

Bar Code Request Form

This form is a request for barcodes. One barcode will be used for each Bio-waste container for disposal. This includes cardboard boxes and the plastic roll carts. These barcodes will replace the orange information labels currently used. By using the barcodes, we will have the ability to track the waste disposal process. This process will enhance Bio-waste disposal and billing data integrity. Please fill out this form for each budget coding that is used in the disposal of your Bio-waste.

NOTE: At this time, the STI process does not have a cost associated with the disposal. Charges only apply to materials for Incineration. Please include full Workday account coding as you will use the same barcode for either STI or Incinerate. There will be a check box on the barcode to indicate STI or Incinerate.

Waste Generator/Investigator

1. Name _____
2. Phone Number _____
3. Email _____

Billing Area

1. College _____
2. Department/Unit Name _____
3. Department Abbreviation _____

Building _____ Room Number _____

Number of Barcodes Requested _____ Date _____

Mail Stop for Barcode Delivery _____

***** After the Waste Generator/Investigator fills out upper portion of the form.
Please send it to your Finance Administrator *****

Financial Contact

1. Name _____
2. Phone Number _____
3. Email _____
4. **Charge account:** | Cost Center _____ | Fund _____
| Function _____ | Region _____
| Worktag (mark NA if not applicable) _____

Approval Signature _____ Date _____

**** When form is complete please scan and email to waste.management@wsu.edu. Once we receive this completed form, we will print your barcodes. For questions please call 335-3089 ****