



STANDARD OPERATING PROCEDURE

Request for Chemical Waste Removal on CEMS for Guest Users

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

The screenshot shows the CEMS dashboard interface. At the top, it says 'Dashboard' and 'UNIVERSITY OF TEXAS ARLINGTON'. Below this are three main sections: 'My Profile' (Welcome Guest, login), 'Quick Links' (Search SDS, Related Links, Contact EH&S, Documentation), and 'Notices' (Remember to practice SOCIAL DISTANCING while working in the lab! This is an important measure in preventing the spread of coronavirus. Be safe! CEMS group trainings are provided via Teams. If you have questions please contact Elisabeth Rowlett at rowlett@uta.edu). At the bottom, there is a navigation bar with a dropdown menu for 'Hazardous Waste'.

Step 2: Click on “Hazardous Waste”.

This screenshot shows the CEMS dashboard after clicking on 'Hazardous Waste'. The 'request waste removal' link is now visible under the 'Hazardous Waste' dropdown menu. The rest of the dashboard content remains the same as in the previous screenshot.

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Step 3: Click on “request waste removal” link. The “Waste Record” form will open.

Fill out all required fields.

Waste Record

Request Date: 2022-02-03 | Pickup Date: YYYY-MM-DD | Disposal Date: YYYY-MM-DD

Generator: John Testman (ehsafety@uta.edu) | other:

PI: Elisabeth Rowlett (rowlett@uta.edu) | other:

Department: Environmental Health & Safety | other:

Pick-up Location: Environmental Health & Safety 111 | other:

ATTENTION: every Waste Container must have a filled-out Waste Tag attached. Enter 5-digit number of the Waste Tag into “tag” column:

EXAMPLES:

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

tag	waste description	#	size	unit	other
45678	Non-Halogenated Waste: acetone, propanol, toluene.	1	10	l	
56789	Halogenated Waste: dichloromethane, bleach, sodium chloride solution.	1	10	l	
67890	Heavy Metal Waste: nickel sulfate solution, chromium chloride solution.	1	10	l	
78901	Nitric Acid solution.	1	100	ml	
23456	Solid chemical waste containing heavy metals: iron oxide, chromium salts.	1	5	lb	..

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

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