



STANDARD OPERATING PROCEDURE

Request for Biological Waste Removal

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

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

 A screenshot of the UTA CEMS Dashboard. At the top is a blue header with the 'UTA CEMS' logo. Below the header, there are two main sections: 'My Profile' and 'Quick Links'. The 'My Profile' section shows 'Welcome Guest' and a 'login' button with a key icon. The 'Quick Links' section contains four links: 'Search SDS', 'Related Links', 'Contact EH&S', and 'Documentation'. At the bottom of the dashboard is a grey bar with a link to 'Hazardous Waste'.

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 a title bar 'Waste Record' and a 'Waste Record' header. It contains several fields: 'Request Date' (2022-02-03), 'Pickup Date' (YYYY-MM-DD), 'Disposal Date' (YYYY-MM-DD), 'Generator' (John Testman (ehsafety@uta.edu)), 'PI' (Elisabeth Rowlett (rowlett@uta.edu)), 'Department' (Environmental Health & Safety), and 'Pick-up Location' (Environmental Health & Safety 111). Each field has a dropdown menu and an 'other:' text input field.

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 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.