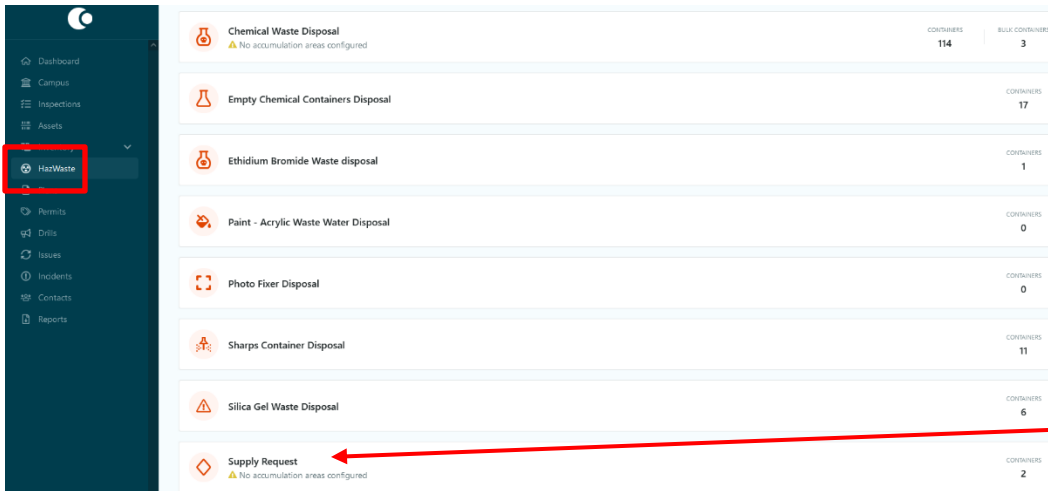
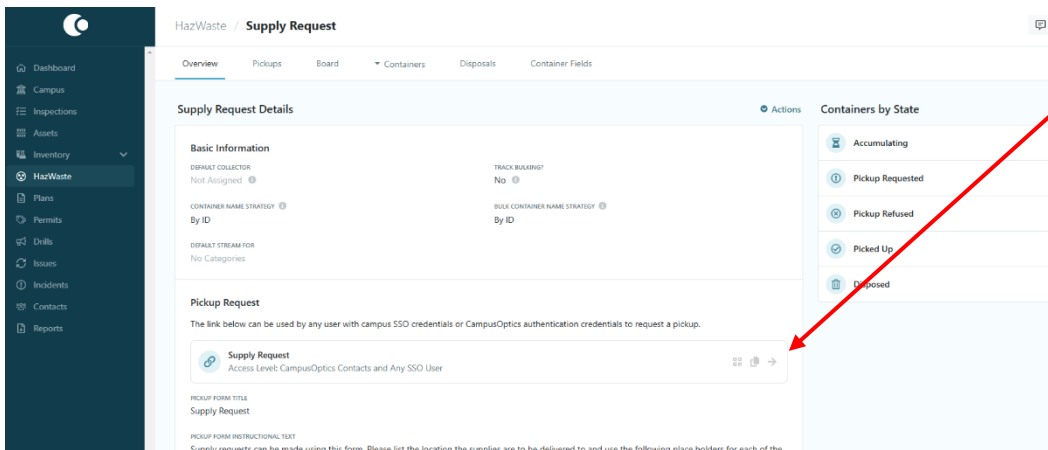




Hazardous Materials Management Submitting Supply Request



1. Log into utsa.campusoptics.com using your UTSA email and passphrase.
2. Select “HazWaste” on the left side of the screen.
3. Scroll down and select “Supply Request” from the waste streams.



4. Select the arrow to reach the submittal form.

THE UNIVERSITY OF TEXAS AT SAN ANTONIO Supply Request

Supply requests can be made using this form. Please list the location the supplies are to be delivered to and use the following place holders for each of the corresponding fields:

- Accumulation start date - today's date
- Container description, select - "Supplies"
- Container Contents - "Supplies"
- no need to input percentage

Select what is needed from the supply list. A list of supplies provided by HMM can be found on the [HMM Website](#).

