



# Hazardous Materials Management Submitting Chemical and Biological waste

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## Submitting Chemical Waste: BioRAFT

As HMM (Hazardous Materials Management), please follow the below guide for submitting chemical waste through BioRAFT.

1. Navigate to, [utsa.bioraft.com](https://utsa.bioraft.com) and login using your UTSA UserID and Passphrase.
2. On your lab homepage, select “Waste” from the gray tabs (pictured below).

View Edit Dashboard Members ChemTracker **Waste**

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### Safety Lab

Emergency Shutdown Status: Normal Operations


**Contact Info**

Principal Investigator: [Lab Safety](#)  
Group Compliance: [Natalie Metzger](#)  
Liaison:  
Department:  
Building: Graduate School And Research Building (GSR)  
Room Number: 1.23.45  
Mail Code:  
Phone 1: 123-456 7890  
Phone 2:  
Fax Number:

**Safety Contacts**

No safety contacts assigned.

**Compliance Summary**

Equipment:   
[View Dashboard](#)

3. Select “Submit New Chemical Waste Pickup Request”. Note: below screenshot may differ from lab to lab, depending on which profiles are assigned to your lab.

View Edit Dashboard Members ChemTracker Waste

Pickup Requests Waste Pickup Request History

### Safety Lab - Pick Up Requests

Assigned Waste Streams

To submit a request for a waste stream assigned to you by LSD, use the link in the last column. If your waste does not fit any of the assigned waste streams, use “[Submit New Chemical Waste Pickup Request](#)”

| Profile Number | Profile Name   | Last Request |                                 |
|----------------|--|--------------|---------------------------------|
| 5              | Biological waste pickup - Bio boxes - Incinerate     | 8/5/14/2021  | <a href="#">Request Pick Up</a> |
| 6              | Biological waste pickup - Sharp container            | —            | <a href="#">Request Pick Up</a> |
| 7              | Biological waste pickup - Bio boxes - Autoclaved     | —            | <a href="#">Request Pick Up</a> |
| 8              | Biological waste - Additional biological box request | —            | <a href="#">Request Pick Up</a> |

[Submit New Chemical Waste Pickup Request](#)  
[Assign New Waste Stream](#)



# Hazardous Materials Management Submitting Chemical and Biological waste

4. Fill out “Physical State”, “Material Type” (note: all chemical waste needs to be hazardous waste. HMM will further decide between hazardous and non-hazardous), “Number of Containers”, “Amount (per container)”, “Units”, and “Location”.

## Satellite Accumulation Areas (Richard Garza) - Add Waste Pickup Request

Please fill out one request per waste stream. Multiple containers of the same chemical constituents can be placed in the same request. Containers of different chemical constituents require different requests.

### Pickup Details

Physical State: \*

Solid

Material Type: \*

-- Select --

### Containers

Number of Containers: \*

Amount (per container): \*

Units: \*

-- Select --

### Location

Location:

-- Select --

Pickup area description:

5. HMM needs to know the exact contents of each container so the hazardous waste is disposed of properly and there are no unintended reactions. To do this, select “Add Constituents”, a pop-up screen will appear to add the constituents. Start to enter the chemical and allow the field to generate a list, select the chemical that matches, fill in percentage, and then select “Add Constituents”.

**Constituents**

| Constituents  | Percentage % |
|---|--------------|
| Chemical constituents have not yet been declared.         |              |
| Chemical waste constituents are currently 0.00% declared. |              |
| <div>← Add constituent →</div>                            |              |
| Other Materials:  |              |
| <input type="text"/>                                      |              |

**Add Chemical Constituent**

Search By

☒ Chemical Name

☐ CAS Number

☐ Product Name or Number

Chemical Name: \*

☐ Search for chemicals by name

Cancel



## Hazardous Materials Management Submitting Chemical and Biological waste

- Once the request has been completed, labs may “Submit” the request, or select “Submit and Create Another” at the bottom of the page.

