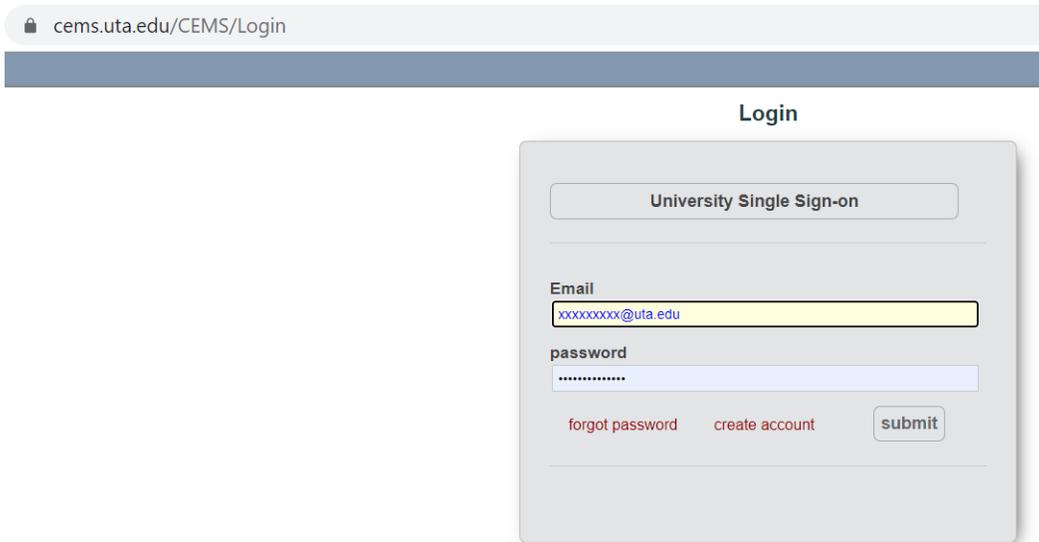# STANDARD OPERATING PROCEDURE
Request for Radioactive Waste Removal

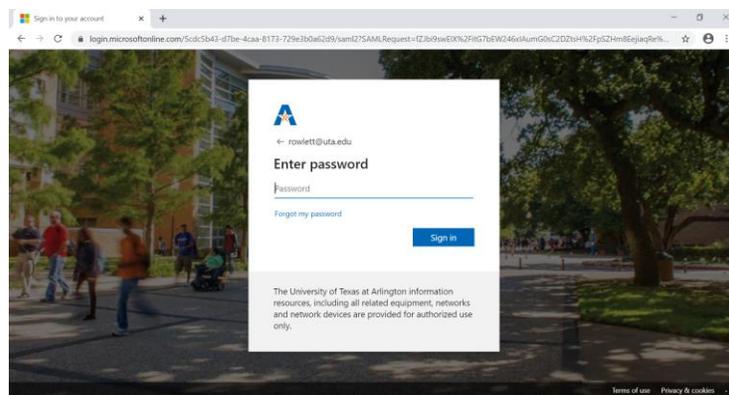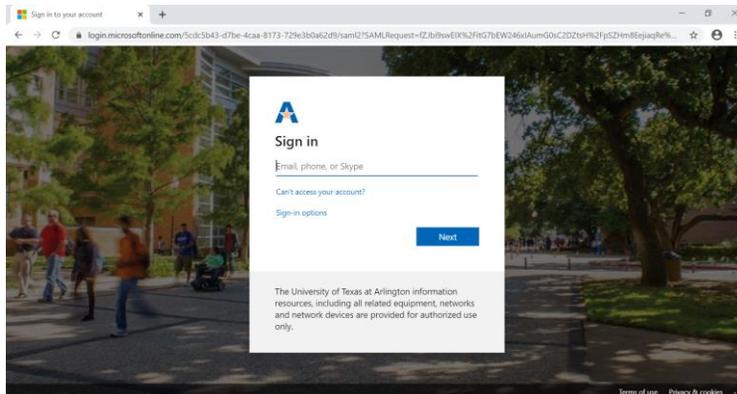**Step 1**: Go to Chemical Environmental Management System (CEMS) http://cems.uta.edu.

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":

Issued   03/03/2011
Revised   07/16/2020

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:

Issued   03/03/2011
Revised   07/16/2020

Step 3: Click on "Hazardous Waste".

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

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: | | | |

Department

| Environmental Health & Safety | V | .. |
| other: | | |

Pick-up Location

| Materials Accumulation Center MAC | V | .. |
| other: | | |

tag #	chemical substance (identify all constituents and concentrations)	# containers / amount / unit OR specify other			
	RAM Waste Sharps Container(s)	3 ▼	1 ▼	lb ▼	other
	RAM Waste Dry in Bag(s)	2 ▼	1 ▼	lb ▼	other
23654	RAM *Chemical* Liquid Waste	6 ▼	1 ▼	l ▼	other
		1 ▼	1 ▼	l ▼	other
		1 ▼	1 ▼	l ▼	other
		1 ▼	1 ▼	l ▼	other
		1 ▼	1 ▼	l ▼	other
		1 ▼	1 ▼	l ▼	other
		1 ▼	1 ▼	l ▼	other
		1 ▼	1 ▼	l ▼	other

Comments

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

cancel   submit

EXAMPLE:

tag #	chemical substance (identify all constituents and concentrations)			# contai OF
	RAM Waste Sharps Container(s)	3 ▼	1 ▼	lb
	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.

Issued   03/03/2011
Revised   07/16/2020