



## **STANDARD OPERATING PROCEDURE** **Expired Chemicals**

**The purpose of this SOP is to guide CEMS Pls/Chemical Owners to dispose of outdated chemicals with Expiration Date indicated by the manufacturer.**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

## Login

University Single Sign-on

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Email

password

[forgot password](#)   [create account](#)  

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## Login

University Single Sign-on

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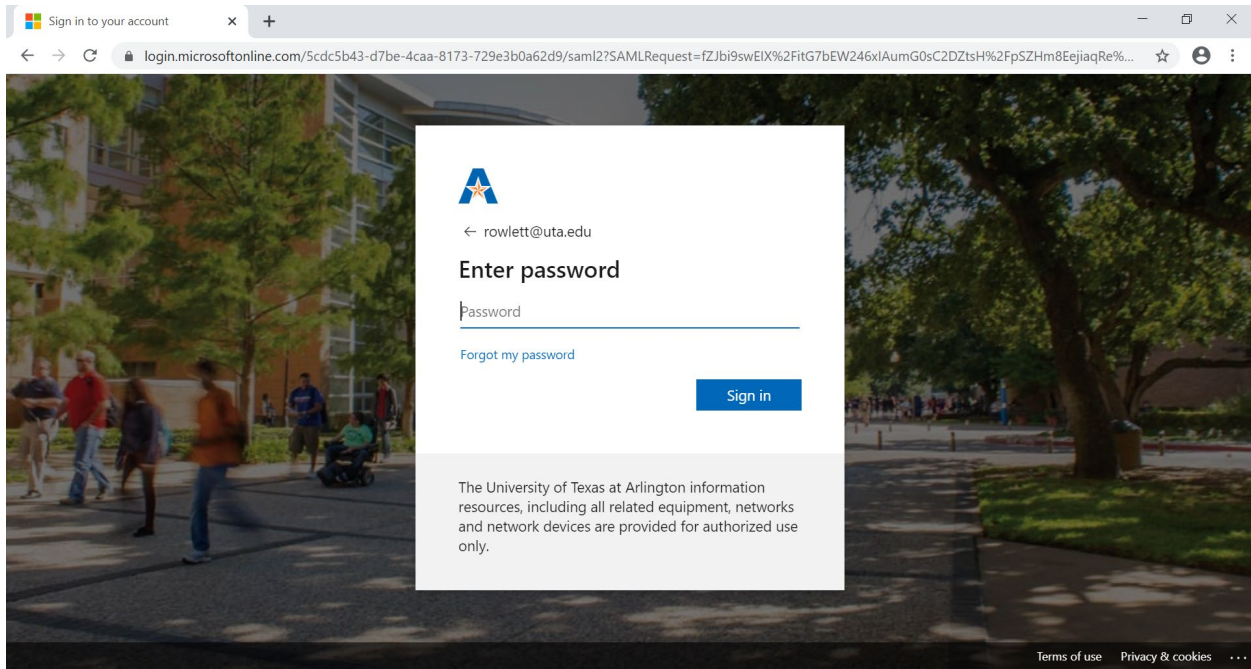
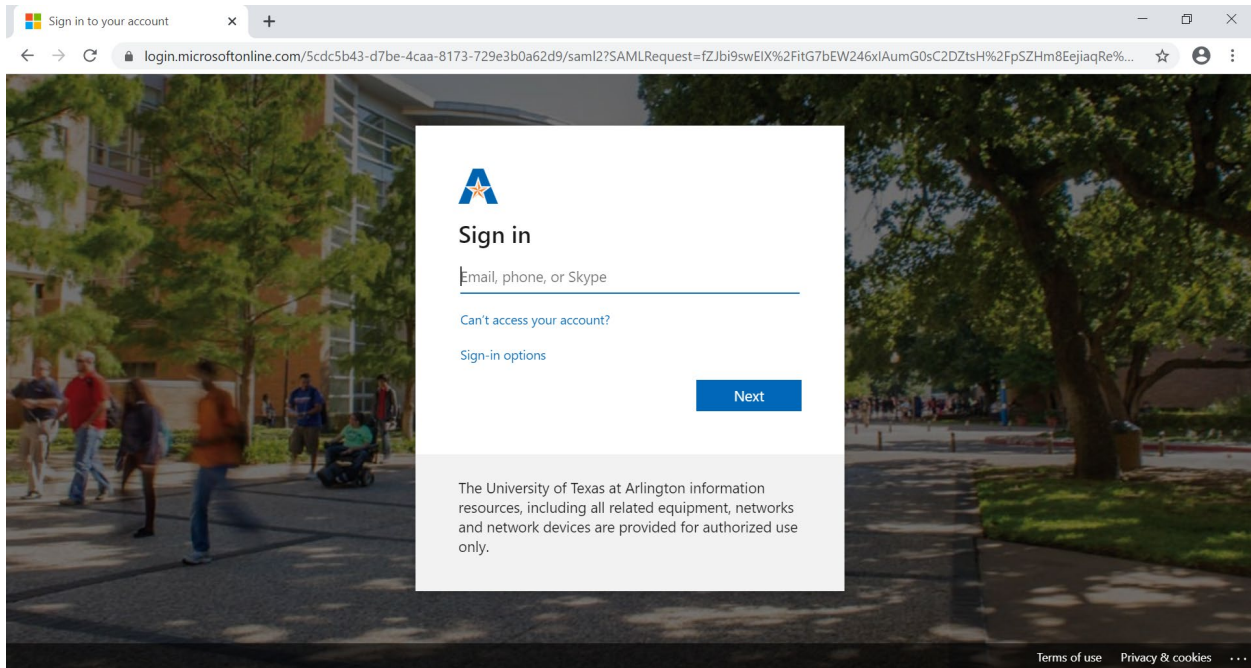
Email

