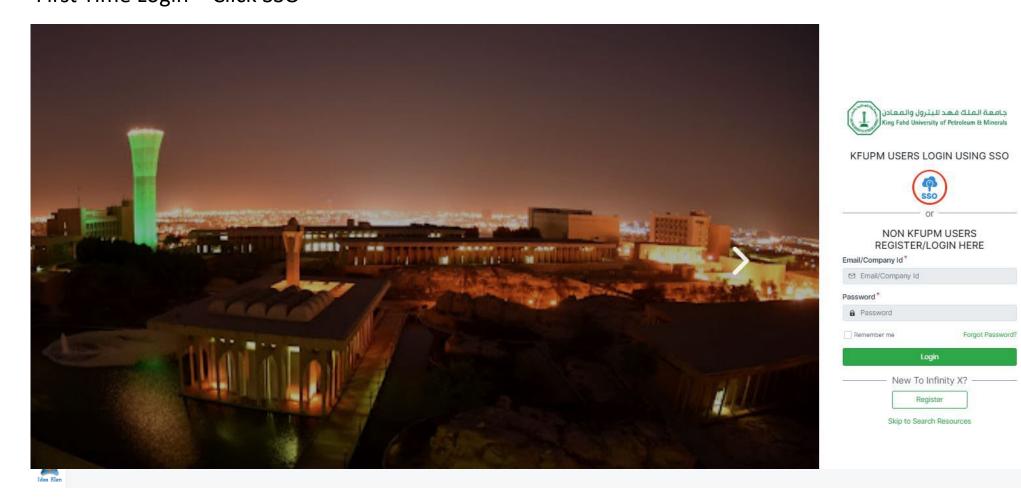# CORE RESEARCH FACILITIES

King Fahd University of Petroleum & Minerals

Dhahran, Saudi Arabia

INFINITY X – LOGIN
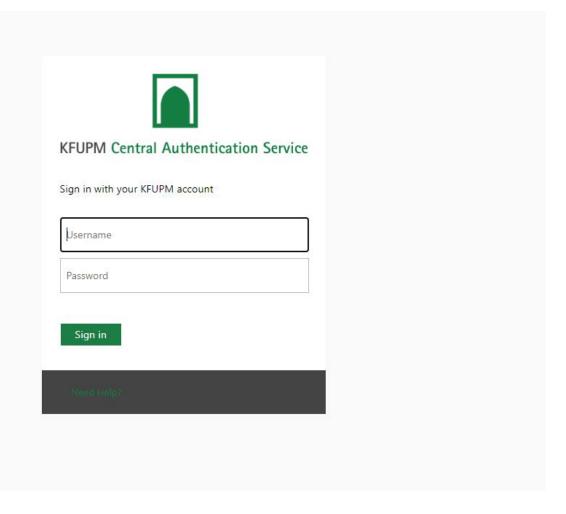
Link: https://infinity-apps.kfupm.edu.sa/kfupm/auth/login
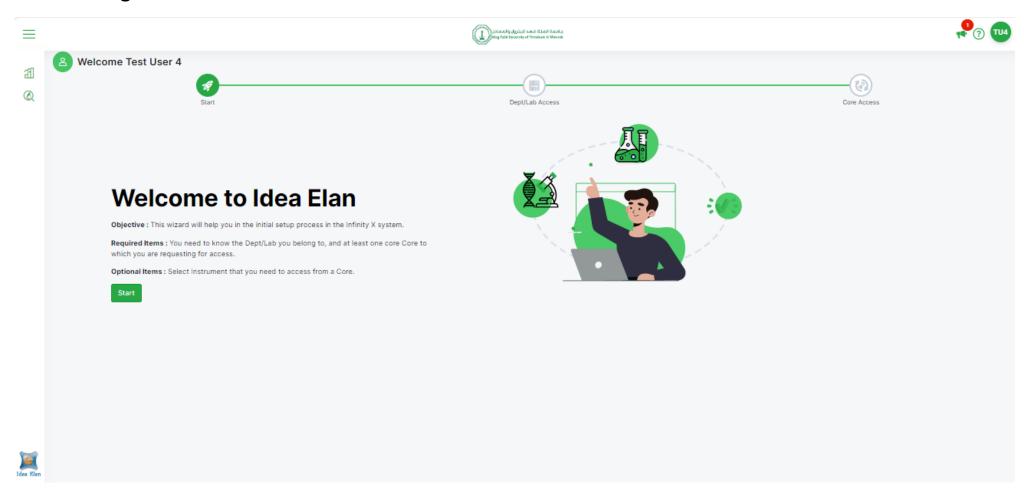First Time Login – Click SSO

