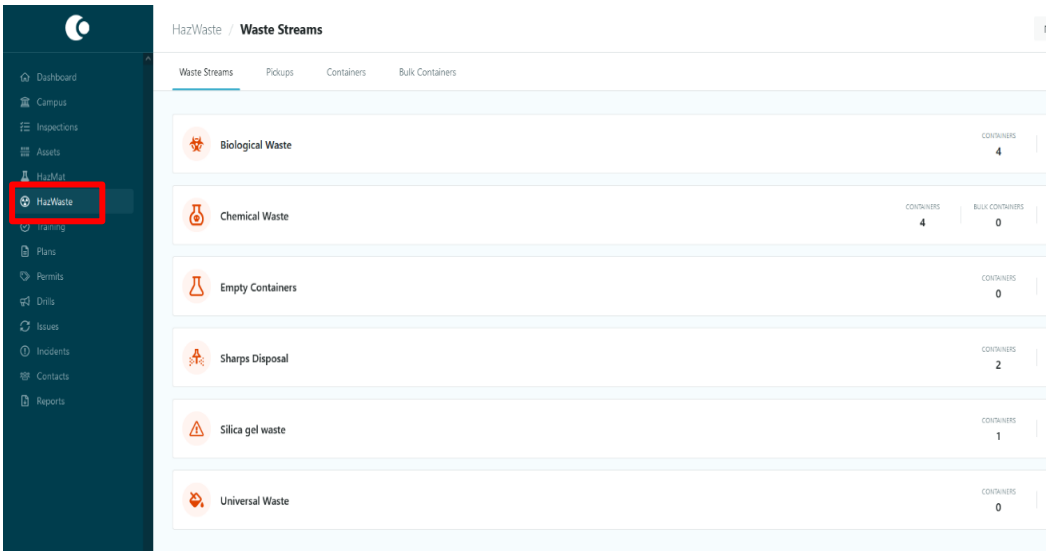
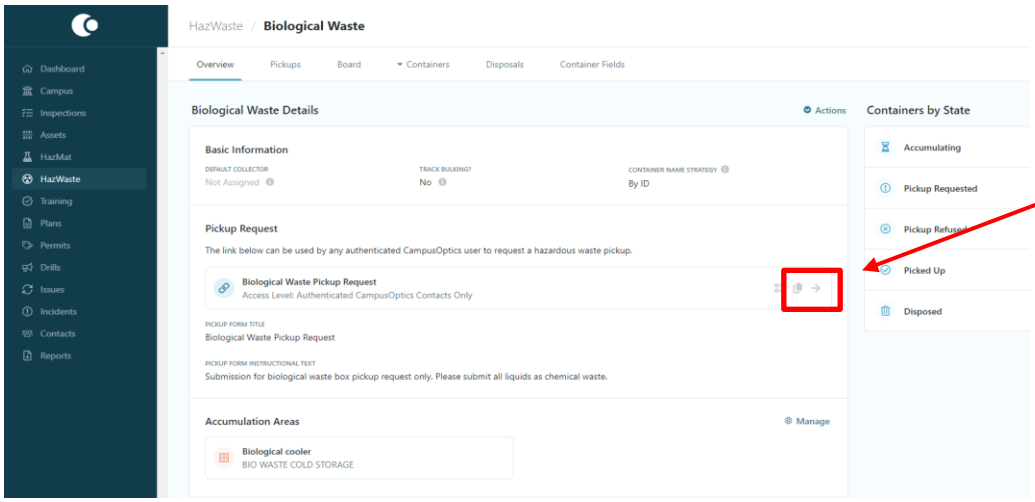
Hazardous Materials Management
Submitting Biological waste



