

Biological Waste & Sharps Disposal Request Protocol

NOTE: OH 101, OH 102 Site Specific, and OH 202 courses must be completed before EMS can be used for a request for disposal.

CREATING A PROFILE (FIRST-TIME USERS)

1. While on a UT Network or UT VPN, navigate to [EHS-EMS](#).
2. Log in using UTEID and password.
3. On the left-hand side, select the "Employee" tab, then select search without entering anything on the search bar to pull up your own record.
4. Edit your profile to include First Name, Last Name, Employee Location, UT EID, Work Phone, and e-mail. Each Required field is marked with an asterisk. For the location, use the room where waste will most often be left for pickup.
5. When the form is completed, left-click the "Save" icon on the top right menu.

REQUESTING PICKUP FOR BIOHAZARDOUS MATERIAL

NOTES: Securing the materials for pick up from EHS.

- Waste Disposal: Make sure to tie the bag, properly close the box and then tape it. Weight must not exceed 30 lbs.
 - Sharps Disposal: Make sure the container is not filled past the fill line, and properly close and secure the container.
6. Select the .pdf icon labeled "Request for Biological Waste Disposal" to open the form.
 7. Fill out form (see next page for example).
 8. Under "Supplies" indicate any additional biohazardous boxes or sharps containers that are needed.
 9. Email completed form to http://EHS-hazardousmaterials@austin.utexas.edu.
 10. EHS will pick up the boxes/containers from the room indicated on the form and leave behind requested supplies.



Biological Waste Disposal — Sharps Disposal — Supply Request

Location of Delivery/Pick up: Building: BEL Room: 816 Date: 07/05/17
Requester's Name: Elizabeth Garcia Email: eagarcia15@utexas.edu
Cell Phone: 512-294-5747 Work Phone: _____

Picked up by: _____

Date: _____

BIOLOGICAL WASTE DISPOSAL:

Number of box(es) Boxes must not weigh more than 30 lbs.

NOTE: It is your responsibility to properly close bio waste box(es) before it can be removed. Boxes that are not closed properly will not be picked up.

Provide a brief description of materials being disposed in the space below:

Anything that came into contact with human and animal blood and/or tissue

ANIMAL CARCASSES:

Number of bag(s) Bags must not weigh more than 15 lbs.

NOTE: Items must be double bagged and kept frozen. It is your responsibility to remove bag(s) from the freezer and place them in the disposal box upon pick up.

Provide a brief description of materials being disposed, also noting if chemicals or biological agents were used in the space below:

SHARPS DISPOSAL:

Indicate the number of container(s) you wish to dispose in the appropriate container sizes box below:

1 Gal. 2 Gal. 8 Gal.

NOTE: It is your responsibility to properly close sharps containers before it can be removed. Containers that are not closed properly will not be picked up.

SUPPLIES:

For new or replacement supplies fill out the section below.

Indicate the number of container(s) in the appropriate box below:

1 Gal. 2 Gal. 8 Gal. Bio Boxes

*EHS only supplies one red bio bag per bio box delivered.

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SUBMIT