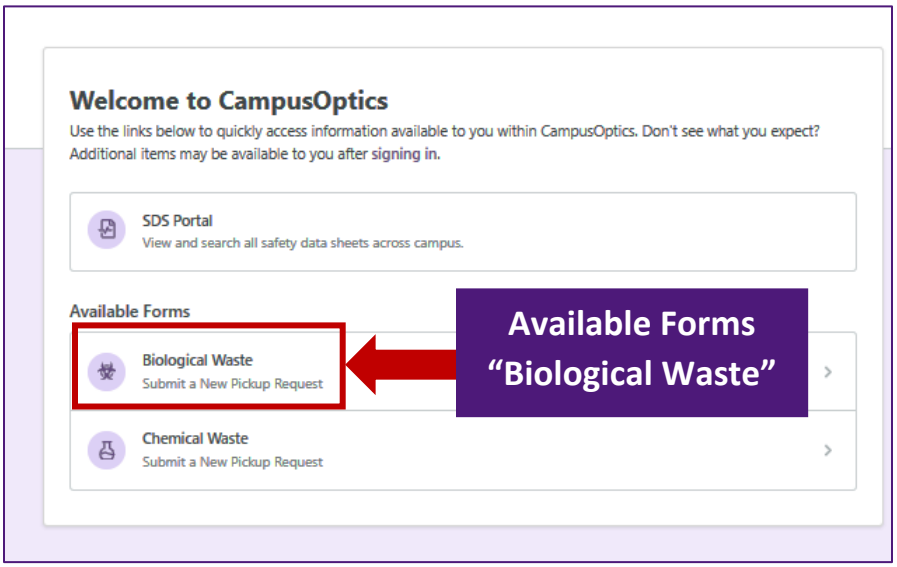
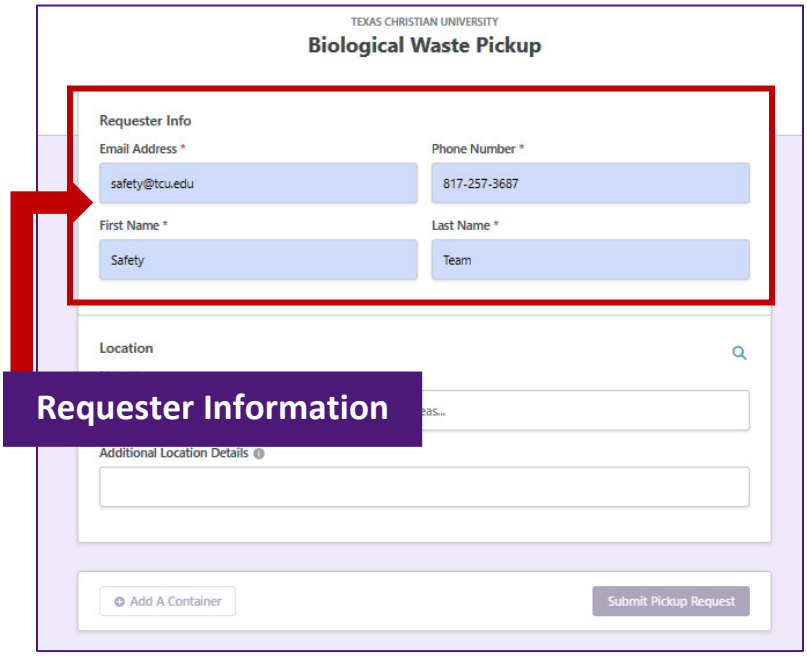
TCU CampusOptics: How to Request a Biohazardous Box Pickup

Environmental Health & Safety (EHS) provides biohazardous waste removal services for research and teaching laboratories at Texas Christian University (TCU) in the form of biohazardous waste boxes. You do not need to be an Administrator, Principal Investigator, or Lab Member to request a disposal pickup. To submit a request through the CampusOptics portal, please follow the steps below.