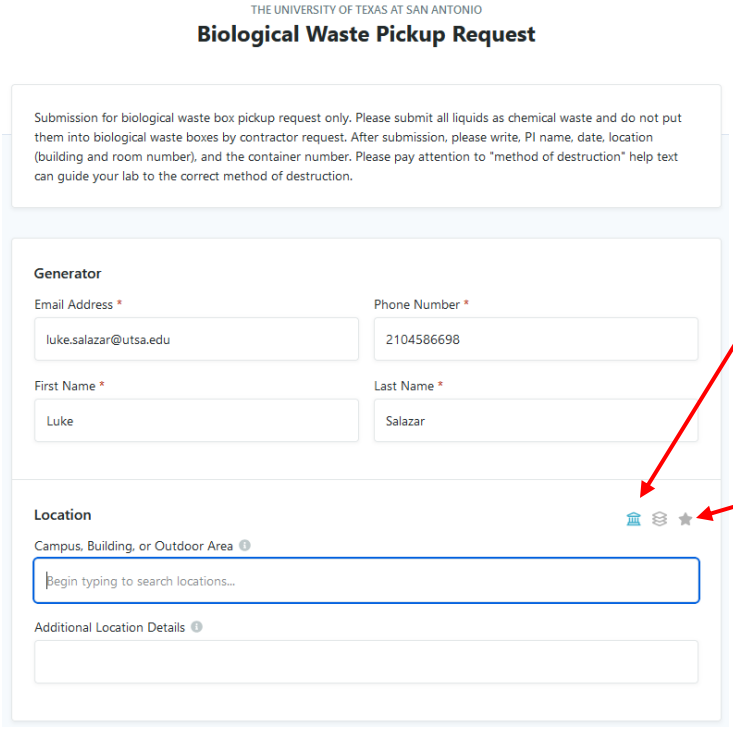
1. Log into utsa.campusoptics.com using your UTSA email and passphrase.

2. Select “HazWaste” on the left side of the screen.

3. Select the desired waste stream for disposal. **NOTE: forms may differ between waste streams, please read instructions and help text for clarification.**



4. Select the arrow to reach the submittal form.



5. Be sure to read all instructions at the top of the form for information, then fill out all generator information marked with a red asterisk.

6. When the blue building icon is highlighted, begin typing the full building name (Note: building abbreviations are not recognized) and select the desired building. Once the building has been selected, a drop down, “Floor or Area” will appear showing room numbers/areas, select the appropriate room number/area from the list. **NOTE: The star will allow you to select from saved locations (see Tips and Tricks below for details)**.

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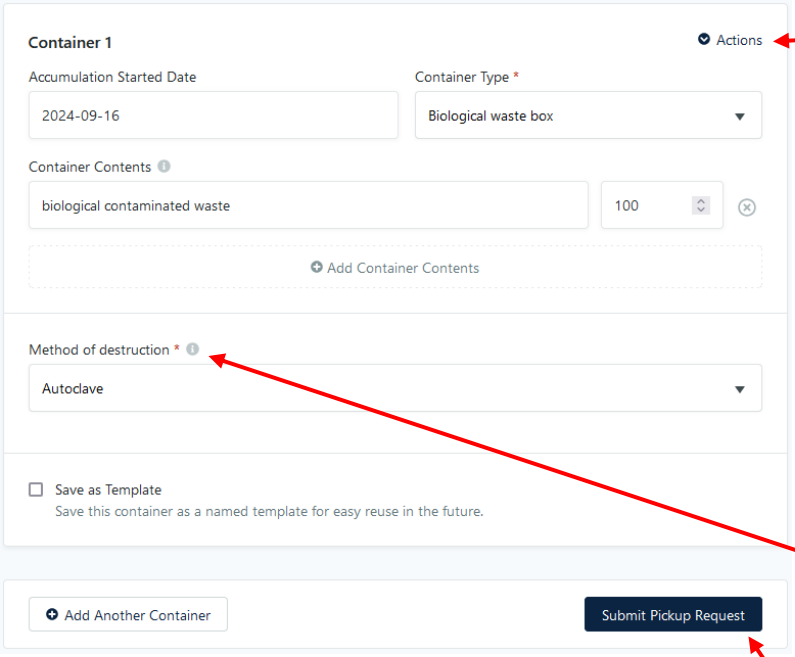