Redirected to KFUPM SSO Login

First time login – Welcome Wizard – click start

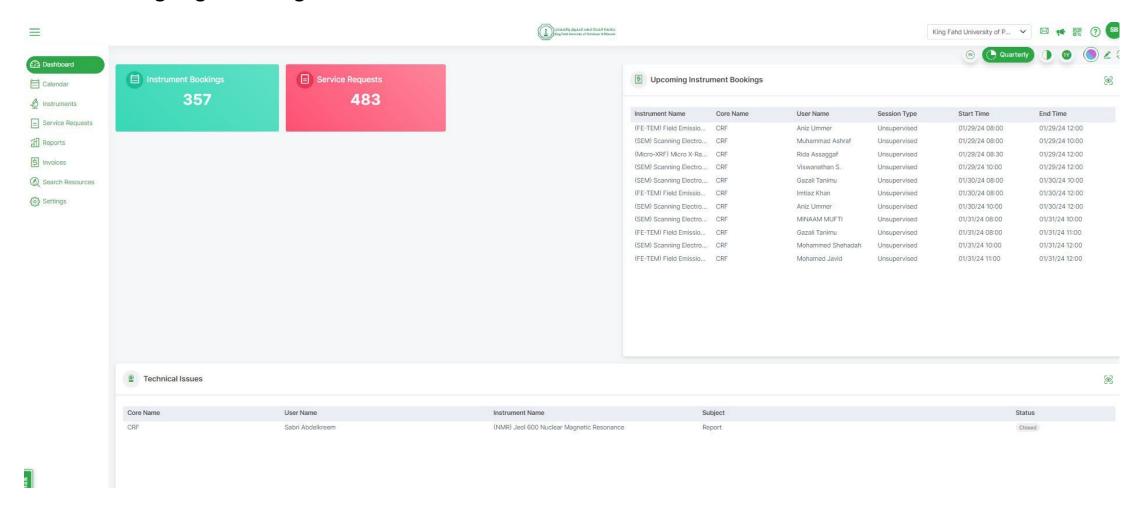First time login – Select your Dept

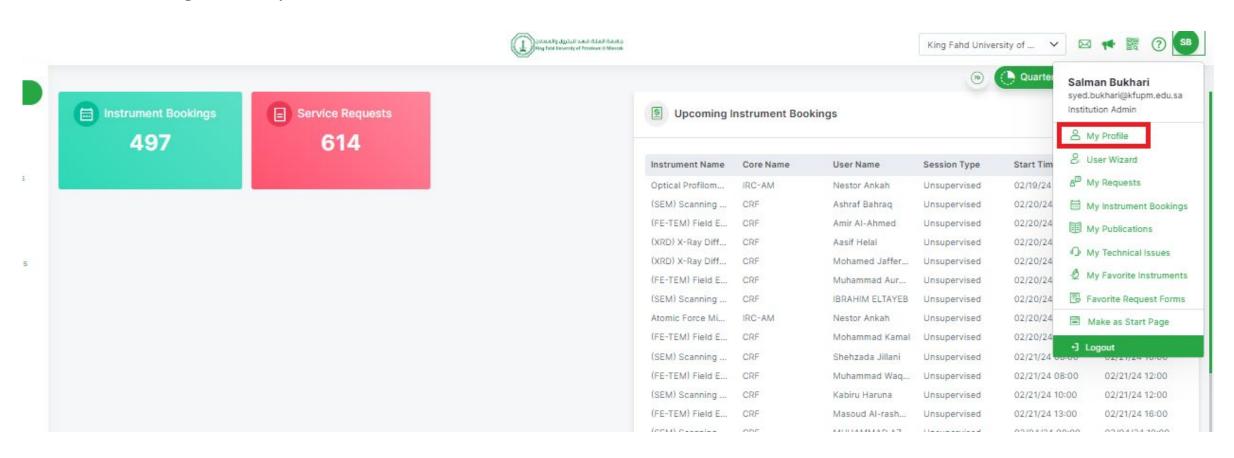First time login – Select at least 1 Core (Department or Center)

INFINITY X – DASHBOARD

Landing Page after login

Navigate to My Profile

Add your Department or Center

Add all the desired cores

Submitting Service Requests

INFINITY X – SUBMITTING SERVICE REQUEST

- Navigate to **<Services Requests>** from the menu on the landing **<Dashboard>** page.
- Select the desired core **<Waste Disposal >** from the dropdown list in the top right next to the envelope.
- Click on the desired Service Request Form - **< Waste Disposal > Form** for KFUPM Users.

Fill in the Basic Details box by selecting:

- For Users– Select your Department/Center name under **Dept**

- Click **continue**

- **C**lick **Don't see your Project Code / PO**

- Type no project code

- Click **Save**

- Click **Continue**

INFINITY X – SUBMITTING SERVICE REQUEST

- Fill in the details of the contact person, KFUPM ID, department, request type.
- Follow the instructions on each step

- Please read carefully the procedure for waste management and disposal.
- Then click on the checkbox of the acknowledgment.

