



STANDARD OPERATING PROCEDURE

Request for Bio-Hazardous Waste Removal on CEMS for Guest Users

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

This is a screenshot of a web browser displaying the CEMS dashboard. At the top, there is a navigation bar with 'Dashboard' on the left and printer, refresh, and close icons on the right. Below the navigation bar is the University of Texas ARLINGTON logo. The main content area is divided into three columns: 'My Profile' (Welcome Guest, login), 'Quick Links' (Search SDS, Related Links, Contact EH&S, Documentation), and 'Notices' (a message about social distancing). Below these columns is a grey bar with a dropdown arrow and the text 'Hazardous Waste'. At the bottom of the page, there is a footer for 'UNHCEMS® v2.1.111 by UNH RCC' with links for privacy notice, report bug, accessibility, and credits.

Step 2: Click on “Hazardous Waste”:

This is a second screenshot of the CEMS dashboard, showing the result of clicking on the 'Hazardous Waste' menu item. The layout is identical to the first screenshot, but the 'Hazardous Waste' dropdown menu is now open, revealing a single link: 'request waste removal'. The rest of the dashboard, including the navigation bar, logo, profile section, quick links, notices, and footer, remains the same.

Issued 03/03/2011
Revised 02/04/2022

Step 3: Click on “request waste removal”. The “Waste Record” form will open. Fill out all required fields.

The screenshot shows a web browser window titled "Waste Record". The form contains the following fields:

- Request Date:** 2022-02-03
- Pickup Date:** YYYY-MM-DD
- Disposal Date:** YYYY-MM-DD
- Generator:** John Testman (ehsafety@uta.edu)
- PI:** Elisabeth Rowlett (rowlett@uta.edu)
- Department:** Environmental Health & Safety
- Pick-up Location:** Environmental Health & Safety 111

Each of these fields has an "other:" text input field below it.

ATTENTION:

- Stericycle Boxes DO NOT need Waste Tags. Leave “tag” window blank.
- Sharps containers DO NOT need Waste Tags. Leave “tag” window blank.
- **Liquid Bio-Hazardous Waste Containers** need filled out Waste Tags attached. Enter 5-digit number of the Waste Tag into “tag” column.

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

tag	waste description	#	size	unit	other
	Stericycle boxes (biohazardous waste)	2	10	lb	
	Sharps container (non-biohazardous)	1	2	lb	
	Sharps container (biohazardous)	1	2	lb	
23456	Liquid Bio-hazardous waste	1	10	l	..

Step 4: Click on “save” on the bottom of the form.

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