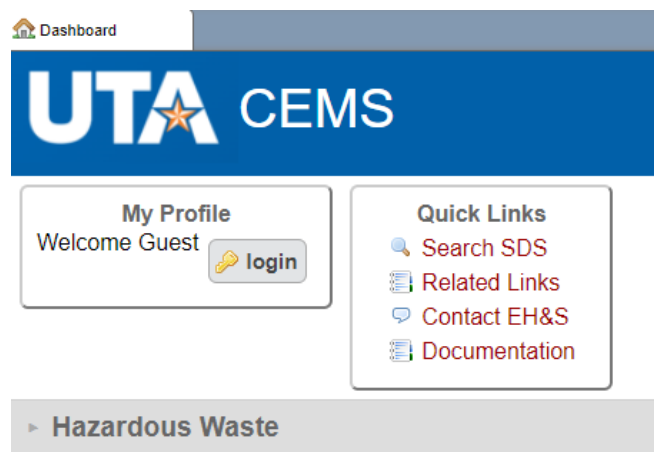




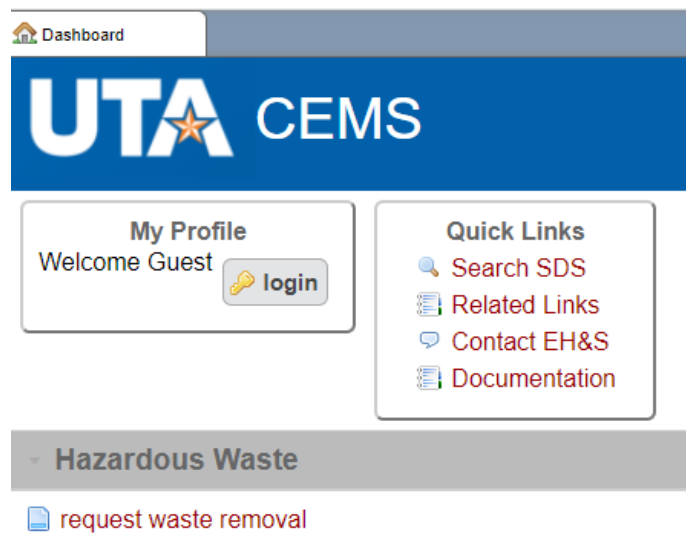
## STANDARD OPERATING PROCEDURE

### Request for Chemical Waste Removal on CEMS for Guest Users

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



**Step 2:** Click on “Hazardous Waste”:



**Step 3:** Click on “request waste removal” link. The “Waste Record” form will open.

Fill out all required fields.

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

Waste Record

Complete ALL **required** fields OR enter *other* 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 4:** 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.