



# The University of Texas at El Paso CampusOptics Quick Start Guide



## Waste Pickup Request

### Chemical Waste

Complete the form with your contact information. Add waste location by typing the building name. Add the room number and any additional information on the specific location within the room (e.g. "in fume hood").

**Failure to complete the form with ALL information filled out in its entirety, may delay the pick up of your waste request.**

**Generator**

<b>Email Address</b>	<b>Phone Number</b>
<input type="text" value="yourname@utep.edu"/>	<input type="text" value="Your Phone #"/>
<b>First Name</b>	<b>Last Name</b>
<input type="text" value="Your First Name"/>	<input type="text" value="Your Last Name"/>

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**Location**

**Campus, Building, or Outdoor Area** ⓘ

**Type building name, select** ✕

**Floor or Area**

**Type room number, select** ▼

**Additional Location Details** ⓘ

**Type details (e.g. "fume hood")**

Specify the name of the chemical (no abbreviations). If more than one chemical makes up the waste in a container, select Add Container Contents and be sure to include an appropriate % of how much of each chemical makes up the waste. If you are not sure, you may put an approximate range.

**Container 1** Actions

Accumulation Started Date: YYYY-MM-DD

Container Type: Choose a container...

**Container Contents**

Name or Description	Percentage
+ Add Container Contents	

Waste ID (Please copy from label)

Waste Hazards

- Flammable
- Toxic
- Corrosive
- Reactive
- Oxidizer
- Water Reactive
- Air Reactive

Material State (REQUIRED)

*Specify: Solid, Liquid, or Gas*

## Multiple containers of different chemicals

If you have multiple containers of **different** chemicals:

Select "Add Container Contents" to add a row for each chemical name in the waste.

Complete all the fields (except EHS Use Only). Specify hazards, if the waste is solid, liquid or gas, and pH if possibly corrosive. Specify waste ID, which should be found on the container's label, and if you need any empty containers picked up, once you mark yes on one container there is no need to fill it out on every container.

If there is only one container for pickup, you can submit the request by selecting "submit". If you have more containers to add to the pickup request, select "Add another container."



## Multiple containers of the same waste stream

If you have multiple containers of the **same** type of waste:  
Fill out all of the information **completely. THEN**, select “Actions” in the upper right hand corner of the container section, then select “Duplicate Container. You can make minor edits to the information, (such as different container size) if needed.

A screenshot of a web form for 'Container 1'. It includes fields for 'Accumulation Started Date' (YYYY-MM-DD), 'Container Type' (Choose a container...), and 'Container Contents' (Name or Description, Percentage). An 'Actions' dropdown menu is open, showing 'Duplicate Container' (circled in red) and 'Remove Container'.

## Remove container

To remove a container, select “Actions in the upper right hand corner of the container section, then select “Remove Container”.

A screenshot of the same 'Container 1' form as above. The 'Actions' dropdown menu is open, and 'Remove Container' is circled in red.

## Questions

If you have further questions, call EH&S at 915-747-7124 or email [eh&s@utep.edu](mailto:eh&s@utep.edu)