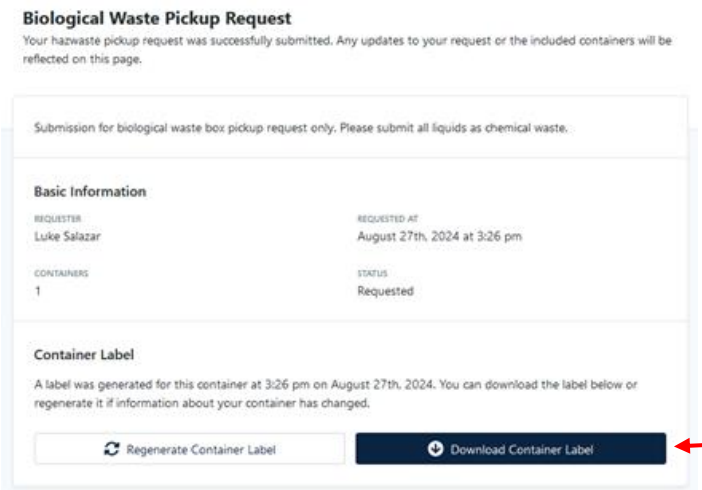
NOTE: To submit a duplicate of a container with the same contents, select "Action", and select duplicate container for each box needing to be submitted.

7. Enter accumulation start date.

8. Select Biological waste box from the," Container Type" drop down menu. "Biological contaminated waste" totaled to 100%, will be sufficient for Container contents.

9. Select, "Method of Destruction" from the drop-down menu. **NOTE: please use the guidance in the help menu to select the correct method of destruction for your**

10. After all information has been filled out, you may save this as a template (**see Tips and Tricks below for details**) for use in the future. To submit duplicate container, please see the **note** at the top of the page then select "Submit pickup Request".



11. From this screen, select "Download Container Label" to view the "Container ID" that will be written on the hazardous waste label.

7. The container id (red box) will be written on the biological waste box to ensure the biological waste box is ready for pick up. **NOTE: if multiple containers are submitted, one container ID# can be used for the series, but all containers must be submitted.**

8.

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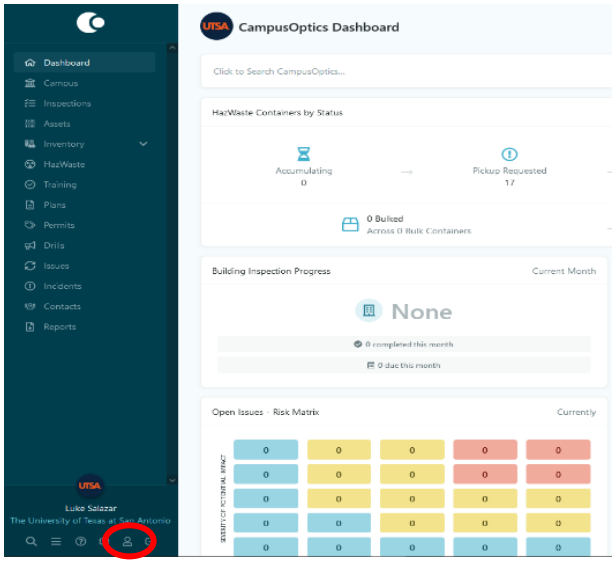
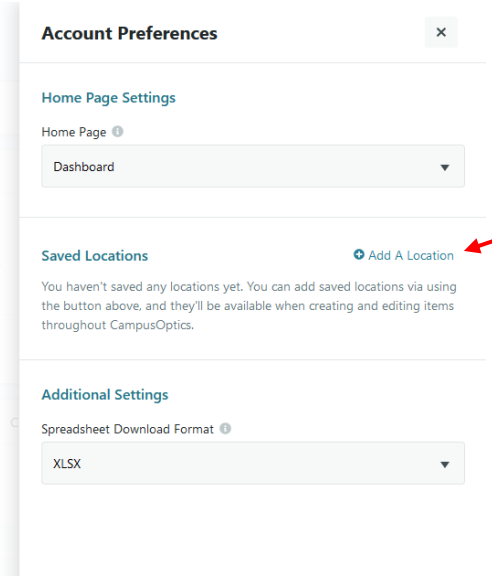
Tip and Tricks

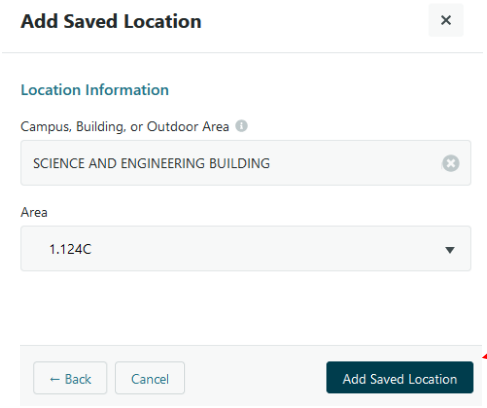
Saved locations



1. In the bottom left hand corner of the screen, select the preference icon circled in red.



2. A pop-up on the right-hand side of the screen will appear, select “Add A Location”.



3. Begin typing the full building name (<u>Note: building abbreviations are not recognized</u>) and select the desired building. Once the building has been selected, a drop-down menu will appear labeled, “Area”. Select the appropriate room number, then click “Add Saved Location” at the bottom of the screen to save.

