

## Request for Chemical Disposal 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. Save your changes.

### CHEMICAL REQUEST FOR DISPOSAL

5. A chemical waste tag must be completely filled out and affixed to all chemicals that are submitted for disposal. Extra tags are kept in the filling cabinet in 827B. If necessary, refer to the form [Chemical Waste Tag](#) for instructions on how to complete the tag.
6. Select the trash icon to begin generating a request for chemical disposal pick up. All required fields will be highlighted. All information must be entered in full caps.
  - Waste tag # is required. If an error is returned "The Item ID already Exists," add the letter, "A" to the ID in the text box and on the associated physical tag that is affixed to the chemical.
  - Chemical name is the full name of the chemical OR the name of a waste stream bottle (suggestion is to use a naming structure that can be re-used).
7. You will only need to fill out the 'Composition' section if you are submitting a waste stream bottle for disposal.
8. Add additional information such as specific location information, container damage etc. to the "Notes" section.
9. When the form is completed, left-click the "Save" icon on the top right menu. This will submit the Request for Chemical Waste Disposal and clear the form for the next item.
10. Repeat step 6 until all chemical waste items you wish to have collected are entered into EMS.
11. A waste request number will be generated for all items submitted for a single location, on a single day by an individual requestor. The waste request number should be used when inquiring about a specific waste collection.

**NOTE:** For further instructions, consult the [Guidance Document EMS – Chemical Waste Generators](#) document.