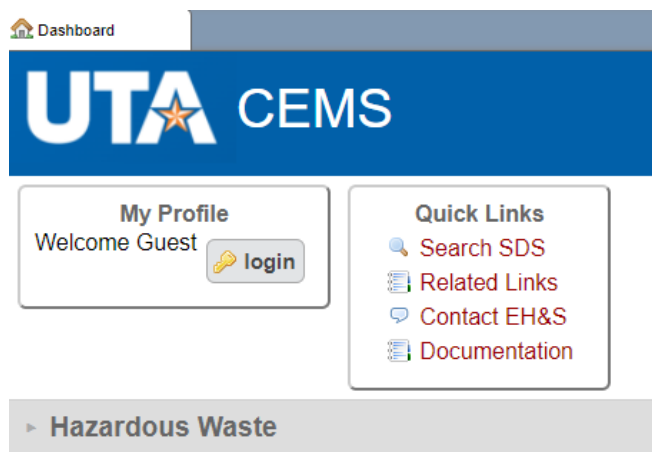




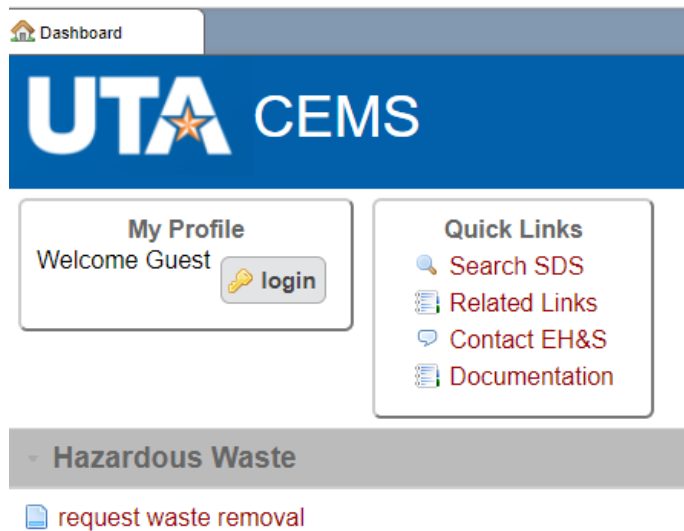
## STANDARD OPERATING PROCEDURE

### Request for Biological 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” link. 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 *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 “submit” on the bottom of the form.

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