STANDARD OPERATING PROCEDURE
Expired Chemicals

The purpose of this SOP is to guide CEMS PIs/Chemical Owners to dispose of outdated chemicals with Expiration Date indicated by the manufacturer.

Dear Chemical Owner,

If you have expired chemical, you can request its disposal or a 1 year extension via CEMS http://cems.uta.edu. An automated message will be sent by CEMS to your email address:

[Your First Name] [Your Last Name],

This automated email is being sent to inform you that you own (1) expired chemical(s). Please [review the list of expired inventory and click the waste request or extension request button for each container listed].

If you choose to submit Waste Disposal Request, transfer the container with Expired Chemical to the Waste Accumulation Area of your laboratory and attach to it a filled-out Waste Tag. Thank you.

Step 1: Click on the link sent by CEMS.

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”:
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:
Step 3: Choose “waste request” or “extension request”.

![Image of waste request and extension request forms]

**Step 4a:** If “waste request” has been chosen, the “Hazardous Waste Pickup Request” form will open as shown below. Click on “submit”. **ATTENTION:** find the expired chemical and place it into the secondary containment in the waste accumulation area of your laboratory. Indicate under Comments the exact Location of the container

**EXAMPLE:**

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The Expired Chemical (UTA barcode XXXXXXX) is in the secondary containment (gray tub) in Waste Accumulation Area (Room Number XXX).
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Step 4b: If “extension request” has been chosen, the “Expired Container Extension Request Record” will open as shown below. Explain why an extension is needed in “Justification” window, and click on “save”:

CEMS administrator will approve or deny your request upon which you’ll receive another email-notification.

ATTENTION: Chemical Owners can also find the list of expired chemicals on their CEMS Dashboard in “Alerts” window:
Click on “my expired inventory” link and choose “waste request” or “extension request”. Proceed as described in Step 4a or 4b above.