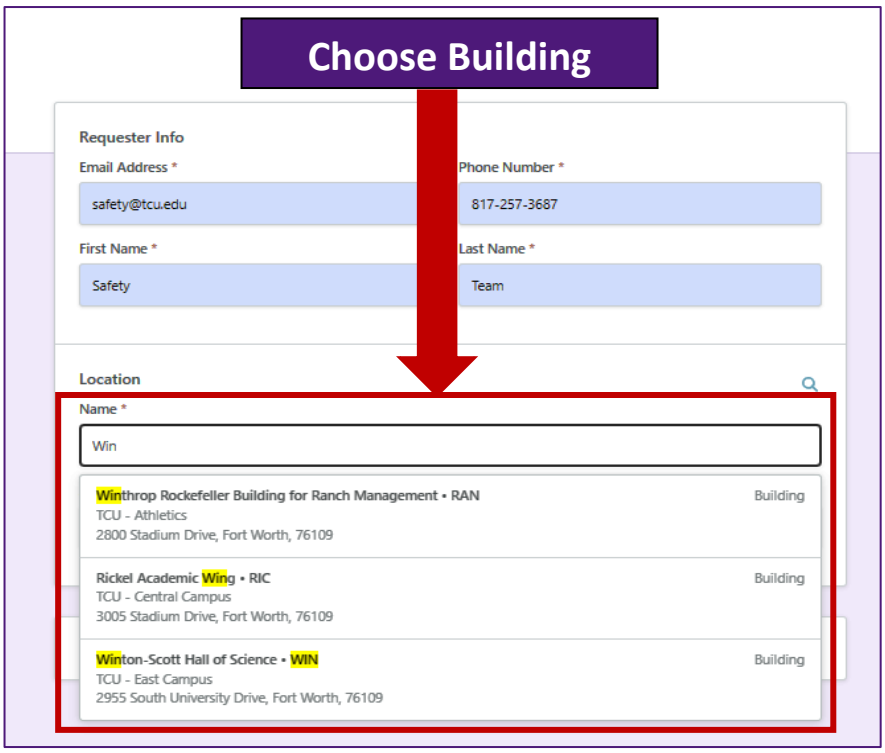
1. Navigate to the TCU CampusOptics public-facing portal landing page: https://tcu.campusoptics.com/start and click "Biological Waste" under "Available Forms"



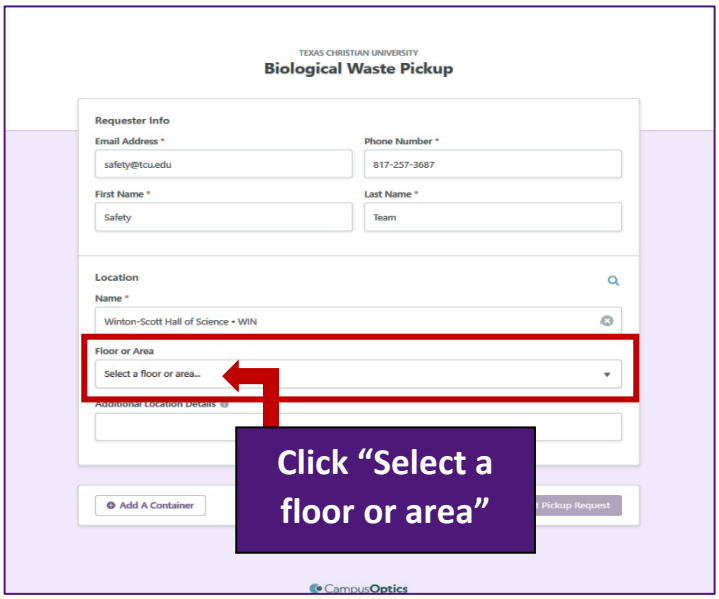
2. The blank Biological Waste Pickup form will open. Begin by completing the Requester Information.

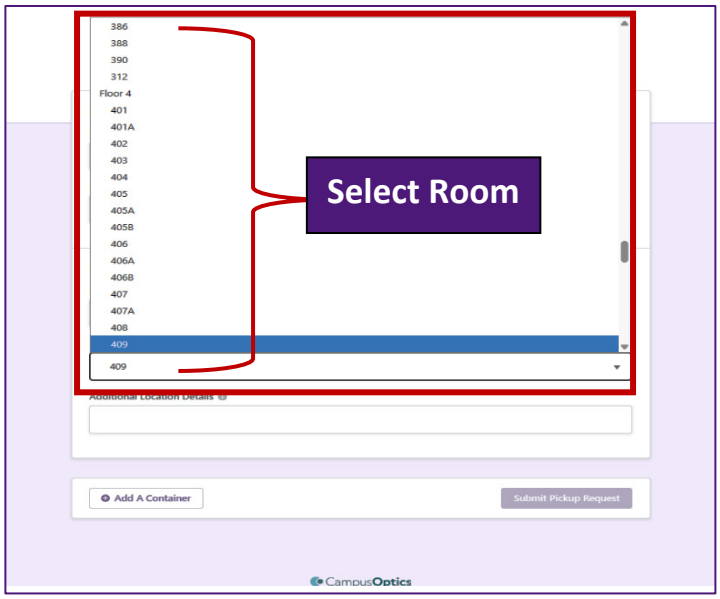


3. On the bottom of the page, under "Location" - Click into the "Name*" box and begin entering the name of the building where the pickup is requested. Based on our CampusOptics configuration, a selection list will drop down that you may choose from.