[Submit](#) [Submit Another Pick Up Request](#) [Cancel](#)

Open Waste Pickup Requests Recently Added

| Request # | Profile Number | Waste Profile | Total Amount | Supplies Needed | Last Requested | Requested By |
|-----------|----------------|---------------|--------------|-----------------|----------------|--------------|
|-----------|----------------|---------------|--------------|-----------------|----------------|--------------|

- Return to the waste tab to find the “Request #” that will be written on the Hazardous waste label.

### Safety Lab - Pick Up Requests

Assigned Waste Streams

To submit a request for a waste stream assigned to you by LSD, use the link in the last column. If your waste does not fit any of the assigned waste streams, use [“Submit New Chemical Waste Pickup Request”](#).

| Profile Number ▲ | Profile Name  | Last Request |                                 |
|------------------|---|--------------|---------------------------------|
| 5                | Biological waste pickup - Bio boxes - Incinerate      | 07/07/2021   | <a href="#">Request Pick Up</a> |
| 6                | Biological waste pickup - Sharp container             | --           | <a href="#">Request Pick Up</a> |
| 7                | Biological waste pickup - Bio boxes - Autoclaved      | --           | <a href="#">Request Pick Up</a> |
| 8                | Biological waste - Additional biological box request  | --           | <a href="#">Request Pick Up</a> |
| 12               | Biological waste - Additional sharp container request | --           | <a href="#">Request Pick Up</a> |

[Submit New Chemical Waste Pickup Request](#)  
[Assign New Waste Stream](#)

Pending Chemical Waste Pick Up Requests

| Request # ▲ | Profile Number | Waste Profile                                    | Total Amount | Supplies Needed | Last Requested | Requested By  |                      |                      |
|-------------|----------------|--|--------------|-----------------|----------------|---------------|----------------------|----------------------|
| 1013        | 5              | Biological waste pickup - Bio boxes - Incinerate | 16.00 g      | No              | 2021-07-07     | Salazar, Luke | <a href="#">View</a> | <a href="#">Edit</a> |

- The “Request #” will be written in the upper right portion of the labels (for older labels), for newer labels there will be a space, “ID#”, next to the “Submitter name” to write the “Request #” on.

### Submitting Biological Waste: BioRAFT

For BioRAFT waste submissions, there will need to be some modifications for the way that biological waste is submitted to HMM. BioRAFT, **does not** have a biological waste module, so there will be specific “Profile Number” and “Profile Name” that will be utilized to submit biological waste. Please follow the below guide for submitting biological waste.

- Navigate to, [utsa.bioraft.com](https://utsa.bioraft.com) and login using your UTSA UserID and Passphrase.
- On your lab home page select “Waste” from the gray tabs (pictured below).



# Hazardous Materials Management Submitting Chemical and Biological waste

View Edit Dashboard Members ChemTracker **Waste**

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## Safety Lab

Emergency Shutdown Status: Normal Operations

**Contact Info**

Principal Investigator: [Lab Safety](#)  
Group Compliance: [Natalie Metzger](#)  
Liaison:  
Department:  
Building: Graduate School And Research Building (GSR)  
Room Number: 1.23.45  
Mail Code:  
Phone 1: 123-456 7890  
Phone 2:  
Fax Number:

**Safety Contacts**

No safety contacts assigned.

**Compliance Summary**

Equipment:

[View Dashboard](#)

3. In the waste tab, you should notice "Assigned Waste Streams" has pre-populated waste streams that have been created. The "Profile Name" of each "Assigned Waste Streams" matches what the method of disposal should be for the waste that is submitted. Labs will indicate the disposal method from the corresponding "Profile name", which describes waste that needs to be incinerated, waste that has been autoclaved or sharp containers pickup request. From the profiles, determine which "Profile Name" corresponds with the waste being submitted and select "Request Pick up" (pictured below)

## Safety Lab - Pick Up Requests

Assigned Waste Streams

To submit a request for a waste stream assigned to you by LSD, use the link in the last column. If your waste does not fit any of the assigned waste streams, use "[Submit New Chemical Waste Pickup Request](#)".