Procedure for chemical waste management and disposal

- Identify hazardous waste generated from laboratories or storage areas based on the four hazardous characteristics defined by the EPA: flammability, corrosivity, reactivity, and toxicity.
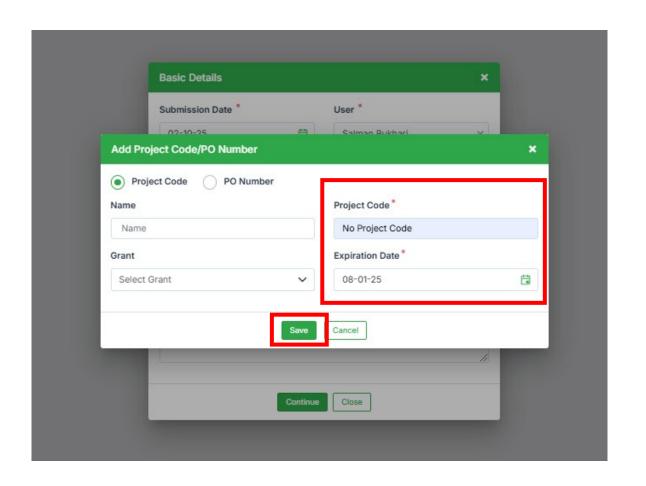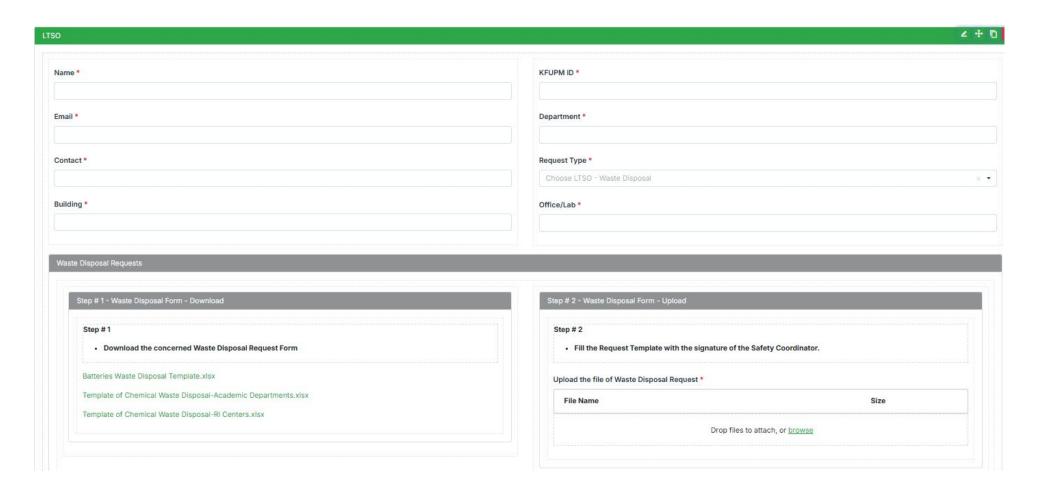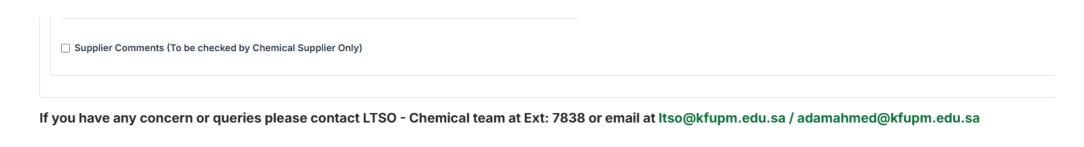- Select an appropriate container for storing hazardous chemical waste to ensure safety and compliance with regulations.
- Segregate chemical waste according to its hazard class, acid, base, flammables, organics, etc...
- Properly label each container with the full name of the content(s); if a mixture, specify the approximate percentage of each chemical component.
- Ensure that all containers and their caps are in optimal condition to prevent spills. Additionally, do not fill the container to the brim; leave 10% space to accommodate any pressure build-up.
- Pack the compatible chemicals or broken glasses/empty containers in a designated box and add a label indicating the type and quantity of its contents.
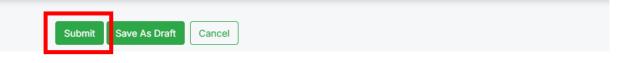- Tightly wrap each box with the tape before handling and loading.

