

### What is the Online Tag Program?

The Online Tag Program (OTP) is a web-based resource to identify and label hazardous wastes as required by EPA guidelines and UCLA policy. OTP is also a critical component of UCLA's Hazardous Materials Program. All persons handling or generating hazardous wastes on campus must first complete Hazardous Chemical Waste training to learn the proper labeling, storage, and management of hazardous wastes, and how to safely transport them to one of our designated pick up locations. This class will also teach you how to use OTP.



### How do I set up an OTP account?

- Fill out the form at the end of the OTP Users Manual. Fax the completed form to x57076, or email a copy to [HazardousMaterials@ehs.ucla.edu](mailto:HazardousMaterials@ehs.ucla.edu).
- You will receive an email from "onlinetagprogram@otp.ucop.edu" with the user name, password for the lab, and a link to the OTP site.
- When first logging in, go to the "modify user settings" menu to change your password. Share the password with all users in your lab.

### How should I tag waste?

- **Tag the container immediately!** Create the waste tag as soon as you start generating hazardous waste. If you wait, you will be out of compliance with hazardous waste accumulation regulations.
- Label your waste accurately. We rely on you to identify all the constituents in your waste stream.
- Update tag online if chemical constituents change. Print the updated tag to replace the original one.
- When bringing waste to pick-up, write the current date on the label.

### Need more information?

Refer to the Hazardous Waste section of UCLA's EH&S website or one of the links below.

OTP Users' Manual	<a href="http://www.ehs.ucla.edu/Pub/OTPMannual.pdf">www.ehs.ucla.edu/Pub/OTPMannual.pdf</a>
Hazardous Waste Pick-Up Schedule	<a href="http://www.ehs.ucla.edu/pub/HazWaste%20Pickup%20Schedule.pdf">www.ehs.ucla.edu/pub/HazWaste%20Pickup%20Schedule.pdf</a>

### How should I handle waste?

- Remember to check your lab's waste tags and containers for accuracy.
- Segregate your containers by hazard class.
- Use secondary containment on your cart.
- Use only a stable, heavy duty cart.
- Never leave waste unattended!
- Whenever you handle or transport hazardous waste, wear appropriate PPE (eye protection, closed-toed shoes, gloves, etc.).

### What else should I know?

- Save profiles for commonly produced waste streams to quickly create a new tag. Do not photocopy or reprint tags for reuse because each bottle needs a unique tracking number.
- For solid or dry waste, print the tag at the start of generation. In the "container size" fields, select the **capacity** of the container and **not** the weight of the waste.
- Dispose of your waste when the container is full, your experiment is finished, and no less than 90 days after the date waste generation began.
- Bring routinely generated waste to pick-ups (not just after lab cleanouts).

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