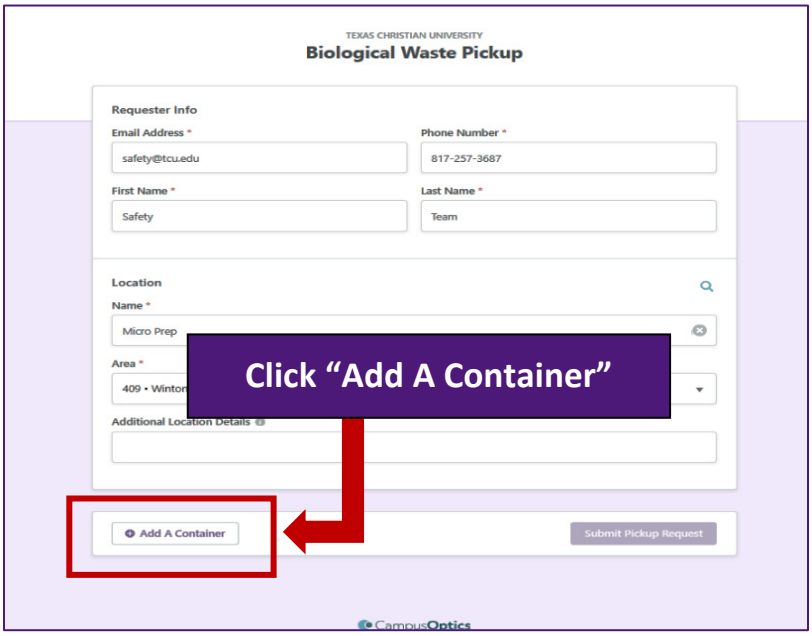


4. Choose the room number (i.e., area) of the pickup location within the selected building. **NOTE**: Add any other location information into the "Additional Location Details" box.