| Profile Number ▲ | Profile Name  | Last Request |                                 |
|------------------|---|--------------|---------------------------------|
| 5                | Biological waste pickup - Bio boxes - Incinerate      | 05/14/2021   | <a href="#">Request Pick Up</a> |
| 6                | Biological waste pickup - Sharp container             | --           | <a href="#">Request Pick Up</a> |
| 7                | Biological waste pickup - Bio boxes - Autoclaved      | --           | <a href="#">Request Pick Up</a> |
| 8                | Biological waste - Additional biological box request  | --           | <a href="#">Request Pick Up</a> |
| 12               | Biological waste - Additional sharp container request | --           | <a href="#">Request Pick Up</a> |

[Submit New Chemical Waste Pickup Request](#)  
[Assign New Waste Stream](#)

4. The following applies to all the profiles from the previous step, "Amount per Container:" and "Number of Containers:" need to be the same number (pictured below). We do not expect labs to know weights for each Bio box which is why we ask labs to keep those numbers the same (we recommend keeping each biological box under 25 lbs. to keep boxes intact).



# Hazardous Materials Management Submitting Chemical and Biological waste

Please fill out one request per waste stream. Multiple containers of the same chemical constituents can be placed in the same request. Containers of different chemical constituents require different requests.

## Pickup Details

Physical State: \*

Material Type: \*

## Containers

Number of Containers: \*

Amount (per container): \*

Units: \*

## Location

Location:

Pickup area description:

- Once the request has been completed, labs may "Submit" the request, or select "Submit and Create Another" at the bottom of the page.
- Return to the waste tab to find the "Request #" that will be written on the Biological waste box. This will be written on the end of the box along with Name, date, and lab location (building and room).

## Safety Lab - Pick Up Requests

### Assigned Waste Streams

To submit a request for a waste stream assigned to you by LSD, use the link in the last column. If your waste does not fit any of the assigned waste streams, use "[Submit New Chemical Waste Pickup Request](#)".

| Profile Number ▲ | Profile Name  | Last Request |                                 |
|------------------|---|--------------|---------------------------------|
| 5                | Biological waste pickup - Bio boxes - Incinerate      | 07/07/2021   | <a href="#">Request Pick Up</a> |
| 6                | Biological waste pickup - Sharp container             | --           | <a href="#">Request Pick Up</a> |
| 7                | Biological waste pickup - Bio boxes - Autoclaved      | --           | <a href="#">Request Pick Up</a> |
| 8                | Biological waste - Additional biological box request  | --           | <a href="#">Request Pick Up</a> |
| 12               | Biological waste - Additional sharp container request | --           | <a href="#">Request Pick Up</a> |

[Submit New Chemical Waste Pickup Request](#)

[Assign New Waste Stream](#)

### Pending Chemical Waste Pick Up Requests

| Request # ▲ | Profile Number | Waste Profile                                    | Total Amount | Supplies Needed | Last Requested | Requested By  |                      |                      |
|-------------|----------------|--|--------------|-----------------|----------------|---------------|----------------------|----------------------|
| 1013        | 5              | Biological waste pickup - Bio boxes - Incinerate | 16.00 g      | No              | 2021-07-07     | Salazar, Luke | <a href="#">View</a> | <a href="#">Edit</a> |

Note: As per usual, supplies (biological boxes and sharp) will be given out on one-for-one, HMM picks one up, HMM leave one.



# Hazardous Materials Management Submitting Chemical and Biological waste

## Submitting Supply Request: BioRAFT

Through BioRAFT it is possible to request additional supplies for labs provided by HMM. These supply request can be done by one of two ways, requesting the supplies when submitting chemical(s) waste pick-up or Biological waste pick-up (start at step 5 if using this method), or by putting in a submission for a "Supply Request Only". Using the "Supply Request Only", will be described below.

1. Navigate to, [utsa.bioraft.com](https://utsa.bioraft.com) and login using your UTSA UserID and Passphrase.
2. On your lab home page select "Waste" from the gray tabs (pictured below).

