STANDARD OPERATING PROCEDURE
Request for Biological Waste Removal

Step 1: Log into the Chemical Environmental Management System (CEMS) [https://cems.uta.edu](https://cems.uta.edu).

Step 2: Sign-in by selecting your email address and using your CEMS password.

Step 3: Click “request waste removal” in the section “Hazardous Waste”.

Step 4: Fill out the “Hazardous Waste Pickup Request Form” by choosing your name (or the name of your supervisor) under “Principal Investigator” and the location of the waste under “Pick-up Location” (Department usually displays automatically).

Step 5: List the waste by describing it and choosing the number of containers, amount, and unit as shown below.

In case of biohazardous liquid waste, type-in the red-5-digit-Waste-Tag number (HAZARDOUS WASTE CHEMICAL INVENTORY TAGs are provided by EH&S and should be filled out and attached to the containers with liquid waste) followed by a description of the waste.

Use “Comments” window to request empty waste containers.

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### Hazardous Waste Pickup Request

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

Karwoski, Merja
other: 

**Department**

Environmental Health & Safety
other: 

**Pick-up Location**

Environmental Health & Safety office
other: 

<table>
<thead>
<tr>
<th>1</th>
<th>Biohazardous waste in Stericycle box(es)</th>
<th>1</th>
<th>1</th>
<th>UNITS</th>
<th>other:</th>
</tr>
</thead>
</table>

| 2 | Biohazardous waste in biohazard bag(s) | 1 | 6 | lb | other: |

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<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Biohazard sharps container(s)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Animal carcasses / body parts in biohazard</td>
<td>1</td>
<td>30</td>
<td>lb</td>
</tr>
<tr>
<td>5</td>
<td>Microbiological solid waste in biohazard bag</td>
<td>1</td>
<td>1</td>
<td>lb</td>
</tr>
<tr>
<td>6</td>
<td>Tag # XXXXX: Biohazardous liquid waste container</td>
<td>1</td>
<td>1</td>
<td>gal</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1</td>
<td>1</td>
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</tr>
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<td>9</td>
<td></td>
<td>1</td>
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</tr>
<tr>
<td>10</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
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</tbody>
</table>

**Comments**

Please provide:
- 1 empty Nalgene container(s) for liquid waste
- 2 new sharps container(s)
- 2 new Stericycle box(es)

**Step 6**: Click “submit”. The message will be sent to the CEMS Administrator and your request will be completed within 3 working days.

The “Biological Waste Management and Disposal Instructions” provide information for different biological waste streams.