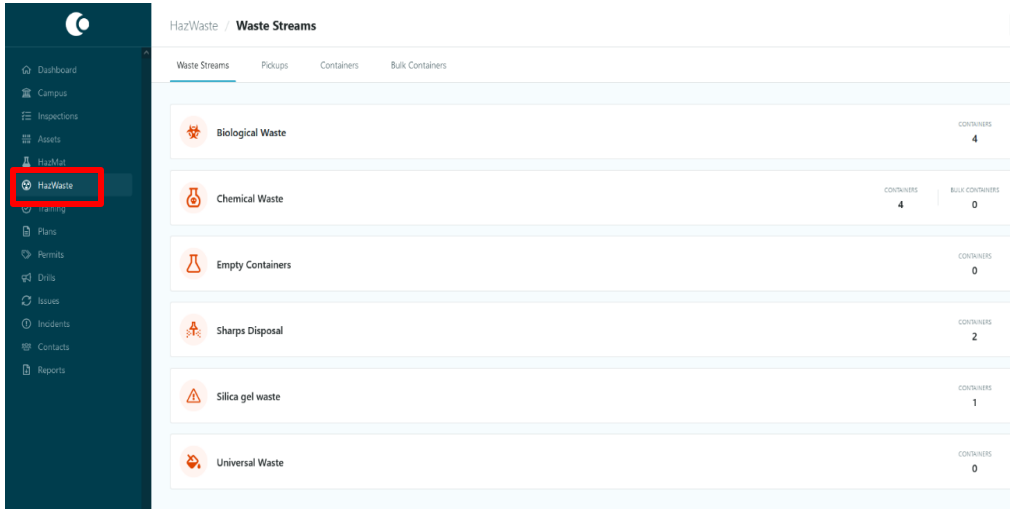




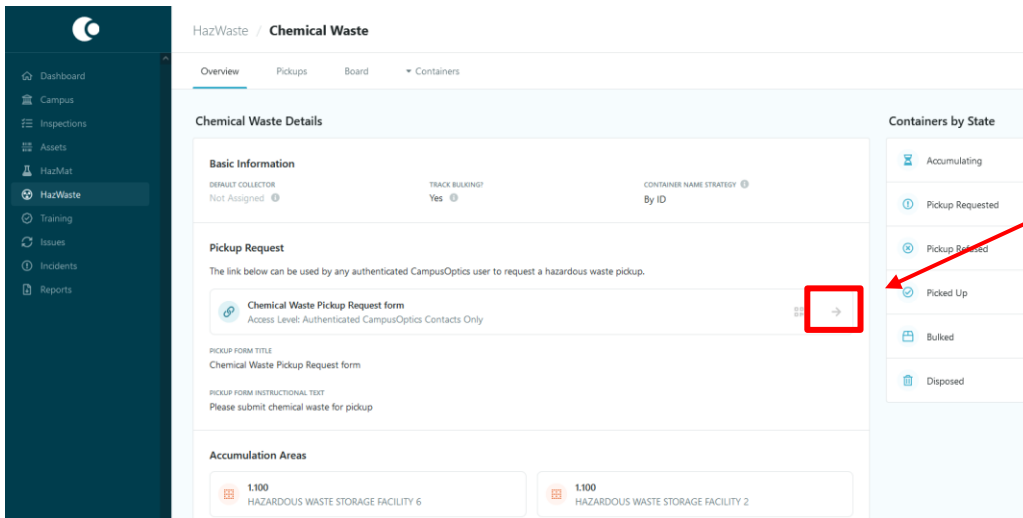
Hazardous Materials Management Submitting Chemical waste



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 access the hazardous waste submission form.

THE UNIVERSITY OF TEXAS AT SAN ANTONIO Chemical Waste Pickup Request form

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).**



Hazardous Materials Management Submitting Chemical waste

Container 1 Actions

Accumulation Started Date: 2024-09-03

Container Type: HDPE Carboy (HMM provided)

Container Contents:

Hexanes (mixture of isomers)	60
Acetone	20
Ethyl acetate	20

[Add Container Contents](#)

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

Volume/Mass: 10

Units: L

Hazard Class:

- Flammable
- Corrosive
- Toxic/Poison
- Reactive

pH: N/A

Additional Notes:

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

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).
9. To add contents to containers, type the full chemical name (no abbreviations or formulas will be accepted), 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. NOTE: you may save this request as a template for future use on commonly generated hazardous chemical waste, see Tips and Trick below for further details.
11. To submit a container with different contents, select "Add Another Container", then proceed to enter the information of the next container. Once you are done select "Submit Pickup Request".