Acknowledgment

☐ I hereby authorize the implementation of the procedure for collection and disposal of chemical waste. *

- Leave the **Supplier Comments checkbox** unchecked
- If you face any issues or have any concerns, contact LTSO- Waste Disposal Team at 7838 / ltso@kfupm.edu.sa / adamahmed@kfupm.edu.sa
- Click **Submit**
- You can also click on **Save As Draft** and come back to complete the form later

☐ Supplier Comments (To be checked by Chemical Supplier Only)

If you have any concern or queries please contact LTSO - Chemical team at Ext: 7838 or email at ltso@kfupm.edu.sa / adamahmed@kfupm.edu.sa
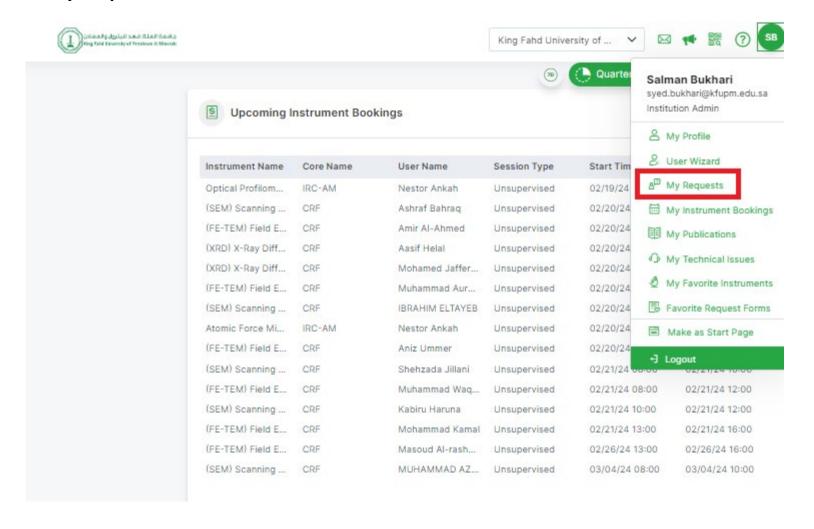
Submit   Save As Draft   Cancel
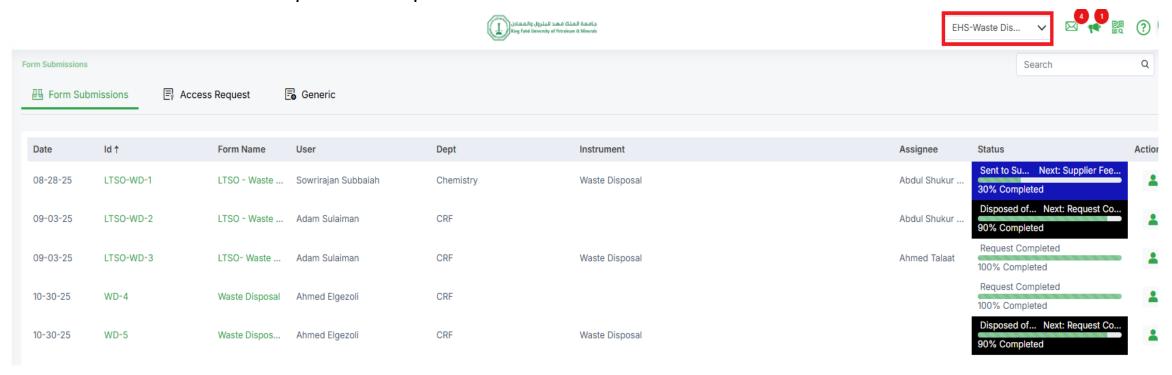
INFINITY X – MY REQUESTS

- You can also view your submitted requests by navigating to the right and clicking on your name initials **My Profile> My Requests**
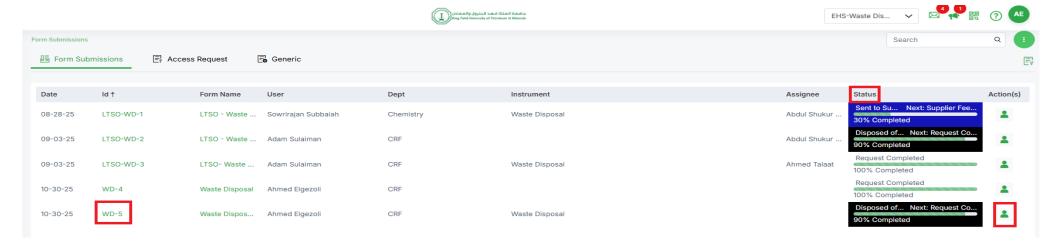
INFINITY X – MY REQUESTS

