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Campus
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Hazardous Materials Management Submitting Waste Pickup Request

Containers by State

Picked Up

(•	HazWaste / Waste Streams			
n Dashboard	Waste Streams Pickups Containers Bulk Containers			
🟦 Campus				
⊞ Inspections			CONTAINERS	
🚟 Assets	😾 Biological Waste		4	
📕 HazMat				
😧 HazWaste	Chemical Waste	INTAINERS	BULK CONTAINERS	
🕑 Training		4	0	
Plans				
Permits	Empty Containers		CONTRINERS	
ୟୁ Drills			0	
${\cal G}$ Issues				
 Incidents 	Sharps Disposal		CONTAINERS	
榕 Contacts	our sumba subcam		2	
Reports				
	Silica gel waste		CONTAINERS	
			1	
	🗞 Universal Waste		CONTRINERS	
	VIIIACI391 MO2/C		0	

- Log into utsa.campusoptics.com using your UTSA email and passphrase.
- 2. Select "HazWaste" on the left side of the screen.
- Select the desired waste stream for disposal. <u>NOTE:</u> <u>forms may differ between</u> <u>waste streams, please read</u> <u>instructions and help text for</u> clarification.
- 4. Select the arrow to reach the submittal form.

THE UNIVERSITY OF TEXAS AT SAN ANTONIO Biological Waste Pickup Request

TRACK BL

By ID

Biological Waste

Biological Waste Details

signed 0

al Waste Pickup Request
MM INSTRUCTIONAL TEXT
ion for biological waste box p
ulation Areas
Biological cooler
and WastE COLD STORAGE

Basic Information

Pickup Request
The link below can be used by any auti

them into biological waste boxes by contra	request only. Please submit all liquids as chemical waste and do not put actor request. After submission, please write, Pl name, date, location ainer number. Please pay attention to "method of destruction" help text of destruction.
Generator	
Email Address *	Phone Number *
luke.salazar@utsa.edu	2104586698
First Name *	Last Name *
Luke	Salazar
Location	▲ ⊗ ★
Campus, Building, or Outdoor Area 🕚	
Begin typing to search locations	
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.
- When the blue building icon is highlighted, begin typing the full building name (<u>Note: building</u> <u>abbreviations are not recognized</u>) 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.
 <u>NOTE: The star will allow you to select from</u> <u>saved locations (see Tips and Tricks below for details</u>).



Silica gel

Hazardous Materials Management Submitting Waste Pickup Request

Container 1	Actions
Accumulation Started Date	Container Type *
YYYY-MM-DD	3 gallon bag 🔹
Container Contents 0	
Silica gel	100
Add Cor	ntainer Contents
Save as Template Save this container as a named template for easy re-	use in the future.
• Add Another Container	Submit Pickup Request
ilica gel waste Pickup Request our hazwaste pickup request was successfully submitted. flected on this page.	. Any updates to your request or the included containers will be
Basic Information	
REQUESTER	REQUESTED AT
Luke Salazar	September 16th, 2024 at 2:51 pm
Luke Salazar Containers 1	September 16th, 2024 at 2:51 pm status Requested
CONTAINERS 1 Container Label A label was generated for this container at 2:51 pm on 1 regenerate it if information about your container has ch 2 Regenerate Container Label HAZARDOUS WASTE Silica Gel Waste Disposal Container 2	STATUS Requested September 16th, 2024. You can download the label below or hanged. Ownload Container Label
CONTAINERS 1 Container Label A label was generated for this container at 2:51 pm on 1 regenerate it if information about your container has ch 2 Regenerate Container Label HAZARDOUS WASTE	STATUS Requested September 16th, 2024. You can download the label below or hanged. Ownload Container Label
CONTAINERS 1 Container Label A label was generated for this container at 2:51 pm on 3 regenerate it if information about your container has ch	STATUS Requested September 16th, 2024. You can download the label below or hanged. Ownload Container Label
CONTAINERS 1 Container Label A label was generated for this container at 2:51 pm on 1 regenerate it if information about your container has ch TREGENERATE Container Label CONTAINERS FILSCONTRACE CONTAINERS CON	STATUS Requested September 16th, 2024. You can download the label below or langed. Download Container Label 25 • Fickup Requested
CONTAINERS 1 Container Label A label was generated for this container at 2:51 pm on 1 regenerate it if information about your container has ch Container Label Regenerate Container Label HAZARDOUS WASTE Silica Gel Waste Disposal Container 2 No Hazard Pictograms Details Generator Luke Salazar • 2104586698 Location SCIENCE AND ENGINEERING BUILDING	status Requested September 16th. 2024. You can download the label below or hanged. Download Container Label 25 • Fickup Requested Waste Codes None Given Accumulation Start Date September 16th, 2024
CONTAINERS 1 Container Label A label was generated for this container at 2:51 pm on 1 regenerate it if information about your container has ch CREGENER CONTAINER Label CONTAINERS CONTAINE	STATUS Requested September 16th, 2024. You can download the label below or langed. Download Container Label 25 • Fickup Requested