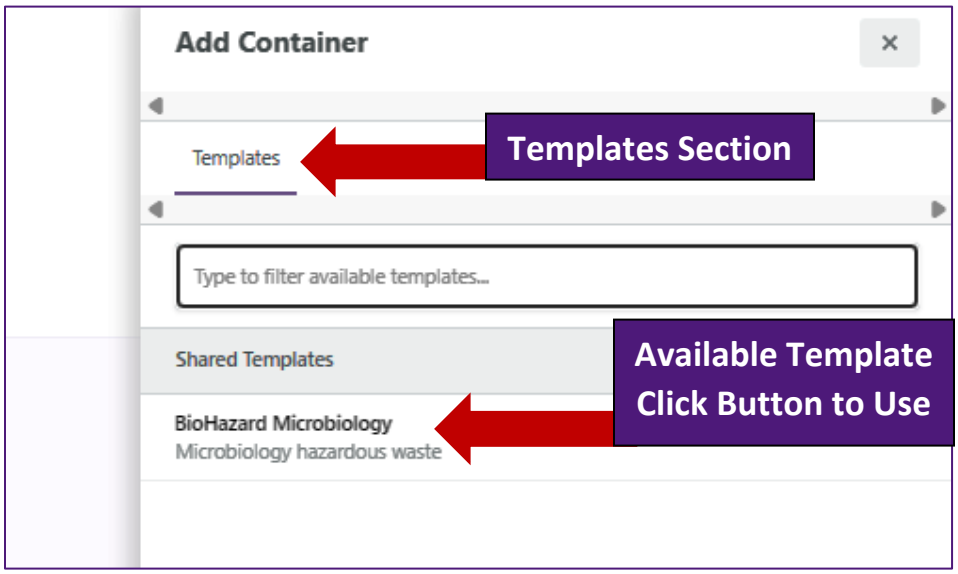




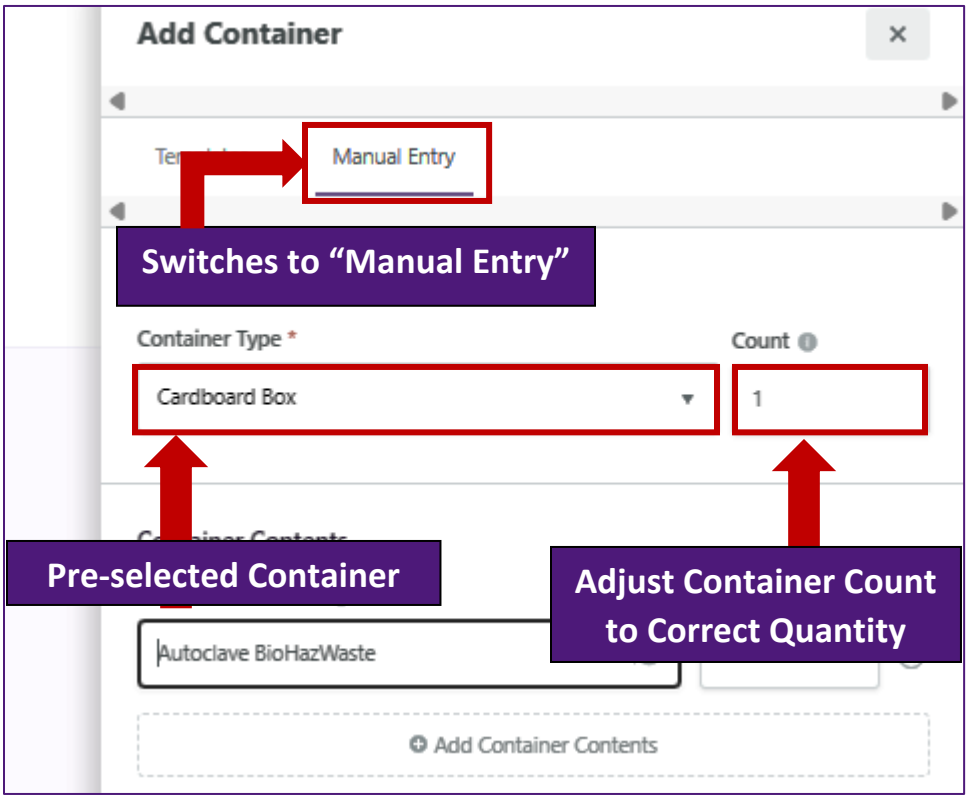
5. Once the area has been set, a container needs to be added to the pickup request. Click “Add A Container” button at the bottom left of the screen.



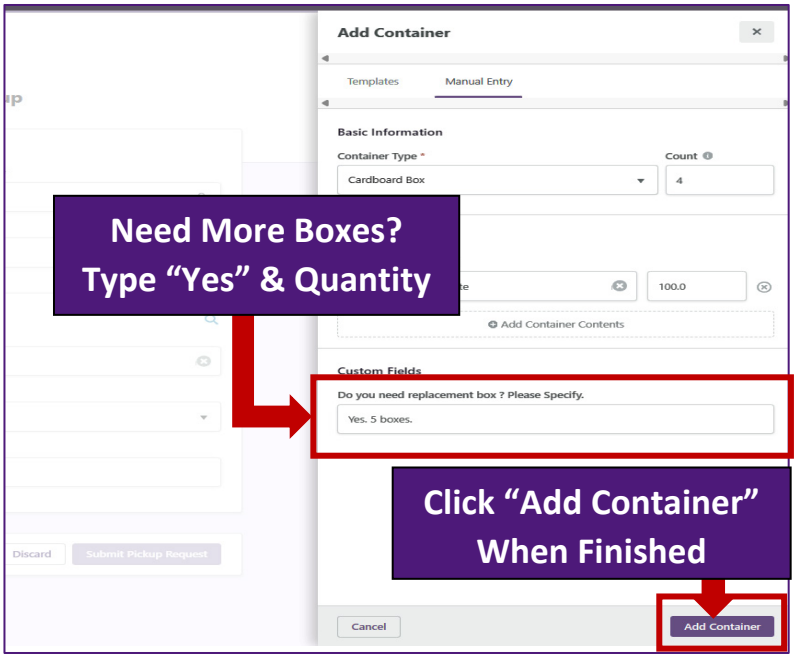
6. This opens a slider window where you may choose to use a pre-made template or to manually enter the details of your new request type.
    a. ***TEMPLATES***:
        i. EHS has set up BioHazard templates for convenience. In the example below, we are picking up from the Micro Prep room (WIN 409), so the template available is BioHazard Microbiology. To use, simply click on the template name.



ii. Clicking on the chosen template will switch from Template to Manual Entry, where everything is pre-populated. The container type is pre-selected for cardboard box. The only action needed is to ensure the container count is accurate; adjust the count to reflect the correct quantity of boxes for pickup.

