



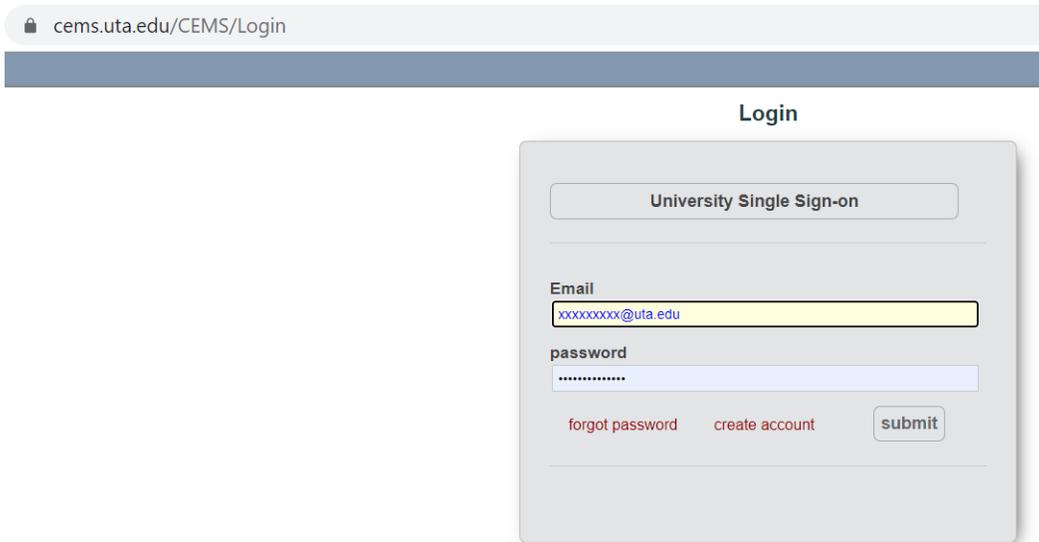
## STANDARD OPERATING PROCEDURE

### Request for Radioactive Waste Removal

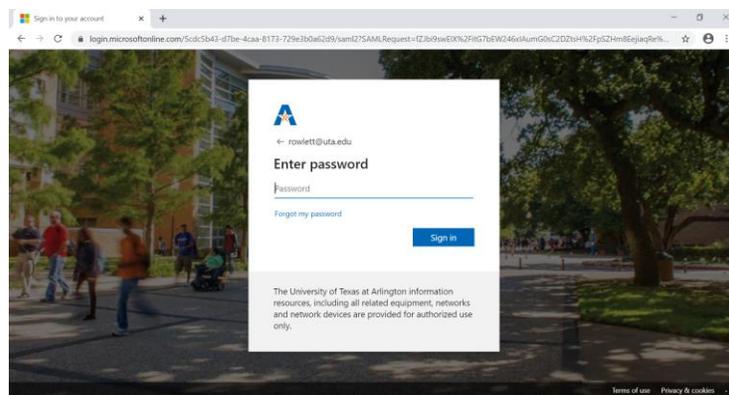
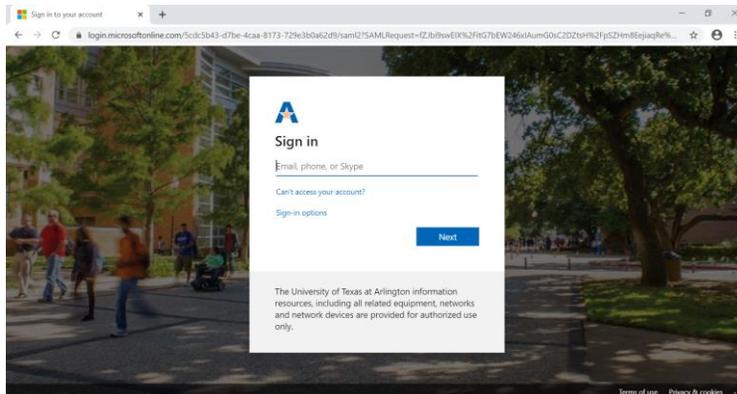
**Step 1:** Go to Chemical Environmental Management System (CEMS) <http://cems.uta.edu>.