<u>NOTE:</u> To submit a duplicate of a container with the <u>same contents</u>, click "Action", and select duplicate container.

- 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, Large trash bag).
- 8. Fill in "Container Contents", and be sure that the contents equal 100%
- 9. After all information has been filled out, you may save this as a template (see Tips and Tricks below for details). To submit a container with the same contents, see note at top of the page. To submit a container with different contents, select add another container. Once you done select, "Submit Pickup Request".
- After you have submitted the waste pickup request, another screen should appear (pictured left). From this screen, select "Download Container Label" to view the "Container ID" that will be written on the hazardous waste label.
- 11. 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.



Tip and Tricks

Saved locations

¢	CampusOptics Dashboard		1.	In the bottom left hand corner of the screen,
	Click to Search CampusOptics			select the preference icon circled in red.
童 Campus 行 Inspections	HazWaste Containers by Status			
借 Assets 吨 Inventory · · ·				
HazWaste	Accumulating	Pickup Requested		
 Training Plans 	0	17		
Permits	O Bulked Across 0 Bulk Cont	ainers -		
इर्य Drils ट्रा Issues	Building Inspection Progress	Current Month		
Incidents 10 Contacts				
Reports	None			
	 0 completed this more 0 due this month 	eh		
	Open Issues - Risk Matrix	Currently		
		0 0		
UISA		0 0		
Luke Salazar The University of Texas at San Antonio	0 0	0 0		
	M 0 0 0	0 0		
Account Prefer	ences ×		2.	
				appear, select "Add A Location".
Home Page Setting	S			
Home Page 🚯				
Dashboard	•			
Saved Locations	Add A Locatic			
	locations yet. You can add saved locations via usir			
the button above, and	they'll be available when creating and editing item			
throughout CampusOp	otics.			
Additional Settings				
Spreadsheet Download	Format 🚯			
XLSX	•	*		
			3.	Begin typing the full building name (Note: building
Add Saved Loc		×	0.	abbreviations are not recognized) and select the
Add Saved Loc	ation	^		desired building. Once the building has been
the second second second				
Location Informatio	on			selected, a drop-down menu will appear labeled,
Campus, Building, or C	Outdoor Area 🕕			"Area". Select the appropriate room number,
SCIENCE AND ENGIN	NEERING BUILDING	8		then click "Add Saved Location" at the bottom of
Area				, the screen to save.
1.124C		-		
1.1240		· /		
← Back Can	cel Add Saved Loc	ation		



Container Contents Name or Description

Hazardous Materials Management Submitting Waste Pickup Request

Save as Template

Save as Template Save this container as a named templat	e for easy reuse in the future.		
Template Name			
Halogenated			
Container 1		 Actions 	
Populate from Hazwaste Container Template			
Choose a template		•	
Accumulation Started Date	Container Type *		
YYYY-MM-DD	Choose a container	•	

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

POPULATED FROM TEMPLATE Halogenated waste					Reset to	Empt
Container 1					O A	ction
Accumulation Started Date	c	ontainer Type *				
YYYY-MM-DD	HDPE Carboy (HMM provided)					
Container Contents						
Methanol			Θ	50	¢	×
Dichloromethane			8	50	÷	×
	O Add Cont	ainer Contents				
Physical Form *						
Liquid						•
Volume/Mass * 🕦						
10						
Units * 🕚						
L						•
Hazard Class * 🕕						
Flammable						
Corrosive						
Toxic/Poison Reactive						
рН * 0						
N/A						•
Additional Notes						
Additional Notes						