



## 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:



**Step 3:** Click on “Hazardous Waste”.

**Step 4:** Click on “request waste removal”. The “Waste Record” form will open. Fill out all required fields.

 A screenshot of the 'Waste Record' form. The form is titled 'Waste Record' and has a 'Waste Record' tab at the top left. It contains several sections:
 

- Request Date:** A date field with the value '2022-02-03' and a calendar icon.
- Pickup Date:** A date field with a placeholder 'YYYY-MM-DD' and a 'today' button.
- Disposal Date:** A date field with a placeholder 'YYYY-MM-DD' and a 'today' button.
- Generator:** A dropdown menu with the value 'John Testman (ehsafety@uta.edu)' and an 'open' button.
- PI:** A dropdown menu with the value 'Elisabeth Rowlett (rowlett@uta.edu)' and an 'open' button.
- Department:** A dropdown menu with the value 'Environmental Health & Safety' and an 'open' button.
- Pick-up Location:** A dropdown menu with the value 'Environmental Health & Safety 111' and an 'open' button.

 Each section also includes an 'other:' text input field.

**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 <b>required</b> 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 “submit” on the bottom of the form.

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