



STANDARD OPERATING PROCEDURE

Request for Biological Waste Removal

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

Step 2: Click on “login” in “My Profile” window:



Step 3: Click on “Hazardous Waste”.

Step 4: Click on “request waste removal”. The “Waste Record” form will open. Fill out all required fields.

A screenshot of the 'Waste Record' form. The form has several sections: 'Request Date' (set to 2022-02-03), 'Generator' (set to John Testman (ehsafety@uta.edu)), 'PI' (set to Elisabeth Rowlett (rowlett@uta.edu)), 'Department' (set to Environmental Health & Safety), and 'Pick-up Location' (set to Environmental Health & Safety 111). Each section has a 'other:' input field below it. The form has a blue header bar with the text 'Waste Record'.

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 other 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 5: 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.