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The purpose of this SOP is to guide CEMS PIs/Chemical Owners to dispose of outdated chemicals with Expiration Date indicated by the manufacturer.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:
Step 3: Login with your UTA credentials:

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

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,
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:**

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”:  

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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:

![Alerts](image)

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