



Hazardous Materials Management Submitting Chemical and Biological waste

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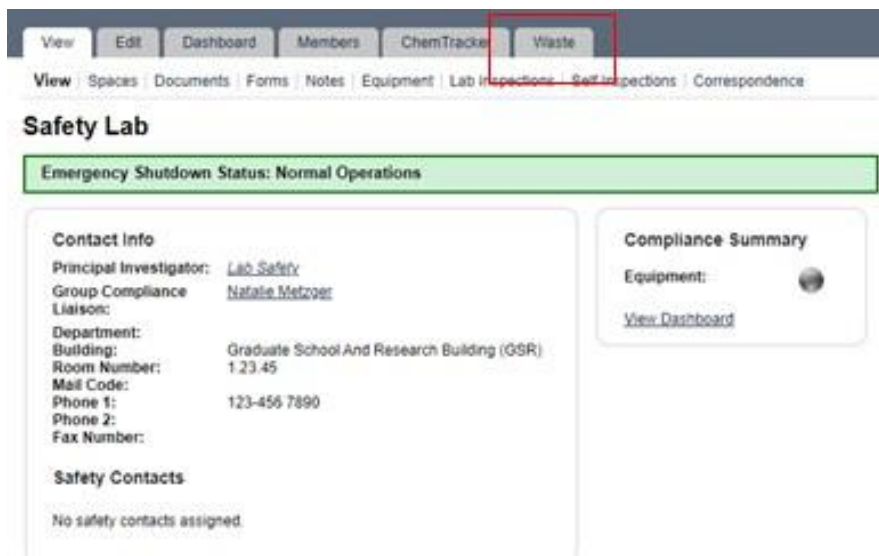
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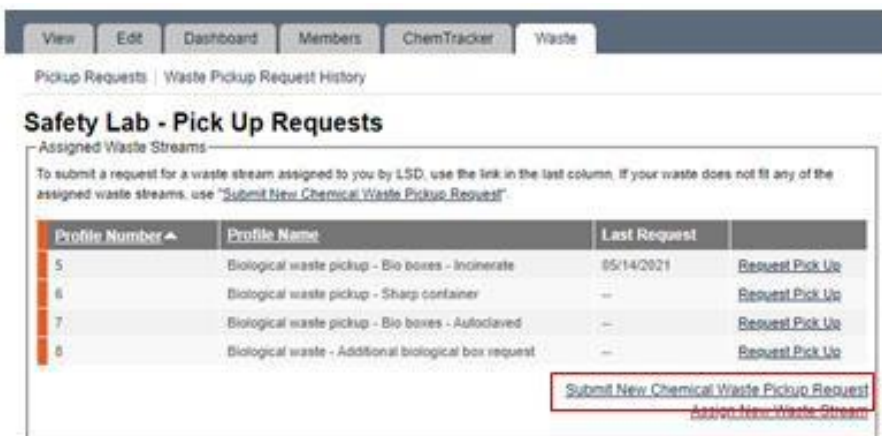
Submitting Chemical Waste: SciShield

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

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



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.





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.	
<input type="button" value="Add constituent"/>	

Other Materials:

Add Chemical Constituent

Search By

Chemical Name
 CAS Number
 Product Name or Number

Chemical Name: *



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
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- 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	Request Pick Up
6	Biological waste pickup - Sharp container	--	Request Pick Up
7	Biological waste pickup - Bio boxes - Autoclaved	--	Request Pick Up
8	Biological waste - Additional biological box request	--	Request Pick Up
12	Biological waste - Additional sharp container request	--	Request Pick Up

[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	View	Edit

- 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: SciShield

For SciShield waste submissions, there will need to be some modifications for the way that biological waste is submitted to HMM. SciShield, **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.SciShield.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

