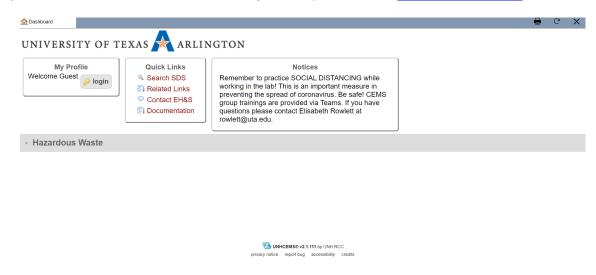


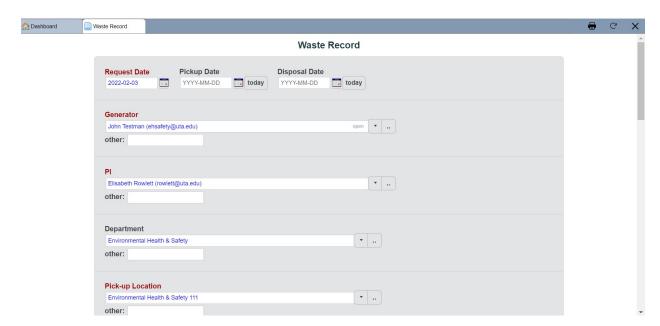
STANDARD OPERATING PROCEDURE Request for Bio-Hazardous Waste Removal on CEMS for Guest Users

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



Step 2: Click on "Hazardous Waste":

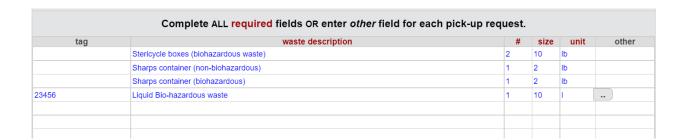




Step 3: Click on "request waste removal". The "Waste Record" form will open. Fill out all required fields.

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 Container**s need filled out Waste Tags attached. Enter 5-digit number of the Waste Tag into "tag" column.



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.