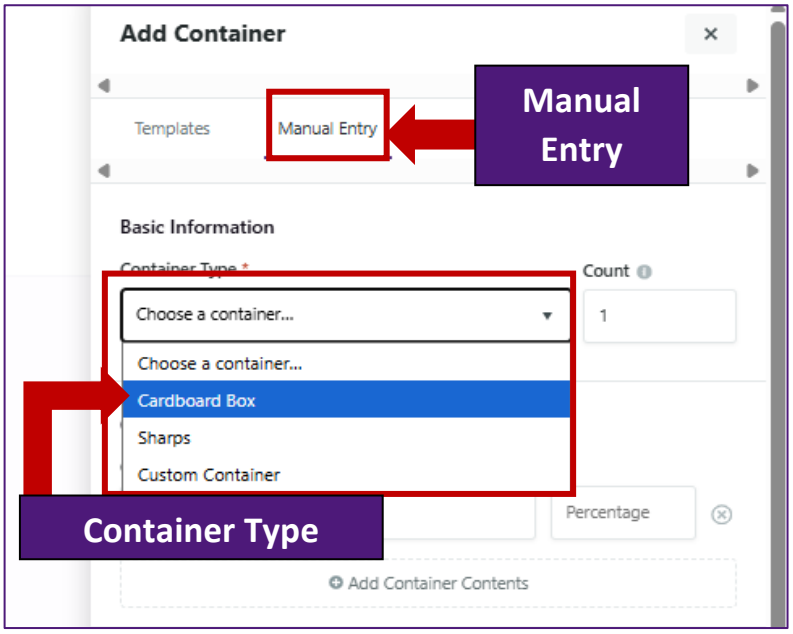


iii. A custom field has been added by EHS to request additional biohazard boxes. If needed, type “Yes” and indicate the quantity needed. Once the form is, click “Add Container” at the bottom right of the page.

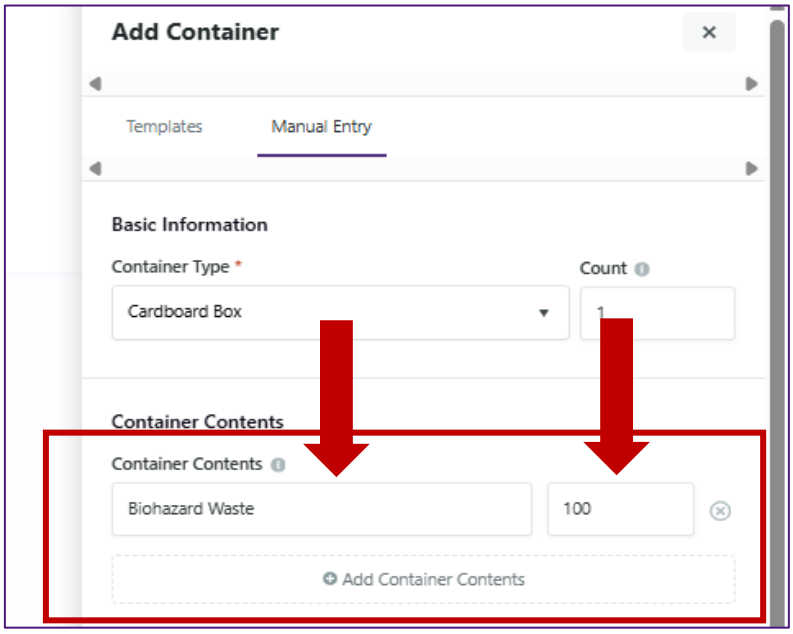


b. ***MANUAL ENTRY:***

i. If a template is unavailable for the area, choose the "Manual Entry" tab; then choose "Cardboard Box" from the "Container Type*" dropdown menu.

