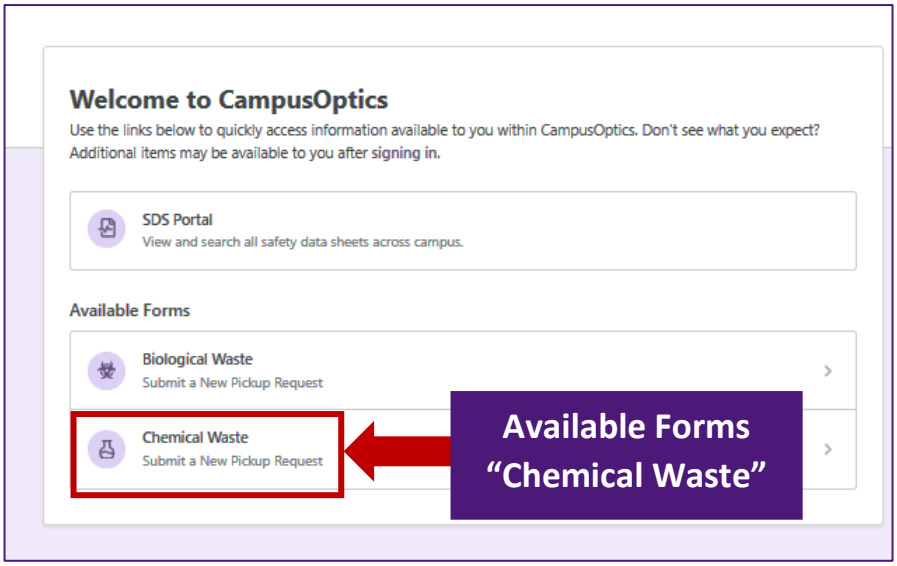
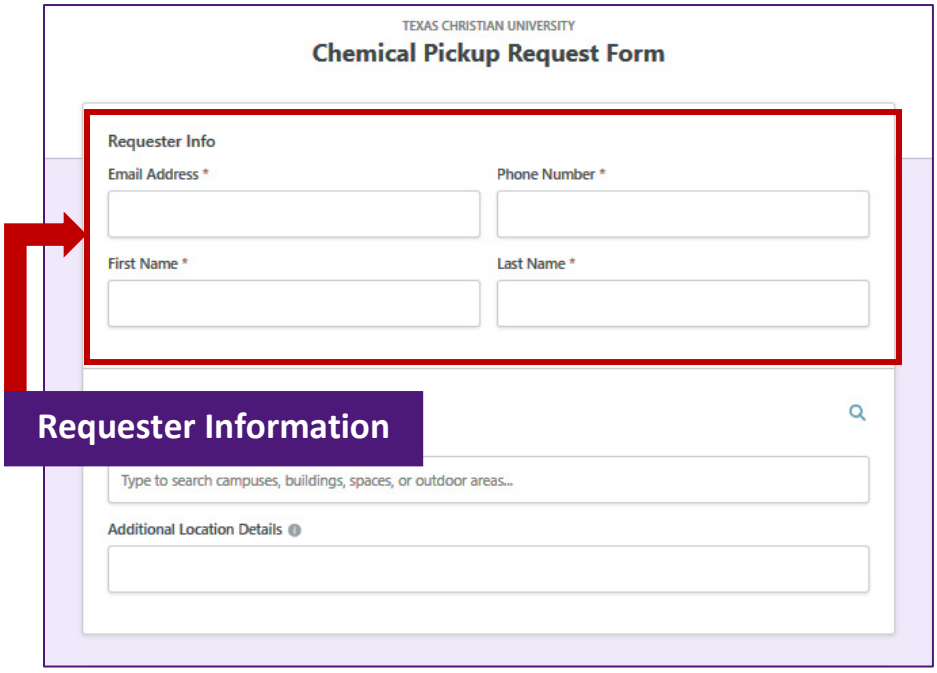
TCU CampusOptics: How to Request a Chemical Waste Pickup

Environmental Health & Safety (EHS) provides chemical and hazardous waste removal services for all campus areas at Texas Christian University (TCU). You do not need to be an Administrator, Principal Investigator, or Lab Member to request a chemical waste pickup. To submit a request through the CampusOptics public portal, please follow the steps below.

