STANDARD OPERATING PROCEDURE
Request for Chemical Waste Removal on CEMS

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

Step 2: Login:

Step 3: Click on “Hazardous Waste”.

Step 4: Click on “request waste removal” to open “Request Waste Removal Form”. Complete all required fields.
ATTENTION: every Waste Container must have a filled-out Waste Tag attached. Enter 5-digit number of the Waste Tag into “tag” column:

EXAMPLES:

<table>
<thead>
<tr>
<th>tag</th>
<th>waste description</th>
<th>#</th>
<th>size</th>
<th>unit</th>
<th>other</th>
</tr>
</thead>
<tbody>
<tr>
<td>45678</td>
<td>Non-Halogenated Waste: acetone, propionic, isourea.</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58769</td>
<td>Halogenated Waste: dichloromethane, bleach, sodium chloride solution.</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67890</td>
<td>Heavy Metal Waste: nickel sulfate solution, chromium chloride solution.</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>78901</td>
<td>Nitric acid solutions</td>
<td>1</td>
<td>100</td>
<td>MM</td>
<td></td>
</tr>
<tr>
<td>23456</td>
<td>Solid chemical waste containing heavy metals: iron oxide, chromium salts.</td>
<td>1</td>
<td>5</td>
<td>lb</td>
<td></td>
</tr>
</tbody>
</table>

Step 5: Click on “submit” on the bottom of the form.

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