

User Tutorial

1. Login to the RSS Platform at <https://app.riskandsafety.com/>
2. To access WASTE, select **Apps** at the top of the page and select **WASTE**
3. You will be taken to the WASTE homepage

Creating a Tag or Template

1. From the WASTE homepage, select **Create a New Tag**
 2. Select the waste category
 3. Complete the form
 4. Select **Save** or **Save & Print** or **Save as Template**
- OR
1. Select **WASTE** from the top menu
 2. Select **Search Tags**
 3. Select **New Tag**
 4. Complete the form
 5. Select **Save** or **Save & Print** or **Save as Template**

Note: You can also use the second method to view existing tags or templates

Viewing or Searching for a Tag or Template

1. From the WASTE homepage, select **View My Tags**
 2. Select waste category
 3. Search for tags in “Containers in Accumulation Areas” or “Containers Ready for Pickup”
 4. View templates by selecting the **Templates** tab at the top of the page
- OR
1. Select **WASTE** from the top navigation bar
 2. Select **Search Tags**
 3. Search for tags in “Containers in Accumulation Areas” or “Containers Ready for Pickup”
 4. View templates by selecting the **Templates** tab at the top of the page

Printing a Tag

1. From the WASTe homepage, select **View My Tags**
2. Select waste category
3. Select **the Print** icon to the right of the WASTe record (the tag will open as a PDF document)

Request a Pickup

1. Select **WASTe** from the “Apps” drop down menu
2. Select **View My Tags**
3. Select **Waste Type**
4. In the **Containers in Accumulation** section, select the downward arrow for each tag that is ready for EHS pickup