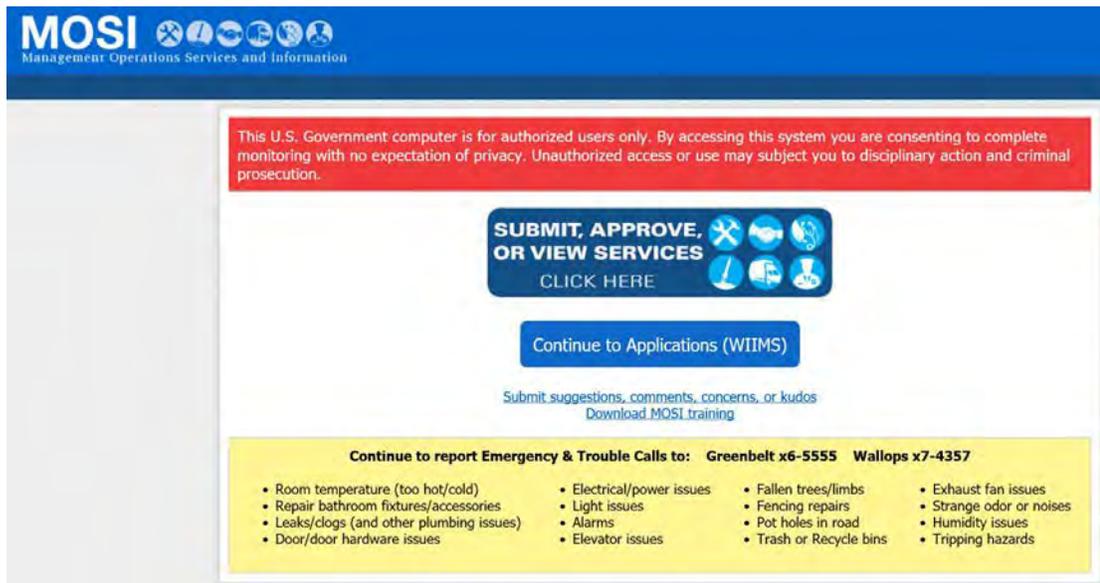


How to Request Hazardous Waste Pickup Using Management Operations Services and Information (MOSI)

1. Enter web address: <https://mosi.ndc.nasa.gov/>
2. Click on the “Submit, Approve, or View Services” button. If you are logged into your computer with a smartcard, you should automatically be logged into MOSI. If not, you will be prompted to log in with Smartcard credentials or an Agency ID.



3. Click on the “New Ticket” button.



4. Select the “250-Medical and Environmental” tab from the menu below.

[Home](#) → Create New Ticket

Continue to report Emergency & Trouble Calls to: Greenbelt x6-5555 Wallops x7-4357

- Room temperature (too hot/cold)
- Repair bathroom fixtures/accessories
- Leaks/clogs (and other plumbing issues)
- Door/door hardware issues
- Electrical/power issues
- Light issues
- Alarms
- Elevator issues
- Fallen trees/limbs
- Fencing repairs
- Pot holes in road
- Trash or Recycle bins
- Exhaust fan issues
- Strange odor or noises
- Humidity issues
- Tripping hazards

220-Facilities | 240-Protective Services | **250-Medical and Environmental** | 270-Information and Logistics | Concur Travel | MOD 200 IT

Engineering

Service	Description	Customer Funded
Customer-funded Minor Construction Projects (under \$100K)	Select to request the execution of a small/medium scope minor construction project related to facilities for which you have already identified funding. This will begin FMD's design and construction process. Examples include painting or carpeting a room, redoing flooring, doing minor wall or door construction or relocation, small electrical projects. Note: After gathering your requirements, FMD will prepare a rough estimate for your concurrence. Should the size of the project exceed the minor construction scope (amount and/or complexity), FMD will assign a planner who will contact you to initiate the formulation and planning process. If you only need a rough estimate, please use the "Planning, Design, and Construction of Customer-funded Facility Projects" service below.	
Planning, Design, and Construction of Customer-funded Facility Projects	Select to request... 1) The initiation of a large scope project related to facilities. This will begin FMD's formulation and planning process. Examples include planning for a new lab, planning the expansion of a space to accommodate new activities, adding or moving walls. While requesters do not bear the cost for project formulation and planning, you will be asked to provide a valid WBS once the project moves to design and construction.	

