



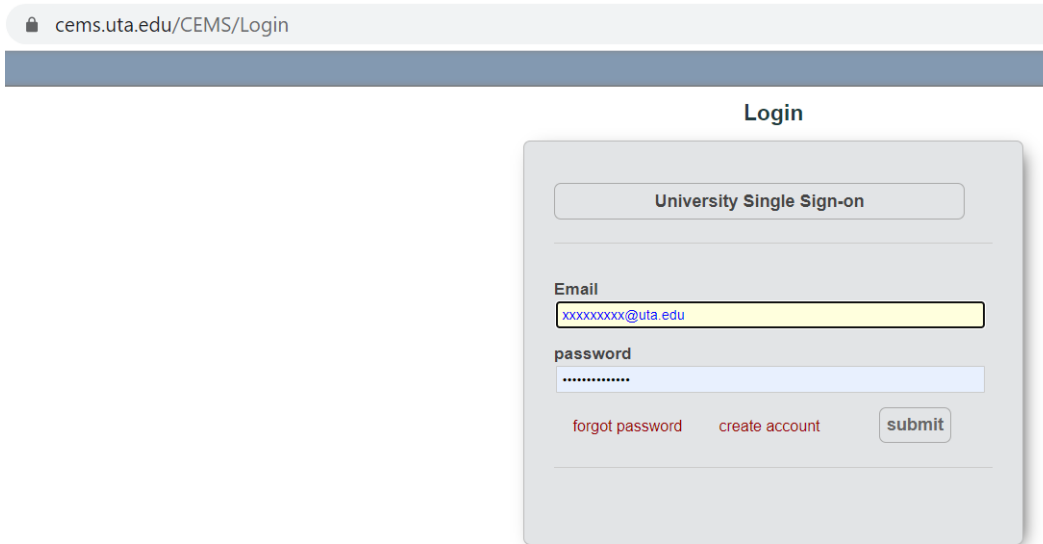
STANDARD OPERATING PROCEDURE

Request for Chemical Waste Removal on CEMS

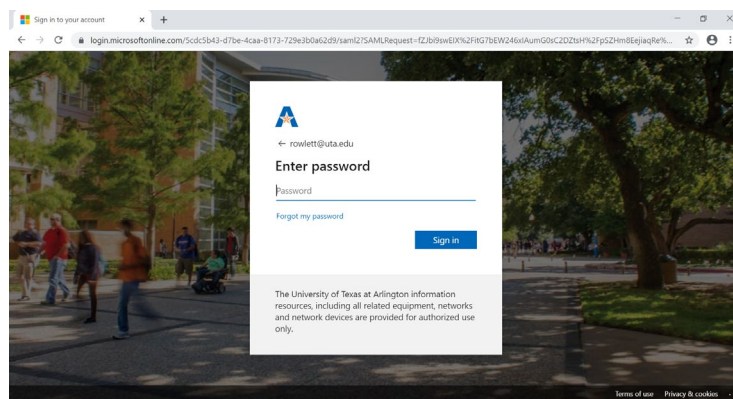
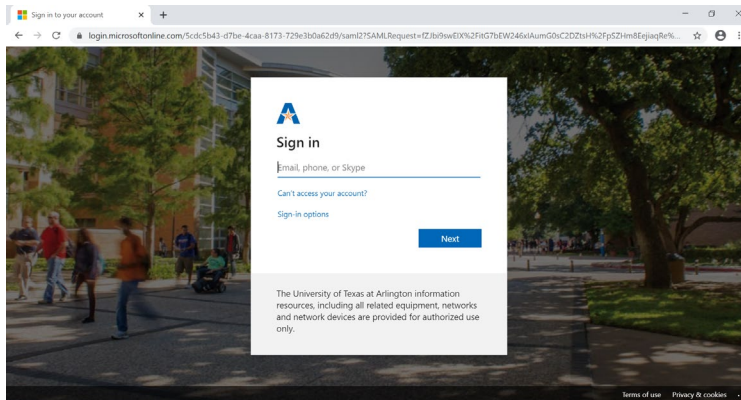
Step 1: Go to Chemical Environmental Management System (CEMS) <http://cems.uta.edu>.

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 the CEMS login page. The browser address bar shows 'cems.uta.edu/CEMS/Login'. The page title is 'Login'. The main content area contains a 'University Single Sign-on' form. The form has two input fields: 'Email' and 'password'. Below the password field are links for 'forgot password' and 'create account', and a 'submit' button. At the bottom of the form is a button labeled 'continue as guest user ►'.



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:



Issued 03/03/2011
Revised 02/03/2022

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

EXAMPLES:

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 5: Click on “save” on the bottom of the form.

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