- Select the core from top right to see all your requests submitted in the selected core
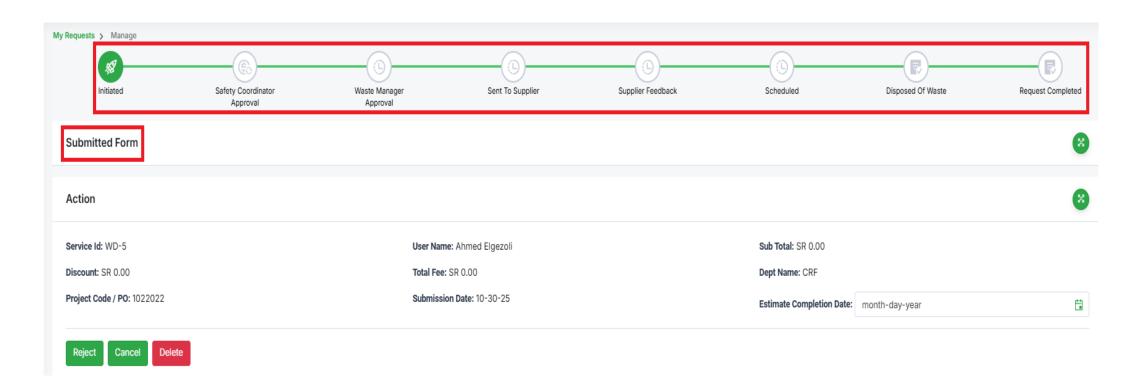- Click on the Request ID to open and view the form

- The form will go to the core admin/ lab manager for review and processing.
- The current status of your request can be viewed on the right side under the **Status** column. Color codes indicate at which stage your request is currently.
- You can click on the desired request under **Form Name** in order to view the details and status of the request.

- If you would like to submit the same form with minor changes then you can use the **"Reuse"** option by clicking on the recycle icon under **Actions** column.

- After clicking on the request, you can view the entire workflow for your request and at which stage it is pending. *You will receive an email notification for every stage your request has cleared.*

- Click on the "ID" to open the form to view the form details such as current stage and scheduling details
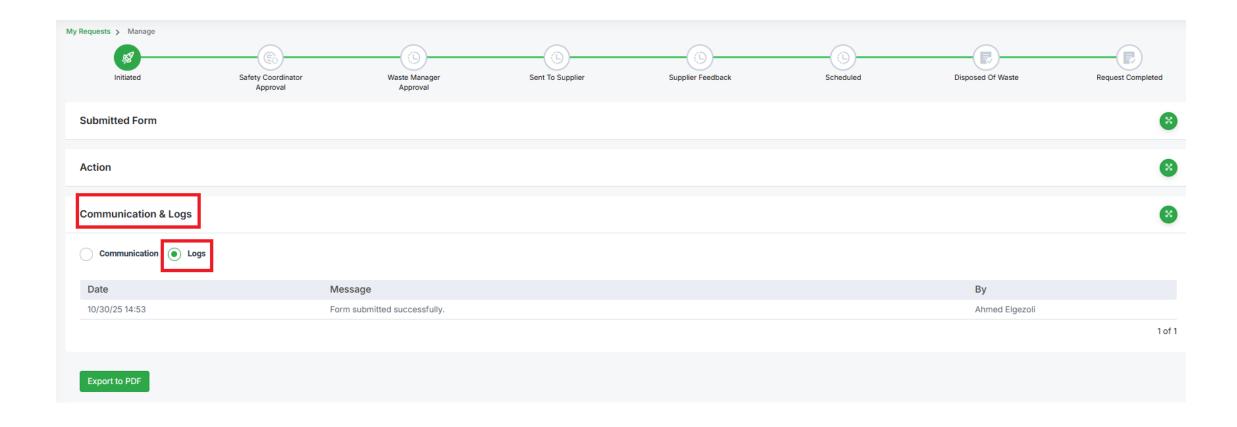
- Once the form is opened, you can see the workflow on the top highlighted in red. To view your form details click on **<Submitted form>**
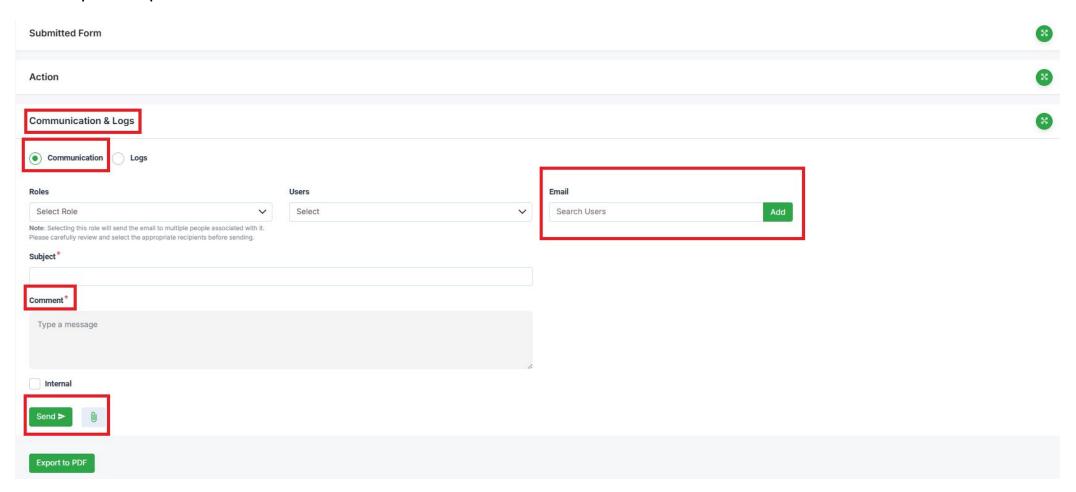
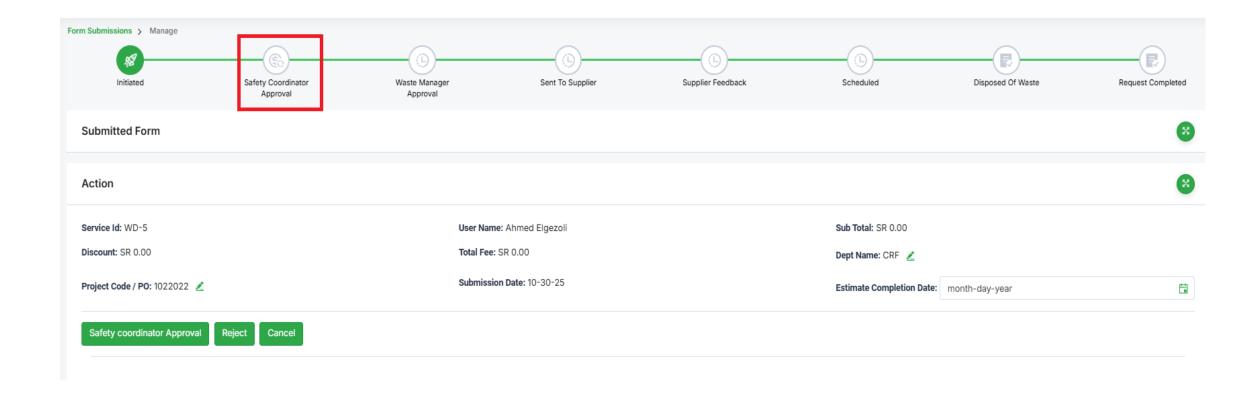- You can view the status log by clicking **<Communication & Logs>** tab and selecting **<Logs>**