[Add Another Container](#) [Submit Pickup Request](#)



Hazardous Materials Management Submitting Chemical waste

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.

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

Please submit chemical waste for pickup

Basic Information

REQUESTER Luke Salazar	REQUESTED AT September 9th, 2024 at 12:41 pm
CONTAINERS 1	STATUS Requested

Container Label

A label was generated for this container at 12:41 pm on September 9th, 2024. You can download the label below or regenerate it if information about your container has changed.

HAZARDOUS WASTE

Chemical Waste Disposal • Container 20 • Pickup Requested
No Hazard Pictograms



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.**

Details

Generator Luke Salazar • 2104586698	Waste Codes <i>None Given</i>
Location SCIENCE AND ENGINEERING BUILDING Floor 01 • 1.124C in SAA next to front door	Accumulation Start Date September 3rd, 2024
	Pickup Requested Date September 9th, 2024

Public Fields

PHYSICAL FORM Liquid	VOLUME/MASS 10
UNITS L	HAZARD CLASS Flammable
PH N/A	ADDITIONAL NOTES <i>No Response</i>

Contents

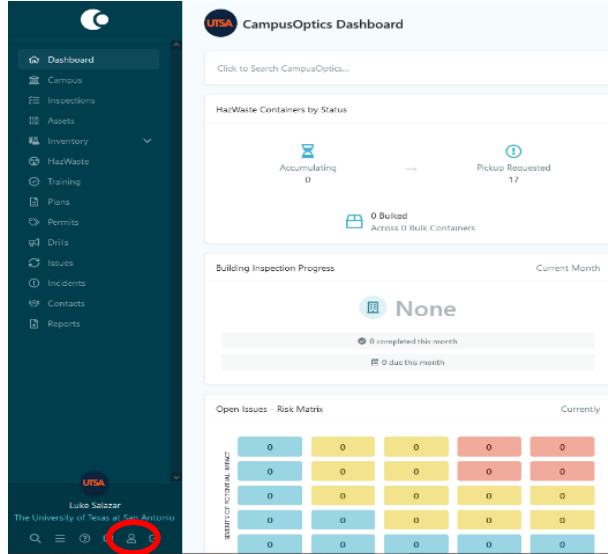
Hexanes (mixture of isomers)	60%
Acetone	20%
Ethyl acetate	20%



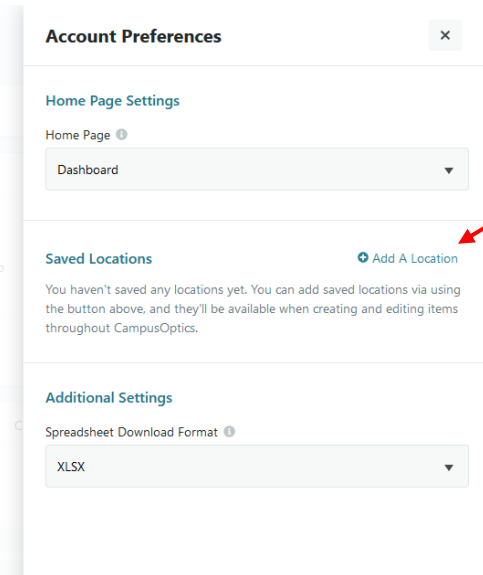
Hazardous Materials Management Submitting Chemical waste

Tip and Tricks

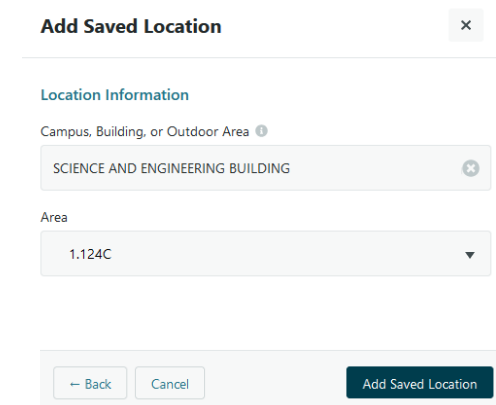
Saved locations



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