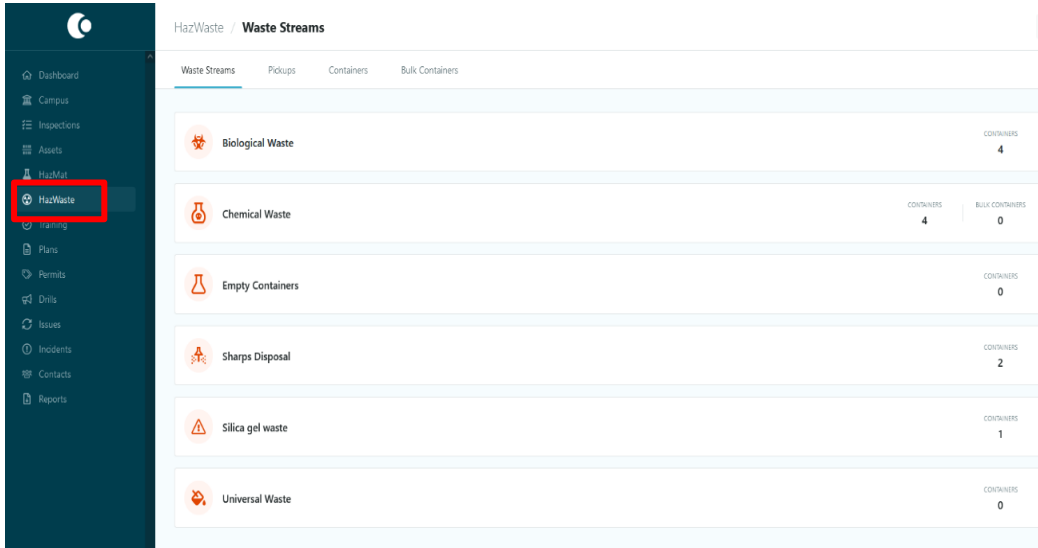
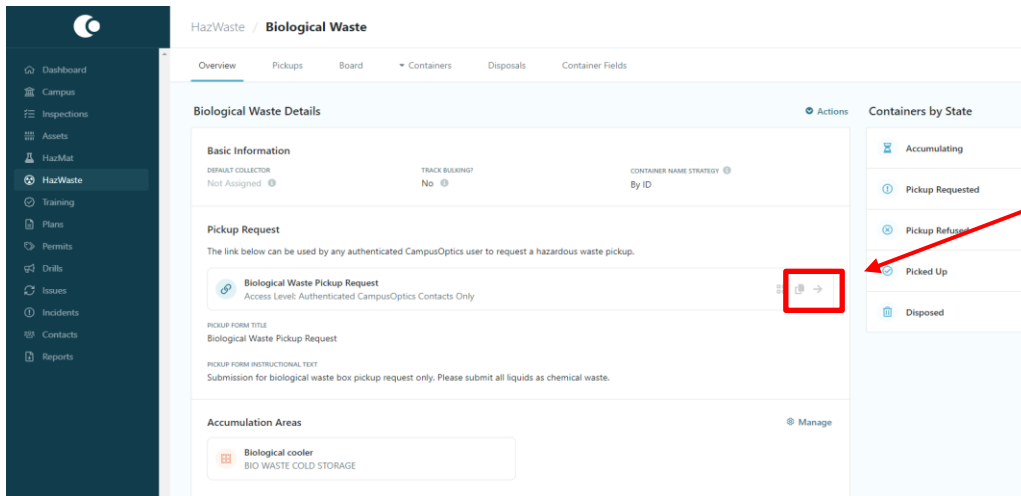




Hazardous Materials Management Submitting Biological waste



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.

THE UNIVERSITY OF TEXAS AT SAN ANTONIO Biological Waste Pickup Request

Submission for biological waste box pickup request only. Please submit all liquids as chemical waste and do not put them into biological waste boxes by contractor request. After submission, please write, PI name, date, location (building and room number), and the container number. Please pay attention to “method of destruction” help text can guide your lab to the correct method of destruction.

Generator

Email Address * Phone Number *

First Name * Last Name *

Location

Campus, Building, or Outdoor Area

Additional Location Details

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).**



Hazardous Materials Management Submitting Biological waste

Container 1 Actions

Accumulation Started Date: 2024-09-16

Container Type *: Biological waste box

Container Contents: biological contaminated waste (100%)

Method of destruction *: Autoclave

Save as Template

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".

Biological Waste Pickup Request

Your hazwaste pickup request was successfully submitted. Any updates to your request or the included containers will be reflected on this page.