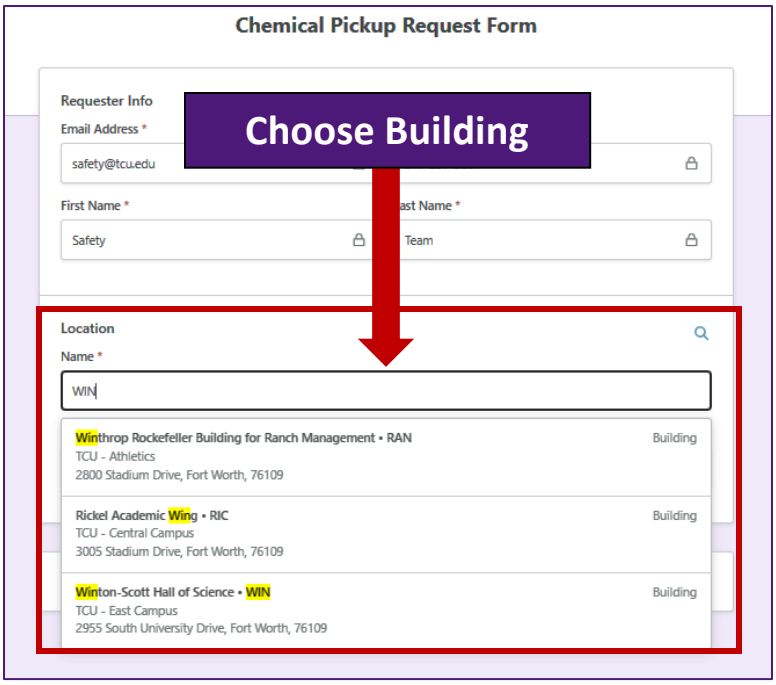
1. Navigate to the TCU CampusOptics public portal landing page: https://tcu.campusoptics.com/ehs and click "Chemical Waste" under "Available Forms."



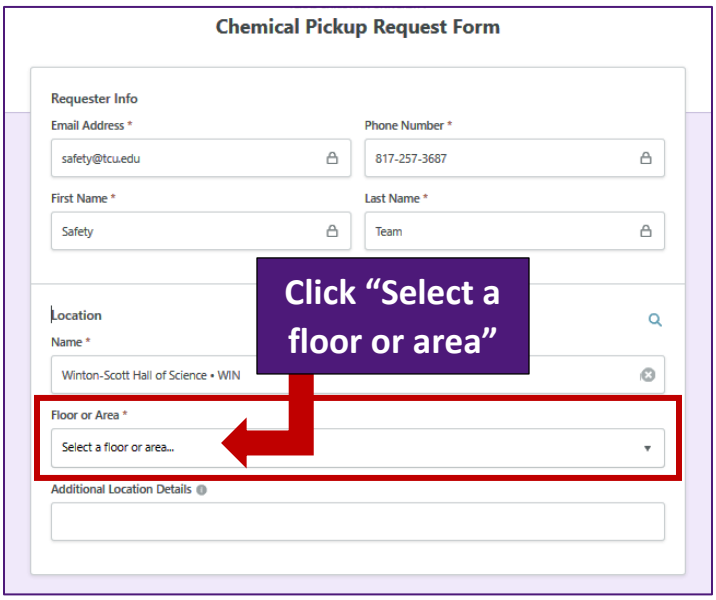
2. The blank Chemical Waste Pickup form will open. Begin by completing the Requester Information.

