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 by entering your email address and your CEMS password.

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 will appear automatically. If not, choose Department and Pick-up Location from the drop-down lists.
- Enter tag# (Waste Tag#)
- Enter chemical substance(s)
- Choose # of containers, amount, and appropriate unit.
- Enter Comments if needed
Step 6: Click on “submit”

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