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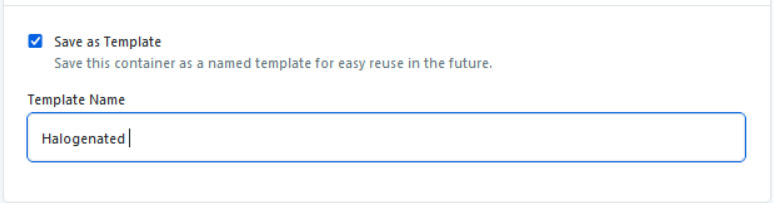
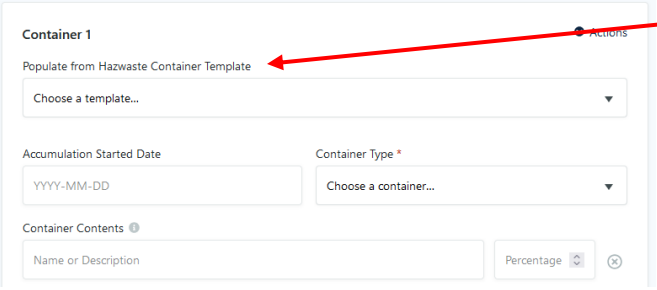
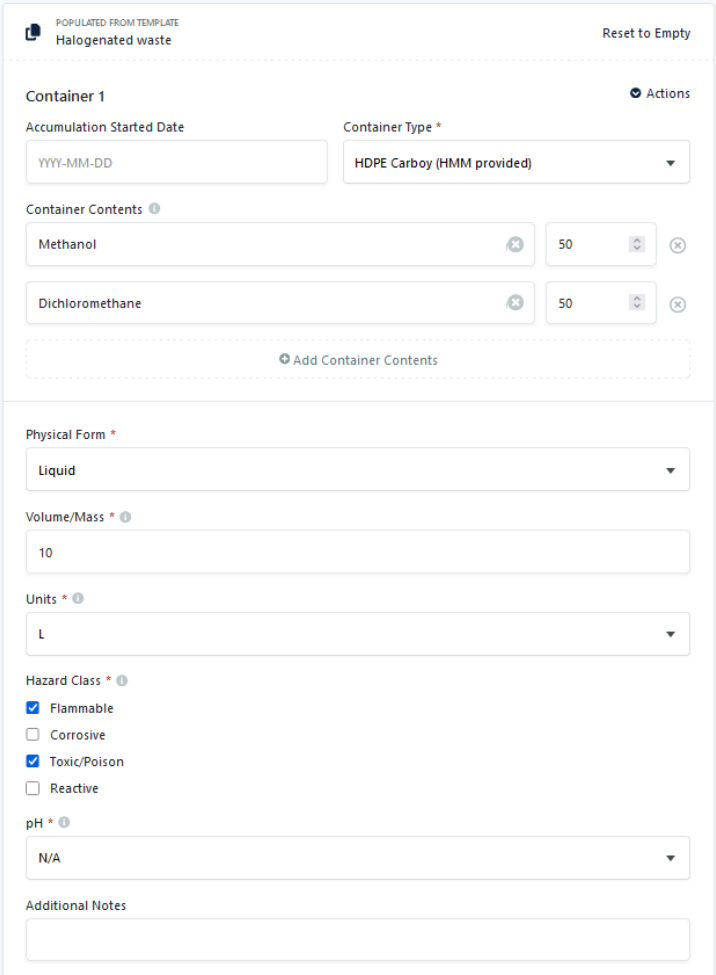
Save as Template



If you selected, “Save as a Template”, a pop-up box should appear allowing you to name the template for future use.



The next time you open the form, a new drop-down menu should appear in the section under, “Container 1”. Your previously saved templates should be listed there for you to select.



Once you have selected the appropriate template, the information should auto-populate. NOTE: Edit to the container can still be made, but they will not save in the template unless you save as template again.