password

[forgot password](#)   [create account](#)  

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**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:

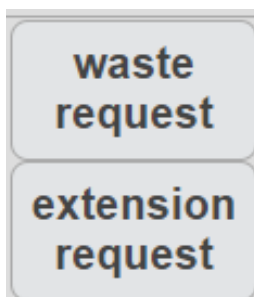


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**Step 3: Choose “waste request” or “extension request”.**

Expired Chemical Containers							(1 - 3) of 3 results
Query: My Expired Inventory							
Filter: Extension Request Status != pending							
Sort: Owner, Chemical Name							
Barcode	Chemical Name	Owner	Days Past Expire Date	Extension Request Status	Extension Request Notes		
142513 <small>hidden</small>	Calibration Gas .5 ppm phosphine, balance nitrogen	Rowlett, Elisabeth	1	none	none	waste request	extension request
153462 <small>hidden</small>	Calibration gas chlorine 5 ppm nitrogen balance	Rowlett, Elisabeth	1	none	none	waste request	extension request
142375 <small>hidden</small>	Calibration Gas Hydrogen Sulfide- 25ppm, balance Nitrogen	Rowlett, Elisabeth	1	none	none	waste request	extension request

view All results per page ▾



**Step 4a:** If “waste request” has been chosen, the “Hazardous Waste Pickup Request” form will open as shown below. Click on “save”. **ATTENTION:** find the expired chemical, attach to it a filled out Waste Tag, 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:**

Dashboard | Expired Chemical Containers | Waste Record

### Waste Record

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

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

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

**Department**  
 Environmental Health & Safety ...  
 other:

**Pick-up Location**  
 Environmental Health & Safety 111 ...  
 other:

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

tag	waste description	#	size	unit	other
56789	Calibration gas chlorine 5 ppm nitrogen balance (barcode: 169746)	1	58	l	

**Comments**  
 The Expired Chemical (UTA barcode XXXXXX) is in the secondary containment (gray tub) in Waste Accumulation Area (Room Number XXX).

send confirmation email

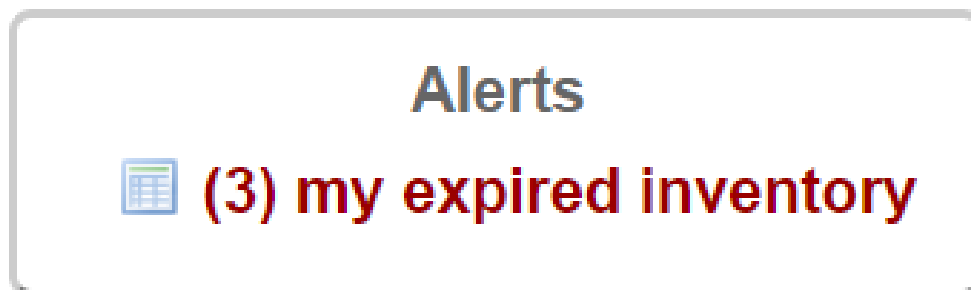
**Step 4b:** If “extension request” has been chosen, the “Expired Container Extension Request Record” will open as shown below. Explain why an extension is needed in “Justification” window, and click on “save”:

### Expired Container Extension Request Record

<b>Barcode:</b> 142513
<b>Chemical:</b> Calibration Gas .5 ppm phosphine, balance nitrogen
<b>Owner:</b> Elisabeth Rowlett
<b>Date Acquired:</b> 2019-05-20
<b>Date Expired:</b> 2020-07-21
<b>Requested By:</b> Elisabeth Rowlett <span>open</span> <span>..</span>
<b>Status:</b> pending <span>▼</span>
<b>Justification:</b> <input type="text"/> explain why an extension is needed
<span>cancel</span> <span>save</span>

**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.

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