The screenshot shows a web interface with a top navigation bar containing 'View', 'Edit', 'Dashboard', 'Members', 'ChemTracks', and 'Waste'. The 'Waste' tab is highlighted. Below the navigation bar, there are links for 'View', 'Spaces', 'Documents', 'Forms', 'Notes', 'Equipment', 'Lab Inspections', 'Self Inspections', and 'Correspondence'. The main content area is titled 'Safety Lab' and features a green status bar indicating 'Emergency Shutdown Status: Normal Operations'. Below this, there are two main sections: 'Contact Info' and 'Compliance Summary'. The 'Contact Info' section lists details for the Principal Investigator (Lab Safety), Group Compliance (Natalie Metzger), Department (Graduate School And Research Building (GSR)), Building (1 23 45), Room Number (123-456 7890), Phone 1, and Fax Number. The 'Compliance Summary' section shows 'Equipment:' with a circular icon and a 'View Dashboard' link. A 'Safety Contacts' section at the bottom indicates 'No safety contacts assigned'.

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

The screenshot shows a table titled 'Assigned Waste Streams'. Above the table, there is a note: '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"'. The table has four columns: 'Profile Number', 'Profile Name', 'Last Request', and an unlabeled column containing 'Request Pick Up' buttons. The 'Request Pick Up' buttons are highlighted with a red box. Below the table, there are two links: 'Submit New Chemical Waste Pickup Request' and 'Assign New Waste Stream'.

Profile Number	Profile Name	Last Request	
5	Biological waste pickup - Bio boxes - Incinerate	05/14/2021	Request Pick Up
6	Biological waste pickup - Sharp container	--	Request Pick Up
7	Biological waste pickup - Bio boxes - Autoclaved	--	Request Pick Up
8	Biological waste - Additional biological box request	--	Request Pick Up
12	Biological waste - Additional sharp container request	--	Request Pick Up

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	Request Pick Up
6	Biological waste pickup - Sharp container	--	Request Pick Up
7	Biological waste pickup - Bio boxes - Autoclaved	--	Request Pick Up
8	Biological waste - Additional biological box request	--	Request Pick Up
12	Biological waste - Additional sharp container request	--	Request Pick Up

[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	View	Edit

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

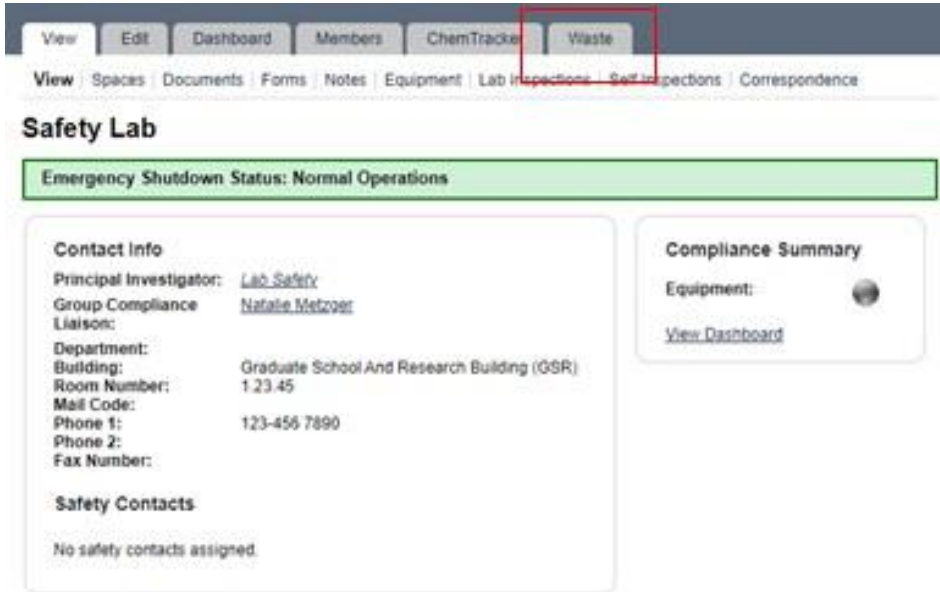


Hazardous Materials Management Submitting Chemical and Biological waste

Submitting Supply Request: SciShield

Through SciShield 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.SciShield.com and login using your UTSA UserID and Passphrase.
2. On your lab home page select "Waste" from the gray tabs (pictured below).



