

## STANDARD OPERATING PROCEDURE Expired Chemicals

The purpose of this SOP is to guide CEMS PIs/Chemical Owners to dispose of outdated chemicals with Expiration Date indicated by the manufacturer.

Dear Chemical Owner,

If you have expired chemical, you can request its disposal or a 1 year extension via CEMS <http://cems.uta.edu> . An automated message will be sent by CEMS to your email address:

*[Your First Name] [Your Last Name],*

*This automated email is being sent to inform you that you own (1) expired chemical(s). Please [review the list of expired inventory and click the waste request or extension request button for each container listed.*

*If you choose to submit Waste Disposal Request, transfer the container with Expired Chemical to the Waste Accumulation Area of your laboratory and attach to it a filled-out Waste Tag. Thank you.*

**Step 1:** Click on the link sent by CEMS.

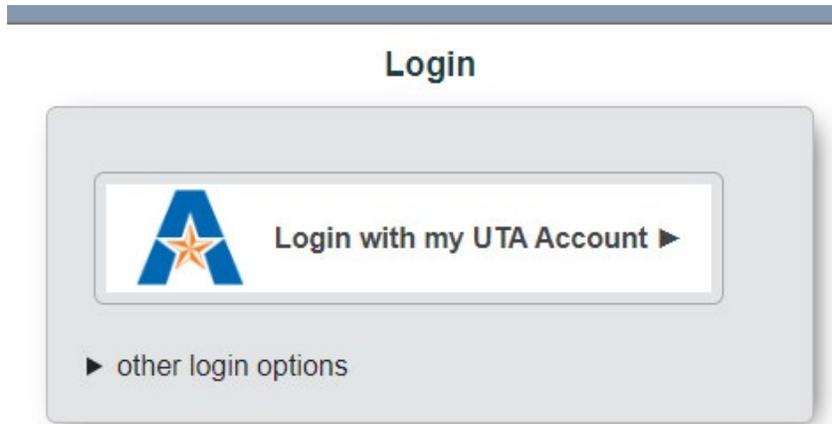
**Step 2:** Click on “login” in “My Profile” window:



Issued 06/16/2014

Revised 02/02/2023

Step 3: Login with your UTA credentials:



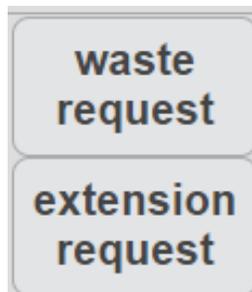
Step 4: Choose “waste request” or “extension request”.

Expired Chemical Containers (1 - 3) of 3 results

Query: My Expired Inventory  
Filter: Extension Request Status != pending  
Sort: Owner, Chemical Name

Barcode	Chemical Name	Owner	Days Past Expire Date	Extension Request Status	Extension Request Notes	
142513 <small>hidden</small>	Calibration Gas .5 ppm phosphine, balance nitrogen	Rowlett, Elisabeth	1	none	none	<input type="button" value="waste request"/> <input type="button" value="extension request"/>
153462 <small>hidden</small>	Calibration gas chlorine 5 ppm nitrogen balance	Rowlett, Elisabeth	1	none	none	<input type="button" value="waste request"/> <input type="button" value="extension request"/>
142375 <small>hidden</small>	Calibration Gas Hydrogen Sulfide- 25ppm, balance Nitrogen	Rowlett, Elisabeth	1	none	none	<input type="button" value="waste request"/> <input type="button" value="extension request"/>

view All results per page



Step 5a: If “waste request” has been chosen, the “Hazardous Waste Pickup Request” form will open as shown below. Fill out all required fields (red) and click on “submit”. **ATTENTION:** find the expired chemical,

Issued 06/16/2014  
Revised 02/02/2023

attach to it a filled-out Waste Tag, and place it into the secondary containment in the waste accumulation area of your laboratory. Indicate under Comments the exact Location of the container.

**EXAMPLE:**

**Waste Record**

Request Date: 2022-02-03 | Pickup Date: YYYY-MM-DD today | Disposal Date: YYYY-MM-DD today

**Generator**  
John Testman (ehsafety@uta.edu) | other: \_\_\_\_\_

**PI**  
Elisabeth Rowlett (rowlett@uta.edu) | other: \_\_\_\_\_

**Department**  
Environmental Health & Safety | other: \_\_\_\_\_

**Pick-up Location**  
Environmental Health & Safety 111 | other: \_\_\_\_\_

**Complete ALL required fields OR enter other field for each pick-up request.**

tag	waste description	#	size	unit	other
5678d	Calibration gas chlorine 5 ppm nitrogen balance (barcode: 169746)	1	58	l	

**Comments**  
Find the container with expired chemicals in the gray tub of the Waste Accumulation Area.

send confirmation email

cancel submit

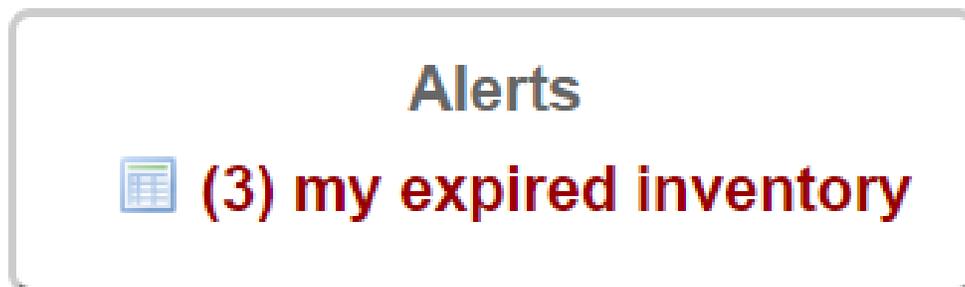
**Step 5b:** If “extension request” has been chosen, the “Expired Container Extension Request Record” will open as shown below. Explain why an extension is needed in “Justification” window, and click on “save”:

### Expired Container Extension Request Record

<b>Barcode:</b> 142513
<b>Chemical:</b> Calibration Gas .5 ppm phosphine, balance nitrogen
<b>Owner:</b> Elisabeth Rowlett
<b>Date Acquired:</b> 2019-05-20
<b>Date Expired:</b> 2020-07-21
<b>Requested By:</b> Elisabeth Rowlett <span>open</span> <span>..</span>
<b>Status:</b> pending <span>▼</span>
<b>Justification:</b> <input type="text"/> <small>explain why an extension is needed</small>
<span>cancel</span> <span>save</span>

**CEMS administrator will approve or deny your request upon which you'll receive another email-notification.**

**ATTENTION:** Chemical Owners can also find the list of expired chemicals on their CEMS Dashboard in "Alerts" window:



Click on "my expired inventory" link and choose "waste request" or "extension request". Proceed as described in Step 5a or 5b above.

Issued 06/16/2014  
Revised 02/02/2023