



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

Email Address

yourname@utep.edu

Phone Number

Your Phone #

First Name

Your First Name

Last Name

Your Last Name

Location

Campus, Building, or Outdoor Area ⓘ

Bioscience Research Building

Type building name, select

Floor or Area

Select a 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

Container Type

YYYY-MM-DD

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 the 'Container 1' form. The form includes fields for 'Accumulation Started Date' (YYYY-MM-DD) and 'Container Type' (Choose a container...). To the right of these fields is an 'Actions' dropdown menu. The 'Duplicate Container' option is circled in red. Below the main fields is a 'Container Contents' section with two rows for 'Name or Description' and 'Percentage'. At the bottom is an 'Add Container Contents' button.

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 'Container 1' form, identical to the one above. The 'Actions' dropdown menu is open, and the 'Remove Container' option is circled in red.

Questions

If you have further questions, call EH&S at 915-747-7124 or email eh&s@utep.edu