status', and 'Report Type'. The first row is highlighted with a blue border and contains the following data:

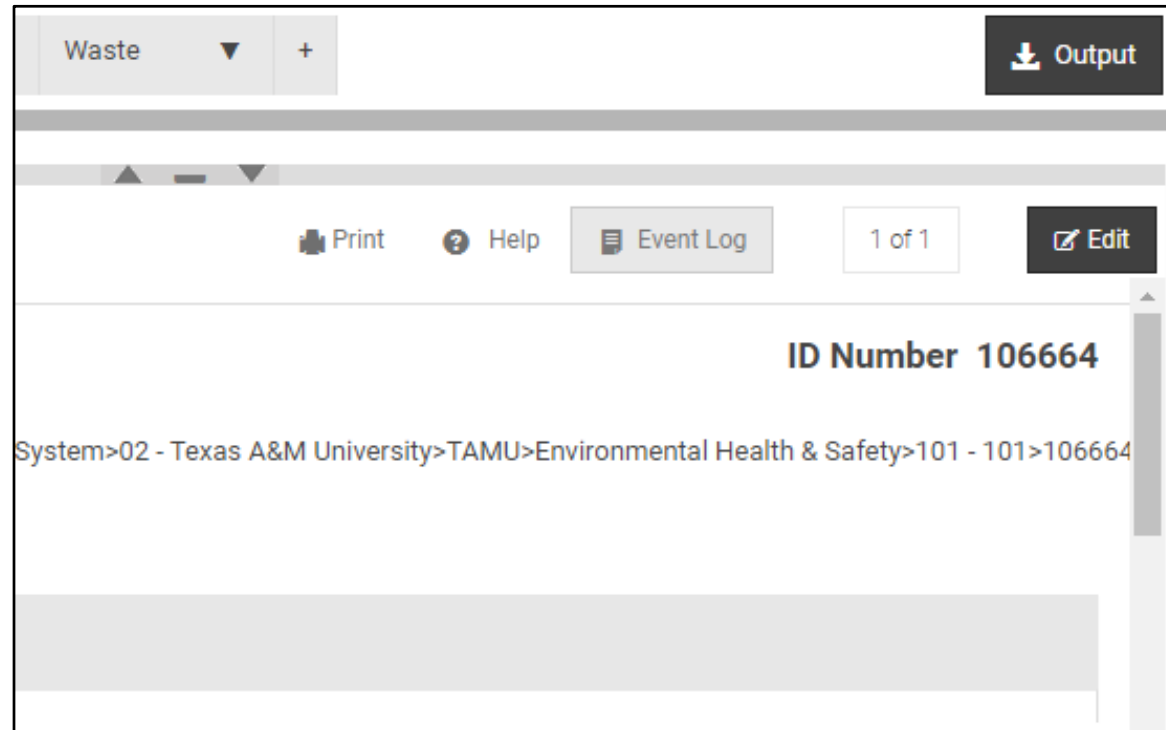
ID #	Status	Report Type
106664	In Lab	Waste Disposal Request

A yellow arrow points to the '106664' ID# in the table.

# Data Entry Edits or Errors - 2

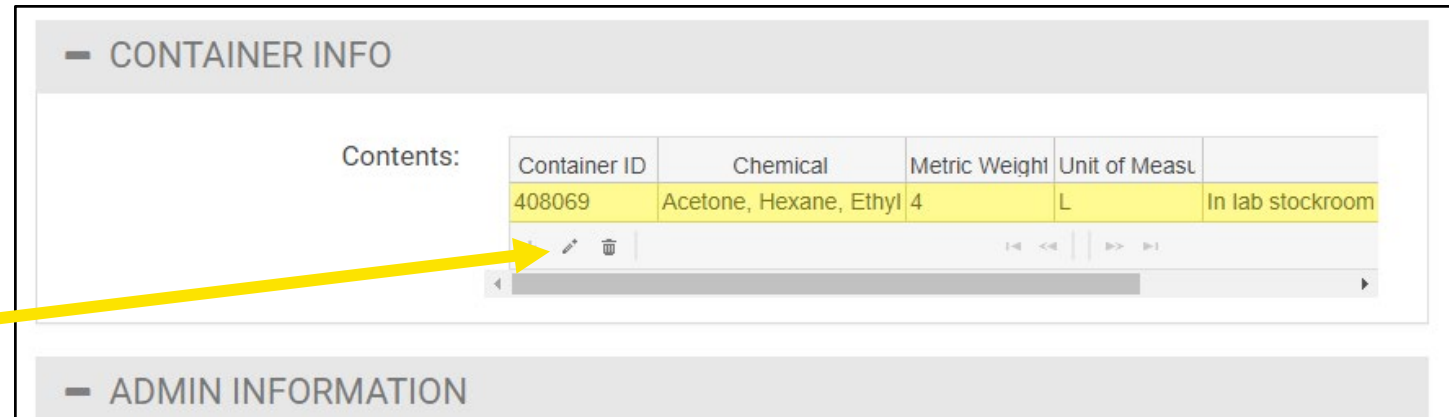
The Table View will open in the right window frame. Select the **"Edit"** button in the upper right corner.

