



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The purpose of this SOP is to guide CEMS PIs/Chemical Owners to dispose of outdated chemicals with Expiration Date indicated by the manufacturer.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

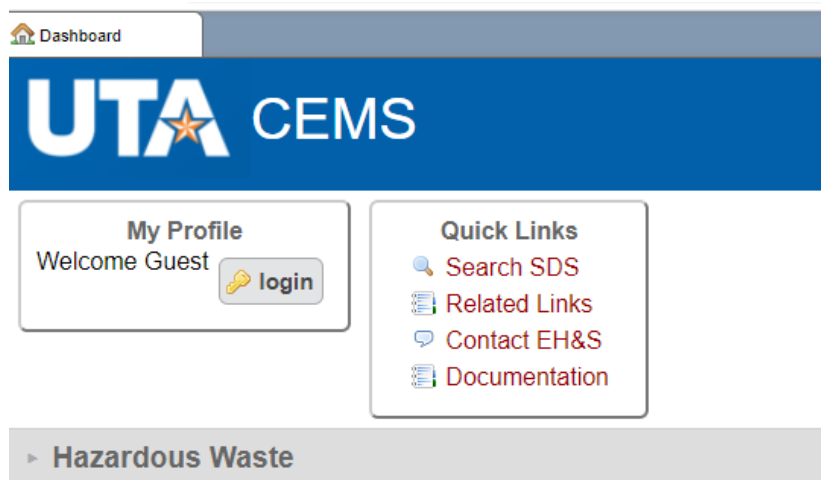
[Your First Name] [Your Last Name],

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.

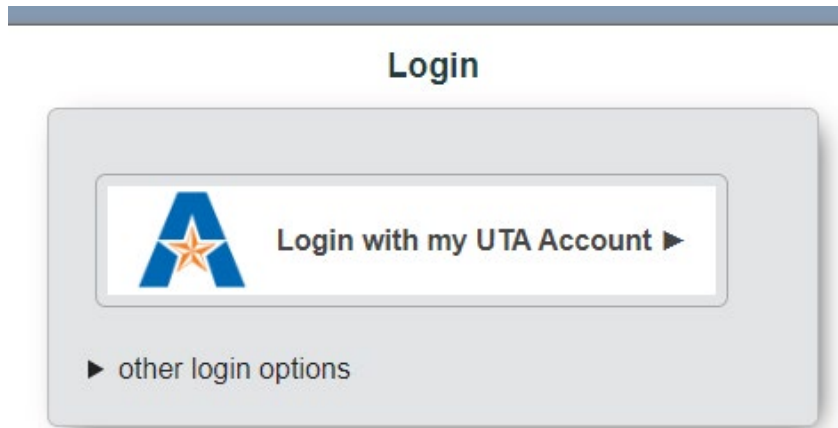
Step 1: Click on the link sent by CEMS.

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



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Step 3: Login with your UTA credentials:



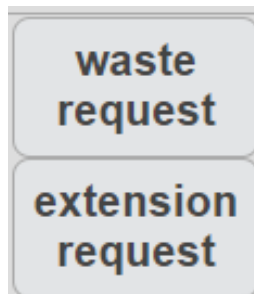
Step 4: Choose “waste request” or “extension request”.

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,

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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

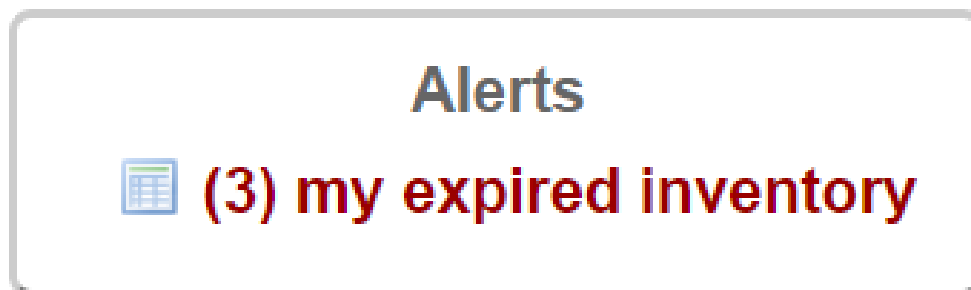
Step 5b: If “extension request” has been chosen, the “Expired Container Extension Request Record” will open as shown below. Explain why an extension is needed in “Justification” window, and click on “save”:

Expired Container Extension Request Record

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

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.

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