

•

Hazardous Materials Management Submitting Chemical waste

| CONTAINERS 4 | |
|---------------------|---|
| ULK CONTAINERS 0 | |
| CONTAINERS 0 | |
| CONTAINERS 2 | |
| CONTAINERS 1 | |
| CONTRINERS 0 | |
| | CONTINUERS 4 ALLIC CONTINUERS 0 CONTINUERS 2 CONTINUERS 1 CONTINUERS 0 |

- 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.

| | | containers by state | Select the arrow to access t |
|--|-------------------------------|---------------------|--|
| Basic Information | 103 PONTAINER NAME (TRATEGY (| Z Accumulating | hazardous waste submissio |
| Not Assigned O Yes O | By ID | ① Pickup Requested | form. |
| Pickup Request | | Ø Pickup Refered | |
| The link below can be used by any authenticated CampusOptics user to request a hazardous waste pickup. Ohemical Waste Pickup Request form Access Level: Authenticated CampusOptics Contacts Only | | | |
| | | SS → | |
| | | 📇 Bulked | |
| Chemical Waste Pickup Request form | | | |
| PICKUP FORM INSTRUCTIONAL TEXT | | 1 Disposed | |
| Please submit chemical waste for pickup | | | |
| Accumulation Areas | | | |
| | | | |

| THE | UNIVERSITY | OF TEXAS AT S | AN ANTONIO | |
|----------|------------|---------------|------------|------|
| Chemical | Waste | Pickup | Request | form |
| | | | | |

Chemical Waste

HazWaste /

| enerator | | |
|------------------------------------|----------------|---|
| mail Address * | Phone Number * | |
| luke.salazar@utsa.edu | 2104586698 | |
| rst Name * | Last Name * | |
| | Salazar | |
| ocation | | <u><u></u></u> <u></u> |
| ampus, Building, or Outdoor Area 🕕 | | |
| Begin typing to search locations | | |
| dditional Location Details | | |

- 5. Be sure to read all instructions at the top of the form for information, then fill out all 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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| Container Type * | | | |
|----------------------------|--|--|--|
| HDPE Carboy (HMM provided) | | | • |
| | | | |
| ٢ | 60 | $\hat{\mathbf{v}}$ | 0 |
| ۲ | 20 | Ŷ | 6 |
| ٢ | 20 | ÷ | 0 |
| | Container Type * HDPE Carboy (HMM provided) | Container Type * HDPE Carboy (HMM provided) 60 20 20 20 | Container Type * HDPE Carboy (HMM provided) 60 20 20 20 20 |

| Volume/Mass * 🕕 | |
|---|-----------------------|
| 10 | |
| Units * 💿 | |
| L | • |
| Hazard Class * 🕕 | |
| ✓ Flammable | |
| Corrosive | |
| Toxic/Poison | |
| Reactive | |
| рН * 🚯 | |
| N/A | • |
| Additional Notes | |
| | |
| | |
| | |
| Save as remplate Save this container as a named template for easy reuse in the | future. |
| | |
| Add Another Container | Cubmit Diduut Perusat |
| V Add Another Container | Submit Pickup Request |

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

- 7. Select, "Accumulation Start Date".
- 8. Select the container type from the drop-down menu. If you cannot locate the container type on the drop-down menu, select "Custom Container", and a "Container Type Description" text box will appear, please type a description of the container being submitted (ex. clear glass bottle).
- To add contents to containers, type the full chemical name (<u>no</u> <u>abbreviations or formulas will be</u> <u>accepted</u>), and the rough percentage contained in the container. Please be sure that contents equal 100%.
- 10. Fill out all the remaining information marked with an asterisk. <u>NOTE: you</u> <u>may save this request as a template</u> for future use on commonly generated hazardous chemical waste, see Tips and Trick below for further details.
- To submit a container with <u>different</u> <u>contents</u>, select "Add Another Container", then proceed to enter the information of the next container. Once you are done select "Submit Pickup Request".