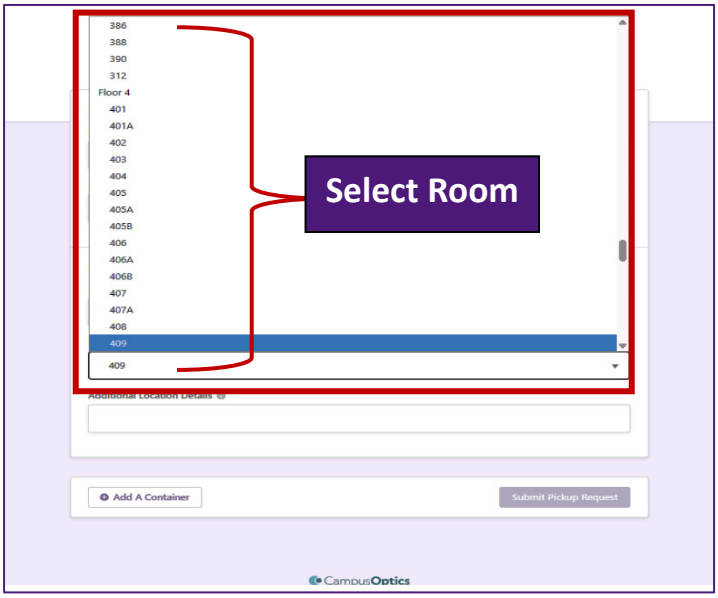


3. On the bottom of the page, under "Location" - Click into the "Name*" box and begin entering the name of the building where the pickup is requested. Based on our CampusOptics configuration, a selection list will drop down that you may choose from.

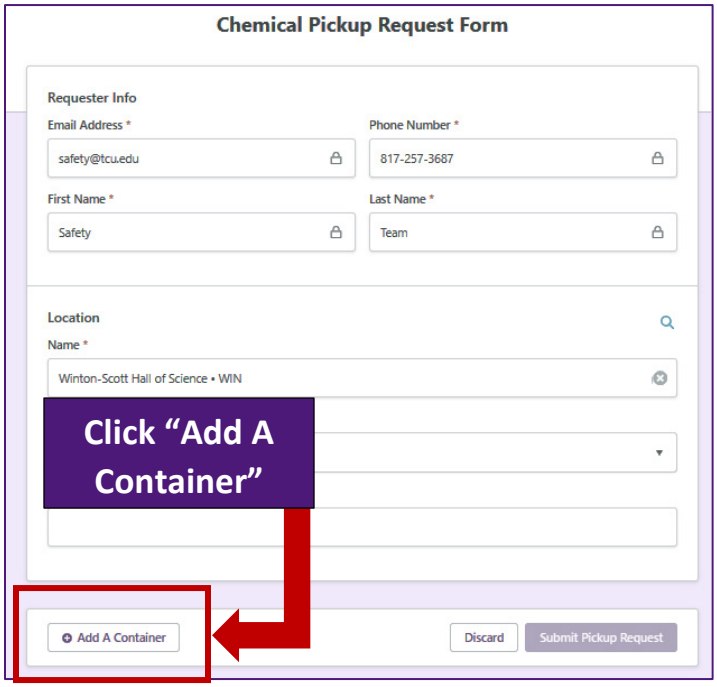


4. Choose the room number (i.e., area) of the pickup location within the selected building. **NOTE**: Add any other location information into the "Additional Location Details" box.

