

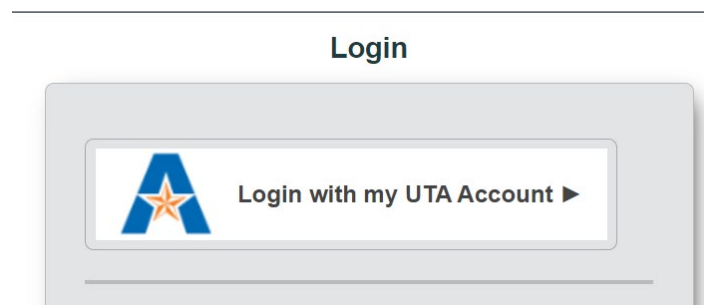


## STANDARD OPERATING PROCEDURE

### Request for Chemical Waste Removal on CEMS

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

**Step 2:** Login:



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

**Step 4:** Click on “request waste removal” to open “Request Waste Removal Form”. Complete all required fields.

A screenshot of a web browser displaying the 'Request Waste Removal Form'. The browser's address bar shows the URL 'cems.uta.edu/CEMS/WasteRecord?workflow=request\_multi\_pickup'. The form itself is titled 'Request Waste Removal Form' and has a status dropdown set to 'request multi pick up'. It contains four main sections, each with a dropdown menu and an 'other:' text input field: 'Generator' (selected: John Testman (ehsafety@uta.edu)), 'PI' (selected: Elisabeth Rowlett (rowlett@uta.edu)), 'Department' (selected: Environmental Health & Safety), and 'Pick-up Location' (selected: Environmental Health & Safety 114).

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

**EXAMPLES:**

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

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