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	Request Pick Up
6	Biological waste pickup - Sharp container	--	Request Pick Up
7	Biological waste pickup - Bio boxes - Autoclaved	04/20/2022	Request Pick Up
21	Empty Container	--	Request Pick Up
538	Supply Request Only	--	Request Pick Up

[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: SciShield

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.SciShield.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 ChemTracks **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: 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](#)

- 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	Request Pick Up
6	Biological waste pickup - Sharp container	--	Request Pick Up
7	Biological waste pickup - Bio boxes - Autoclaved	04/20/2022	Request Pick Up
21	Empty Container	--	Request Pick Up
538	Supply Request Only	--	Request Pick Up

[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.						

- 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	Request Pick Up
6	Biological waste pickup - Sharp container	--	Request Pick Up
7	Biological waste pickup - Bio boxes - Autoclaved	--	Request Pick Up
8	Biological waste - Additional biological box request	--	Request Pick Up
12	Biological waste - Additional sharp container request	--	Request Pick Up

[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	View	Edit



Hazardous Materials Management Submitting Chemical and Biological waste

Submitting Universal waste: SciShield

When submitting Universal waste, please be sure to fill out “additional details” box regarding the types of bulbs, batteries, or paint related waste. Be sure to submit a different submission for each type of universal waste, do not combine bulbs and batteries into one submission they will each need one submission for all batteries and all bulbs.

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

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 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:
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 Profile Name of the item you are submitting, batteries, bulbs, or paint and paint related waste.

Assigned Waste Streams

To submit a request for a waste stream assigned to you by , 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 ↓	
2594	Universal Waste - Batteries	--	Request Pick Up
2595	Universal Waste - Bulbs	--	Request Pick Up
2596	Universal Waste - Paint and Paint related waste	--	Request Pick Up

< >

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



Hazardous Materials Management Submitting Chemical and Biological waste

- Fill out the approximate number of containers, and estimate the weight of the container for the amount per container (use lbs.).

Pickup Details

Profile Name: Universal Waste - Batteries
Profile Number 2594
Physical State: Solid
Waste Material: Universal Waste

Containers

Number of Containers: *

Amount (per container): * Units: *
 -- Select -- v

Location

Location:

Pickup area description:

- Select a location from the drop-down menu with a brief description of the area where the submitted items may be found. **NOTE: If the location is not in the drop-down menu, please type the building and room number in the "Pickup area description" along with a brief description of the area where the submitted items may be found**

Pickup Details

Profile Name: Universal Waste - Batteries
Profile Number 2594
Physical State: Solid
Waste Material: Universal Waste

Containers

Number of Containers: *

Amount (per container): * Units: *
 -- Select -- v

Location

Location:

Pickup area description:

- Scroll down the form and be sure to fill out "additional details" box regarding the types of bulbs, batteries, or paint related waste. Then select, submit, at the bottom of the page.



Hazardous Materials Management Submitting Chemical and Biological waste

Additional Details —

Add any other relevant notes or additional information:

- Once back at the waste tab, you should see a pending chemical waste pickup request. From this page you will find a "Request #", please write this number on all the containers that hold the particular items related to the submission request. If there are multiple containers for the same request, please use the same "Request #" for each.

Pending Chemical Waste Pickup Requests

If a request has been rejected, please click "Edit" to make corrections and resubmit.

Request # ↓	Status ↓	Profile Number ↓	Waste Profile ↓	Total Amount ↓	Supplies Needed ↓	Date of Last Request ↓	Requested By ↓		
7389	Pending Pickup	2594	Universal Waste - Batteries	40.00 lbs	No	2024-01-05	Salazar, Luke	View	Edit