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CO+HW20AWM8XR

Chemical Waste Pickup Request form

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

| Please | e submit chemical waste for pickup | |
|-------------------|---|--|
| Basic | Information | |
| REQUES | STER . | REQUESTED AT |
| Luke : | Salazar | September 9th, 2024 at 12:41 pm |
| CONTAI | INERS | STATUS |
| 1 | | Requested |
| A labe regen | el was generated for this container at 12:41 pm on erate it if information about your container has cha CRegenerate Container Label | September 9th, 2024. You can download the label below of nged. |
| H/ Che No F | AZARDOUS WASTE mical Waste Disposa Container 20 • Pick Hazard Pictograms | up Requested |

Waste Codes

Accumulation Start Date

September 3rd, 2024

September 9th, 2024

Pickup Requested Date

None Given

Details

Generator Luke Salazar • 2104586698 Location SCIENCE AND ENGINEERING BUILDING Floor 01 • 1.124C in SAA next to front door

Public Fields

| PHYSICAL FORM | VOLUME/MASS |
|---------------|------------------|
| Liquid | 10 |
| UNITS | HAZARD CLASS |
| L | Flammable |
| РН | ADDITIONAL NOTES |
| N/A | No Response |
| | |

Contents

| Hexanes (mixture of isomers) | 60% |
|------------------------------|-----|
| Acetone | 20% |
| Ethyl acetate | 20% |

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

13. The container id (red box) will be written on the Hazardous waste label so HMM can match the submission through Campus Optic with the physical container being submitted. NOTE: if multiple containers are submitted with the same constituents, one container ID# can be used for the series, but all containers must be submitted.



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Tip and Tricks

Saved locations

| C | CampusOptics Dashboard | | 1. Ir | the bottom left hand corner of the screen, |
|---|---|---|----------------|--|
| Dashboard Campus Inspections | Click to Search CampusOptics | | S | elect the preference icon circled in red. |
| III Assets | HazWaste Containers by Status | | | |
| Inventory HazWaste Training | Accountiating | Pickup Requested | | |
| Plans Permits pd Drils | O Bulked Across 0 Bulk Contr | liners – | | |
| Issues Incidents | Building Inspection Progress | Current Month | | |
| 總 Contacts | 🔳 None | 2 | | |
| | 0 completed this month 0 due this month | h | | |
| | Open Issues - Risk Matrix | Currently | | |
| UTSA Luke Salezze The University of Teas at San Antonio Q = 0 | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 0 0 0 0 0 0 0 0 0 0 | | |
| Account Preferen | x x | | 2. A | pop-up on the right-hand side of the screen will |
| Home Page Settings | | | ° | ppear, select Add A Location . |
| Home Page 🚯 | | | | |
| Dashboard | • | | | |
| Saved Locations You haven't saved any loc the button above, and the throughout CampusOptic | • Add A Location ations yet. You can add saved locations via usin y'll be available when creating and editing item 5. | n 9 5 | | |
| Additional Settings | | | | |
| C Spreadsheet Download Fo | rmat 🚯 | | | |
| XLSX | Ŧ | | | |
| | | | | |
| Add Saved Locat | tion | × | 3. B a d | egin typing the full building name (Note: building bbreviations are not recognized) and select the esired building. Once the building has been |
| Location Information | door Area 🕕 | | Si " | elected, a drop-down menu will appear labeled, Area". Select the appropriate room number. |
| SCIENCE AND ENGINEE | ERING BUILDING | • | tl | nen click "Add Saved Location" at the bottom of |
| Area | | | ti | ne screen to save. |
| 1.124C | | • | | |
| | | | | |
| ← Back Cancel | Add Saved Loca | tion | | |



Name or Description

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Save as Template

| Save as Template Save this container as a nam | ed template for easy reuse in the future. | |
|--|---|-----------------------------|
| Template Name | | |
| Halogenated | | |
| | | |
| | | |
| Container 1 | | Actions |
| opulate from Hazwaste Container Templ | ate | |
| Choose a template | | • |
| Accumulation Started Date | Container Type * | |
| | Channe a matrices | _ |

Percentage 🗘 🛞

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 dropdown 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: Edits to the container can still be made, but they will not save in the template unless you save as template again.

| Halogenated waste | | | | Reset to | Empt |
|---------------------------|-----------------|-------------------------|----|------------|-------|
| Container 1 | | | | O A | ctior |
| Accumulation Started Date | Conta | iner Type * | | | |
| YYYY-MM-DD | HDP | E Carboy (HMM provided) | | | • |
| Container Contents 0 | | | | | |
| Methanol | | ۵ | 50 | ÷ | 8 |
| Dichloromethane | | ۵ | 50 | ¢ | 0 |
| | O Add Container | Contents | | | |
| | | contents | | | |
| Physical Form * | | | | | |
| Liquid | | | | | • |
| Volume/Mass * 🕦 | | | | | |
| 10 | | | | | |
| Units * 🕕 | | | | | |
| L | | | | | • |
| Hazard Class * 🕕 | | | | | |
| Flammable | | | | | |
| Corrosive | | | | | |
| Toxic/Poison | | | | | |
| Reactive | | | | | |
| pH * 🕚 | | | | | |
| N/A | | | | | • |
| Additional Notes | | | | | |
| | | | | | |