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### Safety Lab

Emergency Shutdown Status: Normal Operations

**Contact Info**

Principal Investigator: [Lab Safety](#)  
Group Compliance Liaison: [Natalie Metzger](#)  
Department: Graduate School And Research Building (GSR)  
Building: 1.23.45  
Room Number: 1.23.45  
Mail Code: 123-456 7890  
Phone 1: 123-456 7890  
Phone 2: 123-456 7890  
Fax Number: 123-456 7890

**Safety Contacts**

No safety contacts assigned.

**Compliance Summary**

Equipment:

[View Dashboard](#)

3. Once on the waste page, select "Request Pick Up", next to the "Supply Request Only", Profile Name.

Assigned Waste Streams

To submit a request for a waste stream assigned to you by LSD, use the link in the last column. If your waste does not fit any of the assigned waste streams, use "[Submit New Chemical Waste Pickup Request](#)".

| Profile Number | Profile Name                                     | Last Request |                                 |
|----------------|--|--------------|---------------------------------|
| 5              | Biological waste pickup - Bio boxes - Incinerate | 09/15/2021   | <a href="#">Request Pick Up</a> |
| 6              | Biological waste pickup - Sharp container        | --           | <a href="#">Request Pick Up</a> |
| 7              | Biological waste pickup - Bio boxes - Autoclaved | 04/20/2022   | <a href="#">Request Pick Up</a> |
| 21             | Empty Container                                  | --           | <a href="#">Request Pick Up</a> |
| 538            | Supply Request Only                              | --           | <a href="#">Request Pick Up</a> |

[Submit New Chemical Waste Pickup Request](#)  
[Assign New Waste Stream](#)

Pending Chemical Waste Pick Up Requests

| Request #  | Profile Number | Waste Profile | Total Amount | Supplies Needed | Last Requested | Requested By |
|--|----------------|---------------|--------------|-----------------|----------------|--------------|
| No waste pickup requests are pending pickup for this Laboratory. |                |               |              |                 |                |              |



## Hazardous Materials Management Submitting Chemical and Biological waste

4. You will have to fill in “Amount per Container” and “Number of Containers” but please just select one for these, as HMM will not look at this space for a “Supply Request Only” submission.
5. Scroll down until you a text box labeled, “Supplies Needed”, and make the appropriate selections by typing the amount of each needed supply. **NOTE: These are the only items that HMM provides at this time.**

| Supplies Needed        |                      |
|------------------------|----------------------|
| Item                   | Amount               |
| 2.5 Gallon Jerry Cans  | <input type="text"/> |
| Biological Waste Boxes | <input type="text"/> |
| Hazardous Waste Labels | <input type="text"/> |
| SAA Signs              | <input type="text"/> |
| Sharps Containers      | <input type="text"/> |

6. Once your selection has been made, select submit to finalize the submission. HMM has a three-day turnaround time, so please be patient with your request.

### **Submitting Empty Containers: BioRAFT**

HMM collects empty chemical containers to verify they meet RCRA and TCEQ regulations on managing empty containers. To submit empty containers for pickup, please follow the guidance below.

1. Navigate to, [utsa.bioraft.com](https://utsa.bioraft.com) and login using your UTSA UserID and Passphrase.
2. On your lab home page select “Waste” from the gray tabs (pictured below).





# Hazardous Materials Management Submitting Chemical and Biological waste

View Edit Dashboard Members ChemTracker **Waste**

View Spaces Documents Forms Notes Equipment Lab Inspections Self Inspections Correspondence

## Safety Lab

Emergency Shutdown Status: Normal Operations

**Contact Info**

Principal Investigator: [Lab Safety](#)  
Group Compliance: [Natalie Metzger](#)  
Liaison:  
Department:  
Building: Graduate School And Research Building (GSR)  
Room Number: 123.45  
Mail Code:  
Phone 1: 123-456 7890  
Phone 2:  
Fax Number:

**Safety Contacts**

No safety contacts assigned.