**Step 2:** Click on “login” in “My Profile” window. You can login by entering your email address (see Email-window on Login screen below) and your CEMS password (see password-window on Login screen below), and clicking on “submit”:

A screenshot of a web browser showing the login page for the Chemical Environmental Management System (CEMS). The browser's address bar displays 'cems.uta.edu/CEMS/Login'. The page title is 'Login'. The main content is a login form with a 'University Single Sign-on' header. Below the header are two input fields: 'Email' and 'password'. To the right of the 'password' field is a 'submit' button. Below the input fields are two links: 'forgot password' and 'create account'. At the bottom of the form is a button labeled 'continue as guest user' with a right-pointing arrow.



**OR** by using University Single Sign-on feature (see the upper window on Login screen above) which doesn't require a separate CEMS password but your UTA network credentials:



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**Step 3:** Click on “Hazardous Waste”.

**Step 4:** Click on “request waste removal”. The “Hazardous Waste Pickup Request” form will open.

**Hazardous Waste Pickup Request**

**Principal Investigator**  
(request on behalf of)  
 open   
 other:

**Department**  
   
 other:

**Pick-up Location**  
   
 other:

tag #	chemical substance (identify all constituents and concentrations)	# containers / amount / unit (if specify other)
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="button" value="v"/> <input type="text" value="1"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="--"/> other: <input type="text"/>

**Comments**

send email confirmation

**Step 5:** Fill-out the form:

- If you are not the Principal Investigator (PI) replace your name with the PI's/Chemical Owner's name. The "Department" and "Pick-up Location" fields will automatically appear. If not, choose the appropriate department and pick-up location from the drop-down lists.
- Enter tag# (red 5-digit Waste Tag number).
- Enter description of radioactive waste into "chemical substance" window.
- Choose # of containers, amount, and appropriate unit.
- Enter any special notes regarding the request in the "Comments" section if needed.

**Hazardous Waste Pickup Request**

**Principal Investigator**  
(request on behalf of)

Ramon Ruiz open V ..

other:

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**Department**

Environmental Health & Safety V ..

other:

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**Pick-up Location**

Materials Accumulation Center MAC V ..

other:

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tag #	chemical substance (identify all constituents and concentrations)	# containers / amount / unit OR specify other		
<input type="text"/>	RAM Waste Sharps Container(s)	3 ▼	1 ▼	lb ▼ other
<input type="text"/>	RAM Waste Dry in Bag(s)	2 ▼	1 ▼	lb ▼ other
23854	RAM "Chemical" Liquid Waste	6 ▼	1 ▼	l ▼ other
<input type="text"/>	<input type="text"/>	1 ▼	1 ▼	l ▼ other
<input type="text"/>	<input type="text"/>	1 ▼	1 ▼	l ▼ other
<input type="text"/>	<input type="text"/>	1 ▼	1 ▼	l ▼ other
<input type="text"/>	<input type="text"/>	1 ▼	1 ▼	l ▼ other
<input type="text"/>	<input type="text"/>	1 ▼	1 ▼	l ▼ other
<input type="text"/>	<input type="text"/>	1 ▼	1 ▼	l ▼ other
<input type="text"/>	<input type="text"/>	1 ▼	1 ▼	l ▼ other

**Comments**

Please, provide an empty 6 L Naigene container for liquid waste, two sharps containers, and two bags for radioactive dry waste.

## EXAMPLE:

tag #	chemical substance (identify all constituents and concentrations)	# contain Of		
<input type="text"/>	RAM Waste Sharps Container(s)	3 ▼	1 ▼	lb
<input type="text"/>	RAM Waste Dry in Bag(s)	2 ▼	1 ▼	lb
23654	RAM *Chemical* Liquid Waste	6 ▼	1 ▼	l

**Step 6:** Click on “submit” on the bottom of the form.

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