5. After clicking the Code 250 tab, you will be directed to the screen below where you will select a service. Read the description related to each service and make a selection based on your need.

Hazardous Waste Pick-up with a container number or waste ID number	Do you have an established satellite accumulation area? Do you have a labeled hazardous waste container that was provided by the Environmental Office, Code 250? If you answer yes to any of these questions, submit this request. If the container is empty (but not an aerosol can) and has a yellow sticker, submit an "Empty Container Pickup with a yellow inventory sticker" request under Code 270 services.	
Property Environmental Liability Assessment Request	A request for an environmental evaluation is submitted by the: - Information and Logistics Management Division when personal property that is designated for excess, disposal, or transfer from NASA or acceptance by NASA is planned and a potential for impacts to the environment or people is suspected, typically in the form of hazardous materials or potential hazardous waste concerns; and, - Facilities Management Division when any real property will be transferred from the Goddard Space Flight Center or accepted by the Goddard Space Flight Center including through lease or use agreement. The Medical and Environmental Management Division provides a detailed review of personal and real property to identify potential environmental liabilities related to property designated for transfer, sale, or disposal. The information is valuable to the responsible organization to determine appropriate actions for property dis positioning and assuring compliance with Agency and federal environmental requirements.	
Request for Material Characterization	If you do not have a labeled container provided by the Environmental Office, Code 250, submit this request. This request is also used when you have chemicals no longer needed or expired. The Environmental Office will contact you to obtain additional information to evaluate the material/chemical before it is picked-up.	
Universal Waste Pick-up	Universal wastes are a specific set of commonly used and disposed of wastes that require special management (e.g., batteries, fluorescent light bulbs, mercury thermometers, and used oil).	

6. After selecting a service, a pop-up window will appear. Click on the green “create” button.

Hazardous Waste Pick-up with a container number or waste ID number ✕

CLOSE CREATE

Service Information

This service takes 2 days to complete once the ticket has been approved.

If you don't have a container or waste ID number, please submit a ticket for Request for Material Characterization.

If you would like to dispose of more than one container, please add the additional container numbers in the Additional Info field.

7. After you click “Create”, the screen will expand to include your information as the “Requester” and “Point of Contact”, change the information if necessary. Enter the required information about your waste:
 - a. Title
 - b. Desired Due Date- select at least 2 days for “Hazardous Waste Pick-up with a container number” and 20 days for “Request for Material Characterization” ticket.
 - c. All other fields

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Service	Hazardous Waste Pick-up with a container number or waste ID number	Service Information This service takes 2 days to complete once the ticket has been approved. If you don't have a container or waste ID number, please submit a ticket for Request for Material Characterization. If you would like to dispose of more than one container, please add the additional container numbers in the Additional Info field.
Owner	Kelly Marie Gross (301.286.4726)	
Status	Editing	
Ticket Title	Edit	

Ticket Attachments(0) Notes(0) Related(0) History

Action

[Save Ticket](#) [Submit Ticket](#) [Print](#) [Cancel Ticket](#)

Requester [change]	Point of Contact [change]
Name: Kelly Marie Gross	Name: Kelly Marie Gross
Code: 250.0	Code: 250.0
Location: Building: 027 Room: 140	Location: Building: 027 Room: 140
Phone: 301.286.4726	Phone: 301.286.4726
Email: kelly.m.gross@nasa.gov	Email: kelly.m.gross@nasa.gov

Desired Due Date At least 2 business days from submit date

*Container or waste ID number (if you would like to dispose of more than one container, please add the additional container numbers in the Additional Info field)

Total number of containers (do not place containers inside bags)

Size

Have you made a good faith effort to minimize your waste generation by considering substitutes or alternatives? Yes No

Have you received Resource Conservation and Recovery Act (RCRA) generator training within the past 12 months? Yes No

Additional Information

8. Click “Submit Ticket”, a very important step that if missed, we won’t get the request and therefore we will be unable to process the ticket. **Please be aware that a ticket cannot be submitted without a title. You will receive a confirmation email from MOSI when your ticket has been submitted successfully.**