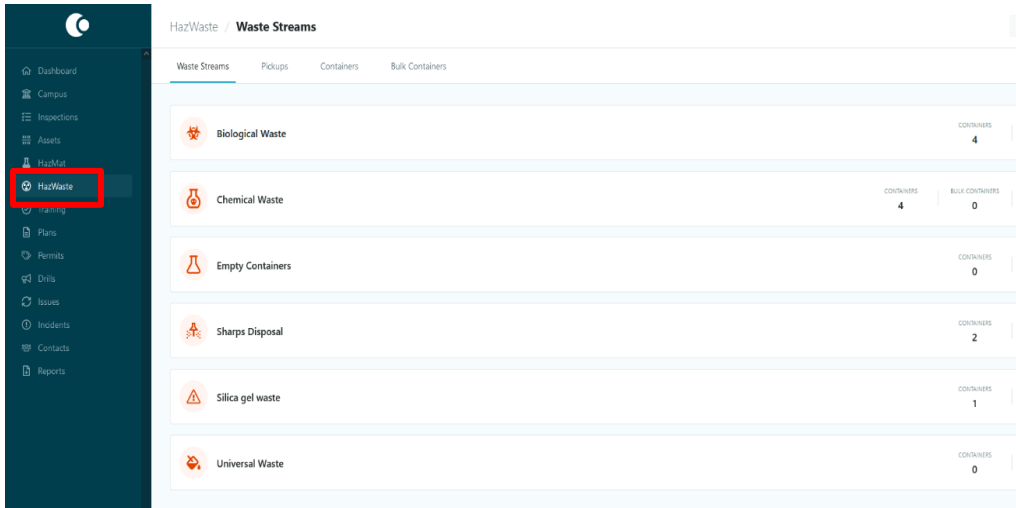




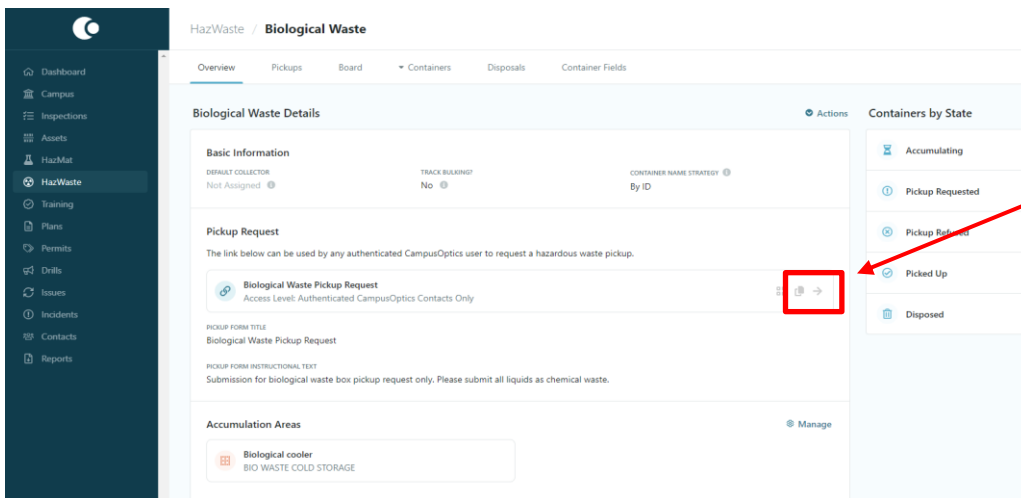
Hazardous Materials Management Submitting Waste Pickup Request



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 Waste Pickup Request

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

Container 1 Actions

Accumulation Started Date: YYYY-MM-DD
 Container Type: 3 gallon bag

Container Contents: Silica gel 100

Save as Template

7. 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".

Silica gel 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.

Basic Information

REQUESTER Luke Salazar	REQUESTED AT September 16th, 2024 at 2:51 pm
CONTAINERS 1	STATUS Requested

Container Label

A label was generated for this container at 2:51 pm on September 16th, 2024. You can download the label below or regenerate it if information about your container has changed.

10. 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.

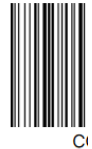
HAZARDOUS WASTE
 Silica Gel Waste Disposal Container 25 • Pickup Requested
 No Hazard Pictograms

Details

Generator Luke Salazar • 2104586698	Waste Codes None Given
Location SCIENCE AND ENGINEERING BUILDING Floor 01 • 1.124C	Accumulation Start Date September 16th, 2024
	Pickup Requested Date September 16th, 2024

Contents

Silica gel



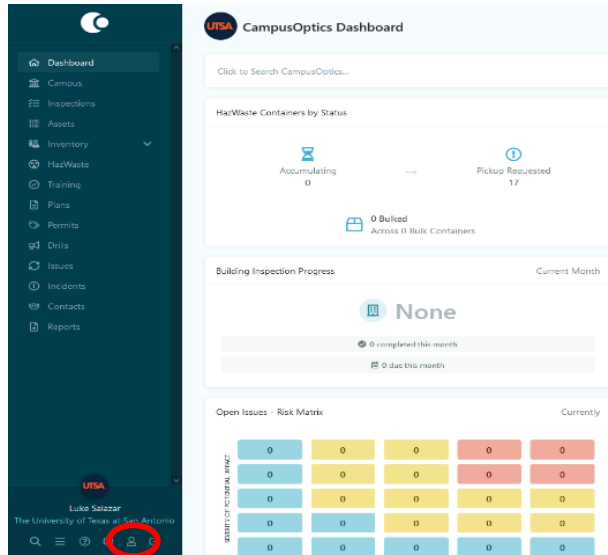
11. The container id (red box) will be written on the Hazardous waste label so HMM can match the submission through Campus Optic with the physical container being submitted. **NOTE: if multiple containers are submitted with the same constituents, one container ID# can be used for the series, but all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



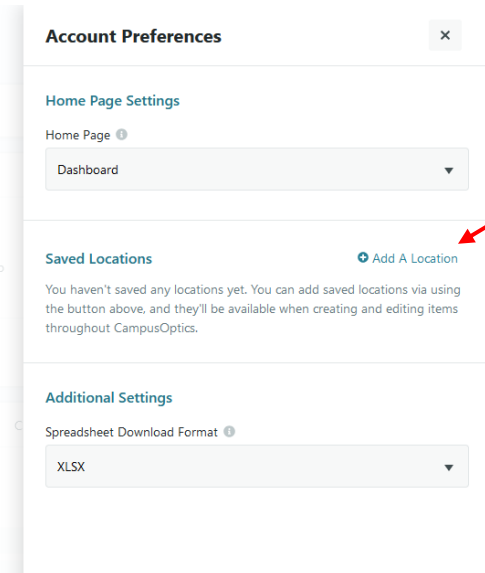
Hazardous Materials Management Submitting Waste Pickup Request

Tip and Tricks

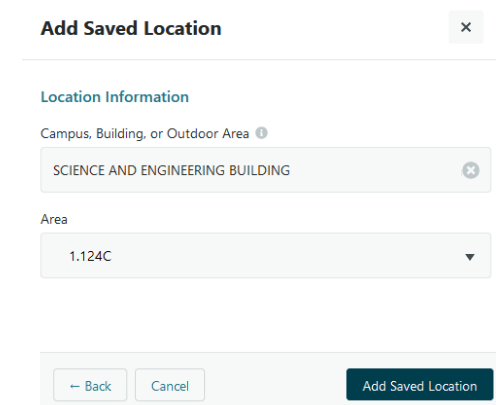
Saved locations



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.



Hazardous Materials Management Submitting Waste Pickup Request

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.