- If you have any queries regarding the request, you can submit your queries by clicking **<Communication & Logs>** tab and selecting **<Communication>**.
- You can add the EHS-Waste manager's email ID, give a subject, write a comment, and send communications to the respective person. Even a file can be attached.
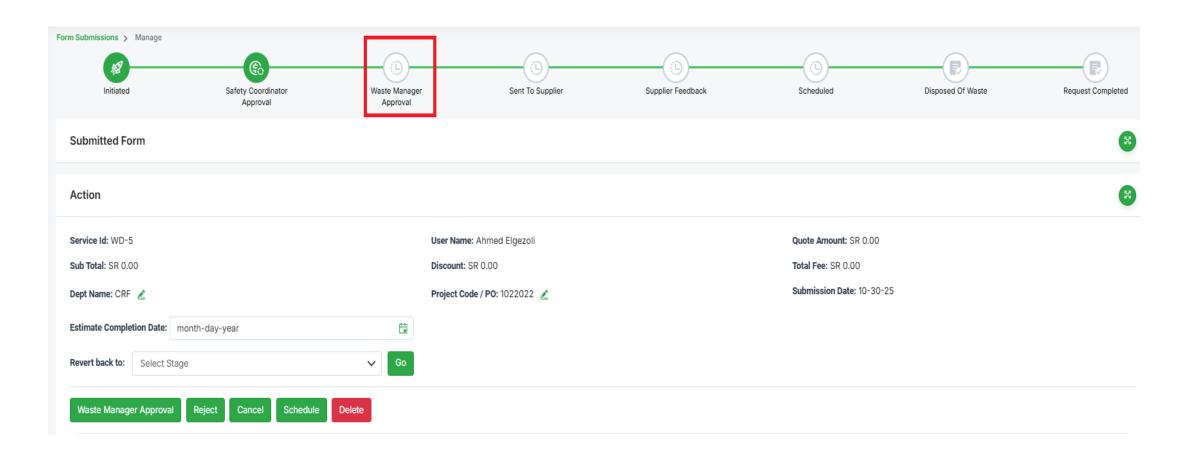
INFINITY X – SUBMITTING SERVICE REQUEST

- Your request will be received by the Safety Coordination for approval.

- Your request will be received by the Waste Manager for approval.

