



STANDARD OPERATING PROCEDURE Request for Biological Waste Removal

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

Step 2: Click on “login” in “My Profile” window. You can login by entering your email address (see Email-window on Login screen below) and your CEMS password (see password-window on Login screen below), and clicking on “submit”:

A screenshot of a web browser showing the login page for the Chemical Environmental Management System (CEMS). The browser's address bar displays 'cems.uta.edu/CEMS/Login'. The page title is 'Login'. The main content is a 'University Single Sign-on' form. The form includes an 'Email' input field, a 'password' input field, and a 'submit' button. Below the password field are links for 'forgot password' and 'create account'. At the bottom of the form is a button labeled 'continue as guest user ►'.

cems.uta.edu/CEMS/Login

Login

University Single Sign-on

Email

password

forgot password create account submit

continue as guest user ►

Login

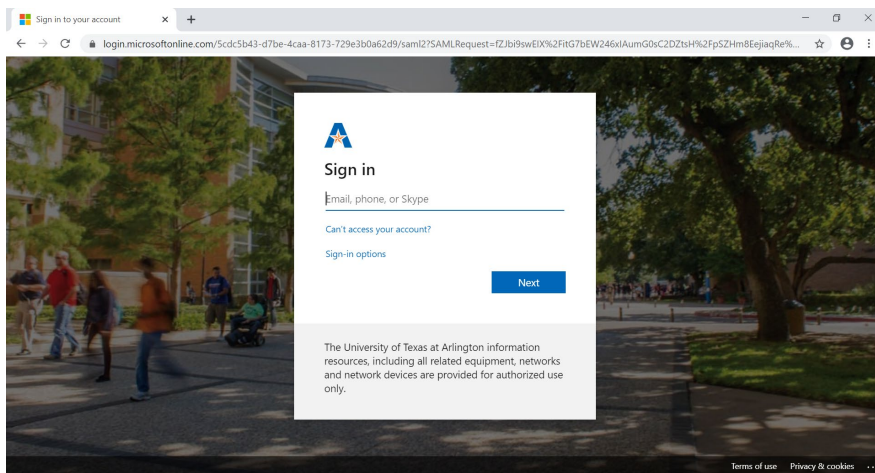
University Single Sign-on

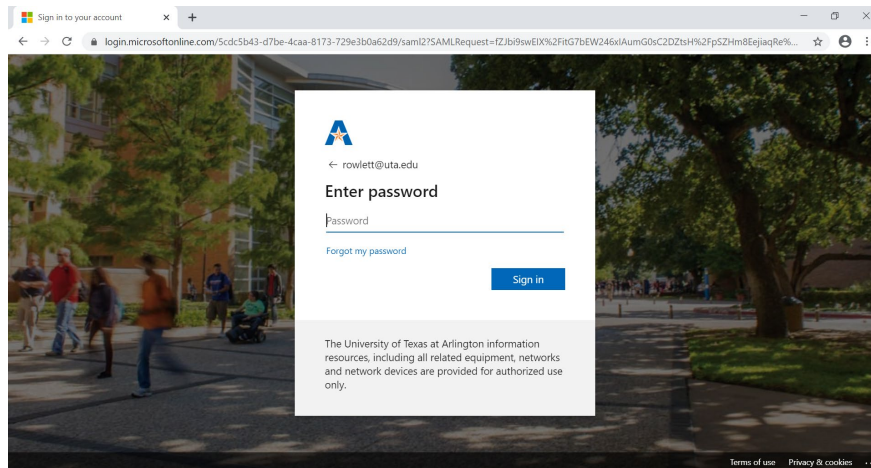
Email

password

[forgot password](#) [create account](#)

OR by using University Single Sign-on feature (see the upper window on Login screen above) which doesn't require a separate CEMS password but your UTA network credentials:





Step 3: Click on “Hazardous Waste”.

Step 4: 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 Containers** need filled out Waste Tags attached. Enter 5-digit number of the Waste Tag into “tag” column.

Complete ALL required fields OR enter <i>other</i> 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 5: 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.