Generator

Email Address *

luke.salazar@utsa.edu

Phone Number *

2104586698

First Name *

Luke

Last Name *

Salazar

Location

Locations *

1.124C • SCIENCE AND ENGINEERING BUILDING • Floor 01

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 Supply Request

Container 1 Actions

Accumulation Started Date: 2025-01-08

Container Type *: Supply Request

Container Contents: Supply Request Percentage

No matching inventory types found

Biological waste box: 1

HDPE 2.5-gallon waste container: 2

Hazardous waste label - large 6 in. x 6 in.: 2

Hazardous waste label - small 5 in. x 3 in.: 2

5 qt. Sharp containers: 1

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

Add Another Container Submit Pickup Request

7. Select the current date for accumulation start date, then select "Supply Request" from the "Container Type", drop-down menu.

8. Enter "Supply Request" for the container type, there is no need to input the percentage.

9. Enter the number of supplies needed from the list, and then select "Submit Pickup Request".

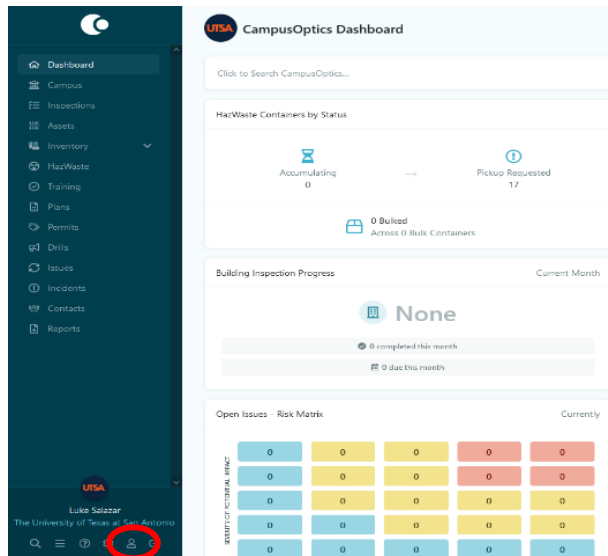
There is no need to print out any paperwork or any other action. HMM will deliver the needed supplies in no longer than three business days.



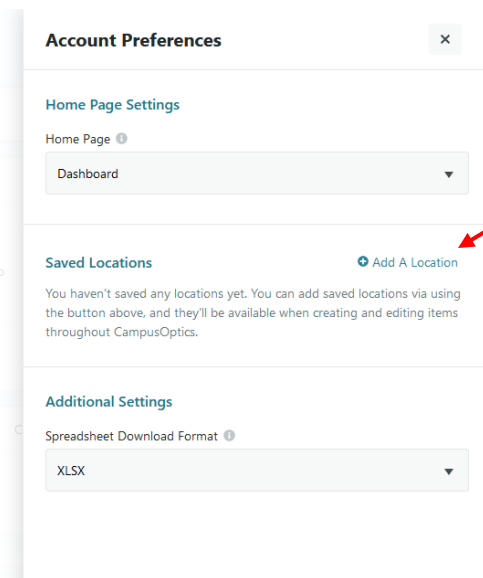
Hazardous Materials Management Submitting Supply Request

Tip and Tricks

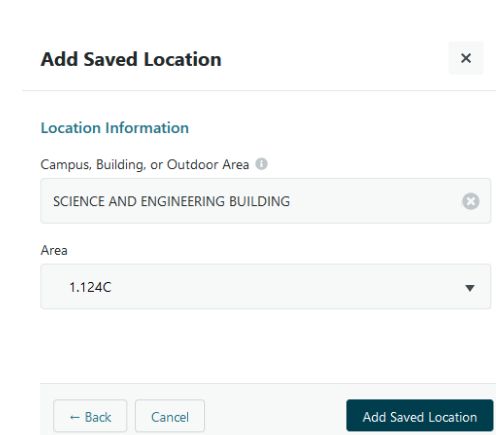
Saved locations



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.