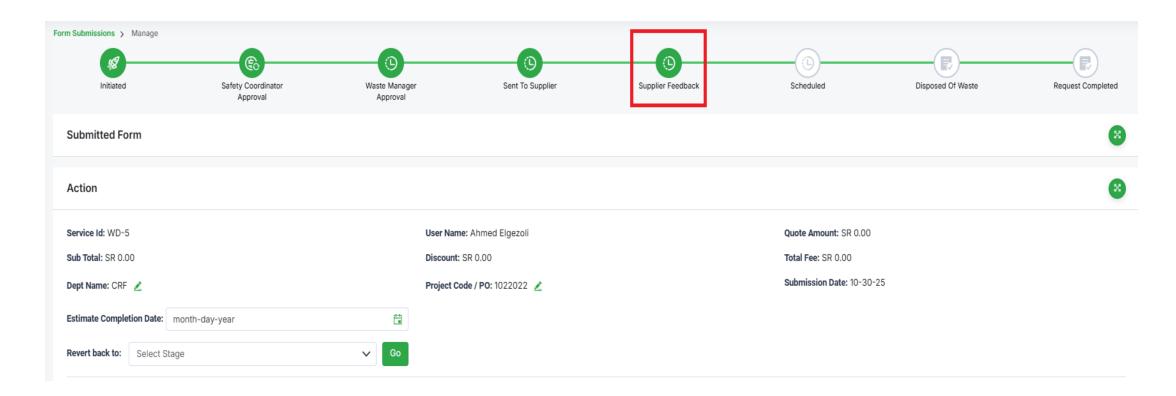# INFINITY X – SUBMITTING SERVICE REQUEST

- Once the Waste Manager has approved your request, they will send your request to stage **"Sent to Supplier"** to get the supplier's feedback on your request

INFINITY X – SUBMITTING SERVICE REQUEST

- Once the Supplier has given its feedback, the supplier will send your request to stage **"Supplier Feedback"**
- Click on **Submitted Form** and scroll down to view the supplier comments
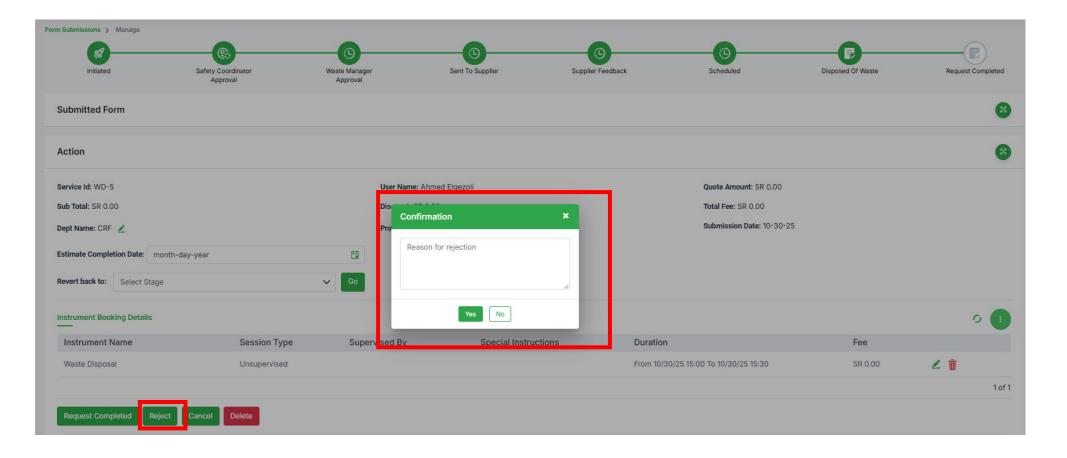
- View the comments

☑ Supplier Comments (To be checked by Supplier Only)

