

## How to Request Hazardous Waste Pickup Using the Electronic Management Operations Directorate or Emod

- 1) Enter web address: <https://emod.wff.nasa.gov/emod/>
- 2) Enter you NDC username and password in eMOD Login screen.
- 3) After entering your username and password, click “Login”. You will be directed to a screen that allows you to create a new ticket. Click the “Create Ticket” icon.
- 4) The next screen will allow you to access Medical and Environmental Management (MEMD), Code 250 by clicking the respective logo.
- 5) After clicking the MEMD, Code 250 logo, you will be directed to a screen where you will select a service. Read the description related to each service and make a selection based on your need.
- 6) After selecting a service, click “Create” to begin entering the required information on the new screen.
- 7) After you click “Create,” the screen will expand to include your information as the “Requestor” and “Point of Contact.” Enter the required information about your waste and click “Submit Ticket.” A member of MEMD will be in contact with you after the ticket is submitted.