The process is identical as an original entry from this point forward if the Container Information section is blank.



# Data Entry Edits or Errors - 3

To edit data in the Contents section, click in the Container ID block to highlight the existing entry and then select the pencil tool below it.



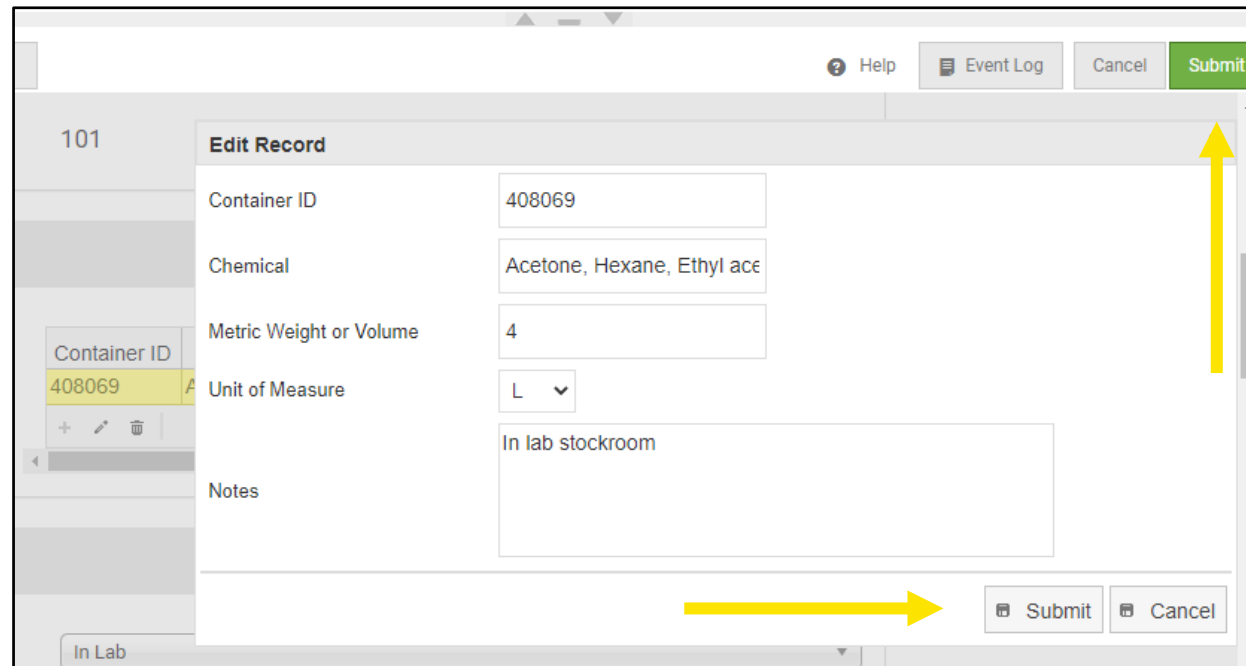
CONTAINER INFO

Contents:

Container ID	Chemical	Metric Weight	Unit of Meas	
408069	Acetone, Hexane, Ethyl	4	L	In lab stockroom

ADMIN INFORMATION

This will bring up the **"Edit Record"** window and the process is the same as the original entry from that point forward. Make the corrections and hit the submit button in the Edit Record window to save edited information and then hit the final green submit button.



101

Help Event Log Cancel Submit

**Edit Record**

Container ID: 408069

Chemical: Acetone, Hexane, Ethyl ace

Metric Weight or Volume: 4

Unit of Measure: L

Notes: In lab stockroom

Submit Cancel

# Contact Information

Please contact EHS at [ChemDisposal@tamu.edu](mailto:ChemDisposal@tamu.edu) if you have any questions or need more Hazardous Waste Disposal Tags.