For Waste Disposal Supplier Use

Approximate Delivery Date / Time *

Approximate Delivery date from confirmation? *

☐ 7 Days
☐ 15 Days

Additional Comments

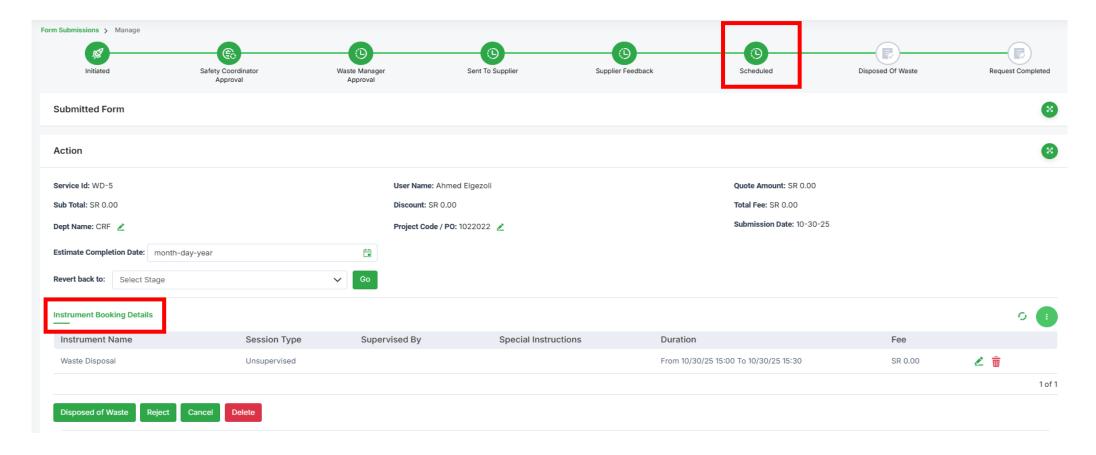**Additional File Upload**

File Name	Size

Drop files to attach, or browse

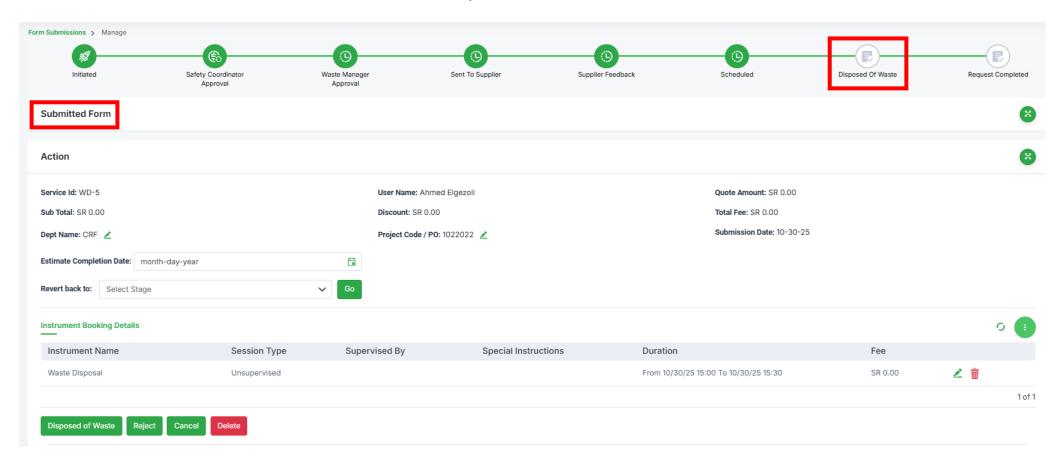- If you disagree or have any comments then click on **Reject** button and give the reason or comments for rejection

INFINITY X – SUBMITTING SERVICE REQUEST

- Once your order is ready to be disposed, the supplier will schedule the request and send it to stage "**Scheduled**"
- Once your request has been scheduled, you can view the disposed time and date details under "**Instrument Booking Details**"
- You will receive an email notification when your order is scheduled
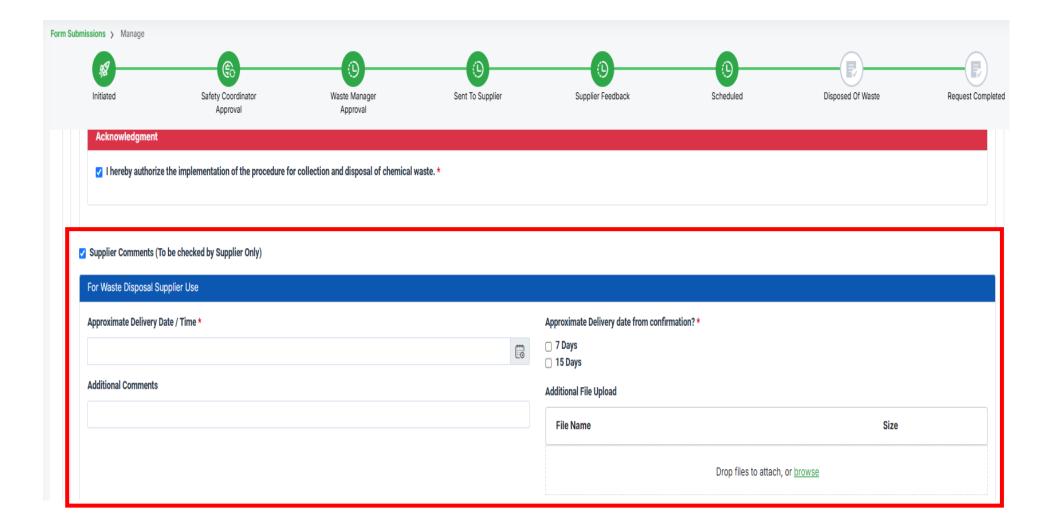
INFINITY X – SUBMITTING SERVICE REQUEST

- Once your order is delivered, the supplier will send the request to the stage **"Disposed of Waste"**
- You will receive an email notification when your order is delivered
- Click on **Submitted Form** to view the delivery note and invoices

- Click on the Submitted Form and scroll down to view the manifesto, invoices, and disposal certificate.

- When your order will be fully delivered, then click on **"Request Completed"**