

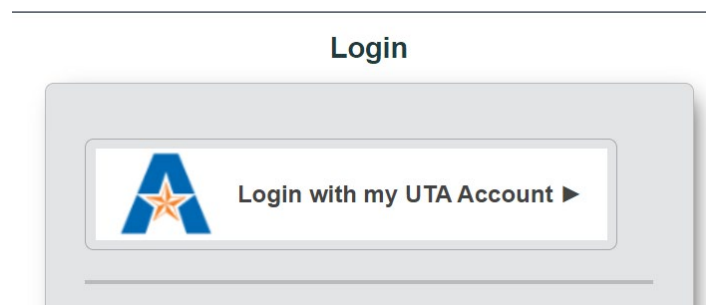


STANDARD OPERATING PROCEDURE

Request for Chemical Waste Removal on CEMS

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

Step 2: Login:



Step 3: Click on “Hazardous Waste”.

Step 4: Click on “request waste removal” to open “Request Waste Removal Form”. Complete all required fields.

 A screenshot of the 'Request Waste Removal Form' in a web browser. The browser address bar shows 'cems.uta.edu/CEMS/WasteRecord?workflow=request_multi_pickup'. The form has a title bar 'Request Waste Removal Form' and a status dropdown set to 'request multi pick up'. The form contains four sections: 'Generator' with a dropdown menu showing 'John Testman (ehsafety@uta.edu)', 'PI' with a dropdown menu showing 'Elisabeth Rowlett (rowlett@uta.edu)', 'Department' with a dropdown menu showing 'Environmental Health & Safety', and 'Pick-up Location' with a dropdown menu showing 'Environmental Health & Safety 114'. Each section has an 'other:' text input field.

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ATTENTION: every Waste Container must have a filled-out Waste Tag attached. Enter 5-digit number of the Waste Tag into “tag” column:

EXAMPLES:

 Waste Record

Complete ALL required fields OR enter <i>other</i> field for each pick-up request.					
tag	waste description	#	size	unit	other
45678	Non-Halogenated Waste: acetone, propanol, toluene.	1	10	l	
56789	Halogenated Waste: dichloromethane, bleach, sodium chloride solution.	1	10	l	
67890	Heavy Metal Waste: nickel sulfate solution, chromium chloride solution.	1	10	l	
78901	Nitric Acid solution.	1	100	ml	
23456	Solid chemical waste containing heavy metals: iron oxide, chromium salts.	1	5	lb	..

Step 5: Click on “submit” on the bottom of the form.

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