**Compliance Summary**

Equipment:

[View Dashboard](#)

3. Once on the waste page, select “Request Pick Up”, next to the “Empty Container”, Profile Name.  
NOTE: If you do not see this selection, please reach out to HMM for assistance in adding the profile.

Assigned Waste Streams

To submit a request for a waste stream assigned to you by LSD, use the link in the last column. If your waste does not fit any of the assigned waste streams, use "[Submit New Chemical Waste Pickup Request](#)".

| Profile Number▲ | Profile Name                                     | Last Request |                                 |
|-----------------|--|--------------|---------------------------------|
| 5               | Biological waste pickup - Bio boxes - Incinerate | 09/15/2021   | <a href="#">Request Pick Up</a> |
| 6               | Biological waste pickup - Sharp container        | --           | <a href="#">Request Pick Up</a> |
| 7               | Biological waste pickup - Bio boxes - Autoclaved | 04/20/2022   | <a href="#">Request Pick Up</a> |
| 21              | Empty Container                                  | --           | <a href="#">Request Pick Up</a> |
| 538             | Supply Request Only                              | --           | <a href="#">Request Pick Up</a> |

[Submit New Chemical Waste Pickup Request](#)  
[Assign New Waste Stream](#)

Pending Chemical Waste Pick Up Requests

| Request #▲   | Profile Number | Waste Profile | Total Amount | Supplies Needed | Last Requested | Requested By |  |
|--|----------------|---------------|--------------|-----------------|----------------|--------------|--|
| No waste pickup requests are pending pickup for this Laboratory. |                |               |              |                 |                |              |  |

4. Fill out the “Physical Sate”, “Material Type”, “Amount (per container)”, and “units” like the picture below. For the “Number of Containers”, fill out the total number of empty containers that are being submitted, do not worry about difference in volumes capacity of the containers, HMM is only looking for totals in this field.





# Hazardous Materials Management Submitting Chemical and Biological waste

## Pickup Details

Physical State: \*

Solid

Material Type: \*

Hazardous Waste

## Containers

Number of Containers: \*

Amount (per container): \*

1

Units: \*

g

## Location

Location:

-- Select --

Pickup area description:

- Once the request has been completed, labs may "Submit" the request, or select "Submit and Create Another" at the bottom of the page.
- Return to the waste tab to find the "Request #" that will be written on the empty container(s). This will be written on the empty containers that will need to be picked up. NOTE: please do not put a hazardous waste label on empty containers. They are not needed by regulation and are added costs to UTSA.

## Safety Lab - Pick Up Requests

### Assigned Waste Streams

To submit a request for a waste stream assigned to you by LSD, use the link in the last column. If your waste does not fit any of the assigned waste streams, use "[Submit New Chemical Waste Pickup Request](#)".

| Profile Number ▲ | Profile Name  | Last Request |                                 |
|------------------|---|--------------|---------------------------------|
| 5                | Biological waste pickup - Bio boxes - Incinerate      | 07/07/2021   | <a href="#">Request Pick Up</a> |
| 6                | Biological waste pickup - Sharp container             | --           | <a href="#">Request Pick Up</a> |
| 7                | Biological waste pickup - Bio boxes - Autoclaved      | --           | <a href="#">Request Pick Up</a> |
| 8                | Biological waste - Additional biological box request  | --           | <a href="#">Request Pick Up</a> |
| 12               | Biological waste - Additional sharp container request | --           | <a href="#">Request Pick Up</a> |

[Submit New Chemical Waste Pickup Request](#)

[Assign New Waste Stream](#)

### Pending Chemical Waste Pick Up Requests

| Request # ▲ | Profile Number | Waste Profile                                    | Total Amount | Supplies Needed | Last Requested | Requested By  |                      |                      |
|-------------|----------------|--|--------------|-----------------|----------------|---------------|----------------------|----------------------|
| 1013        | 5              | Biological waste pickup - Bio boxes - Incinerate | 16.00 g      | No              | 2021-07-07     | Salazar, Luke | <a href="#">View</a> | <a href="#">Edit</a> |