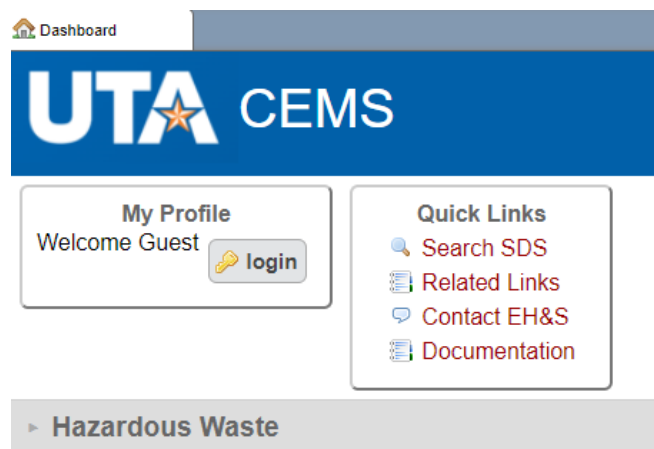




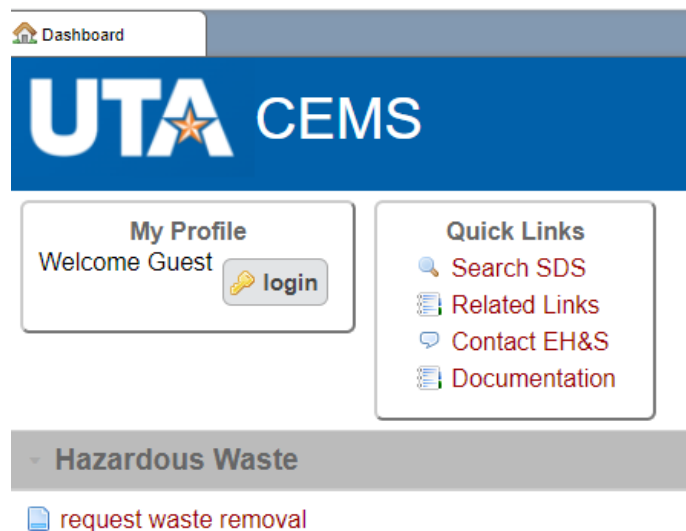
STANDARD OPERATING PROCEDURE

Request for Biological Waste Removal on CEMS for Guest Users

Step 1: Go to Chemical Environmental Management System (CEMS) <http://cems.uta.edu>.



Step 2: Click on “Hazardous Waste”:



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Step 3: Click on “request waste removal” link. The “Waste Record” form will open.

Fill out all required fields.

ATTENTION:

- Stericycle Boxes DO NOT need Waste Tags. Leave “tag” window blank.
- Sharps containers DO NOT need Waste Tags. Leave “tag” window blank.
- **Liquid Bio-Hazardous Waste Containers** need filled out Waste Tags attached. Enter 5-digit number of the Waste Tag into “tag” column.

Complete ALL required fields OR enter <i>other</i> field for each pick-up request.					
tag	waste description	#	size	unit	other
	Stericycle boxes (biohazardous waste)	2	10	lb	
	Sharps container (non-biohazardous)	1	2	lb	
	Sharps container (biohazardous)	1	2	lb	
23456	Liquid Bio-hazardous waste	1	10	l	..

Step 4: Click on “submit” on the bottom of the form.

EH&S personnel will pick up the bio-hazardous waste within the next three working days.

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