Submission for biological waste box pickup request only. Please submit all liquids as chemical waste.

Basic Information	
REQUESTER Luke Salazar	REQUESTED AT August 27th, 2024 at 3:26 pm
CONTAINERS 1	STATUS Requested

Container Label

A label was generated for this container at 3:26 pm on August 27th, 2024. You can download the label below or regenerate it if information about your container has changed.

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

HAZARDOUS WASTE
Biological Waste - Container 17 - Pickup Requested
No Hazard Pictograms

Details	
Generator Luke Salazar • 2104586698	Waste Codes None Given
Location SCIENCE AND ENGINEERING BUILDING Floor 01 • 1.124C	Accumulation Start Date August 27th, 2024
	Pickup Requested Date August 27th, 2024
Public Fields	
METHOD OF DESTRUCTION Autoclave	NUMBER OF CONTAINERS 1
Contents	
Biological waste	100%

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.**

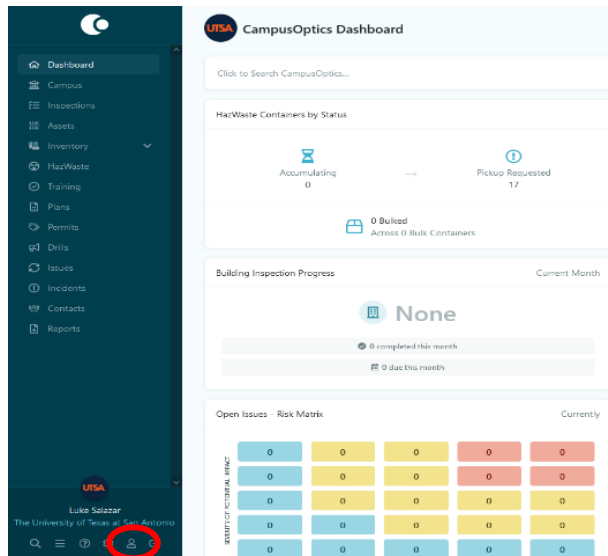
8.



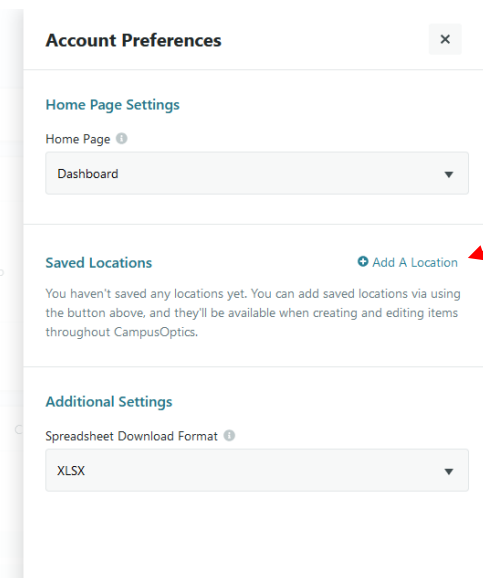
Hazardous Materials Management Submitting Biological waste

Tip and Tricks

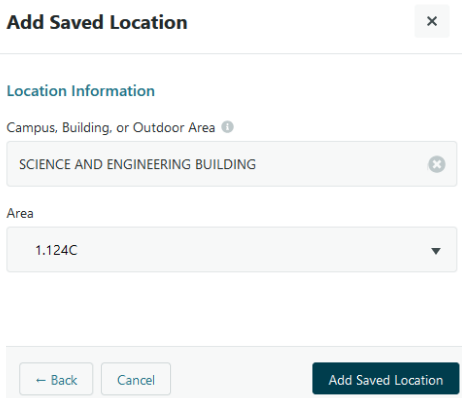
Saved locations



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 (Note: building abbreviations are not recognized) 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.



Hazardous Materials Management Submitting Biological waste

Save as Template

Save as Template
Save this container as a named template for easy reuse in the future.

Template Name

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

Container 1 Actions

Populate from Hazwaste Container Template

Choose a template...

Accumulation Started Date

Container Type *

Container Contents ⓘ

Name or Description

Percentage

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.

POPULATED FROM TEMPLATE
Halogenated waste Reset to Empty

Container 1 Actions

Accumulation Started Date

Container Type *

Container Contents ⓘ

Methanol	50
Dichloromethane	50

[Add Container Contents](#)

Physical Form *

Volume/Mass * ⓘ

Units * ⓘ

Hazard Class * ⓘ

Flammable

Corrosive

Toxic/Poison

Reactive

pH * ⓘ

Additional Notes

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.