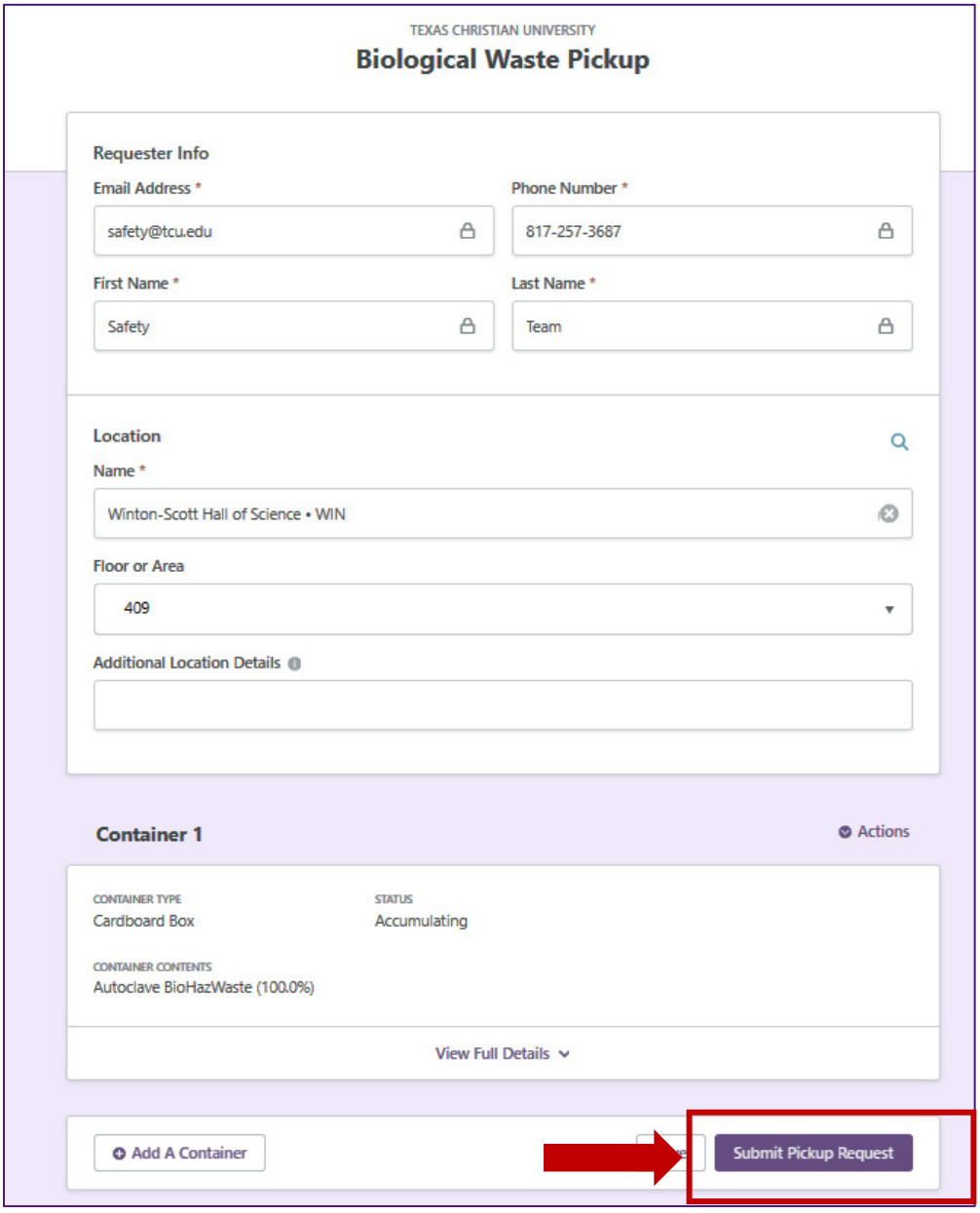


ii. Enter "Container Contents" as "Biohazard Waste" and the percentage as "100."



iii. Once the form is complete with the correct container information, click "Add Container" at the bottom.

7. Clicking “Add Container” will take you back to the main request page. The container(s) added will be shown at the bottom of the page with one record for each container entered.
8. Verify the information is correct and click “Submit Pickup Request” at the bottom of the page. A confirmation box will pop-up at the top of your screen indicating that your request has been submitted.



For additional information, or if there are any questions, please contact EHS at: safety@tcu.edu or 817-257-3687