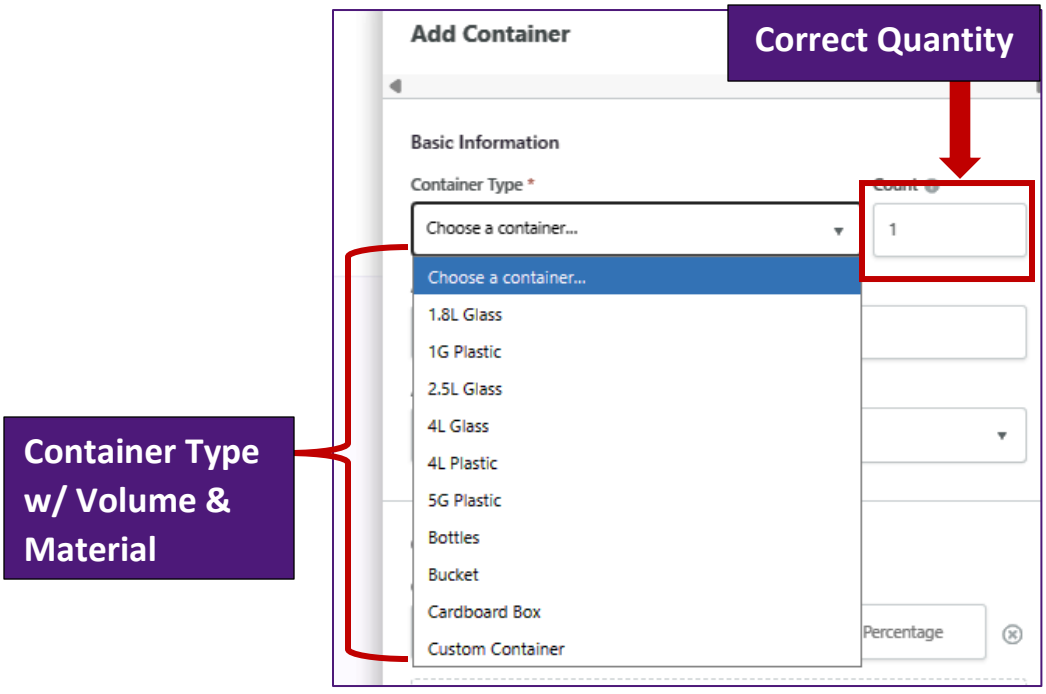




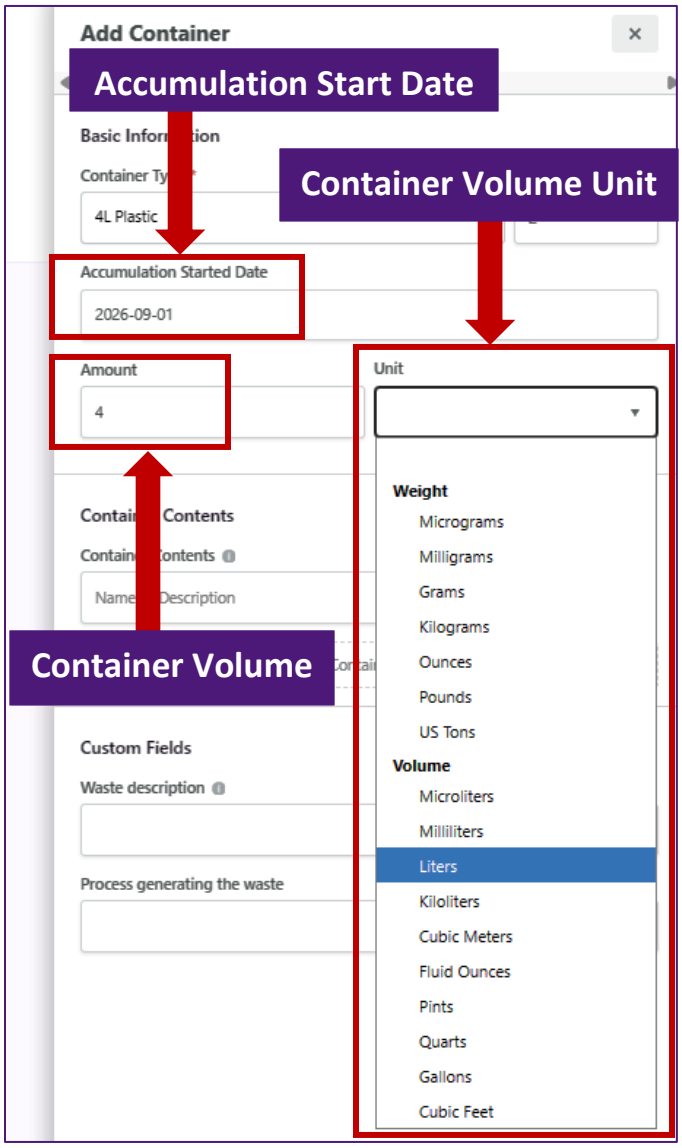
5. Once the area has been set, a container needs to be added to the pickup request. Click “Add A Container” button at the bottom left of the screen.



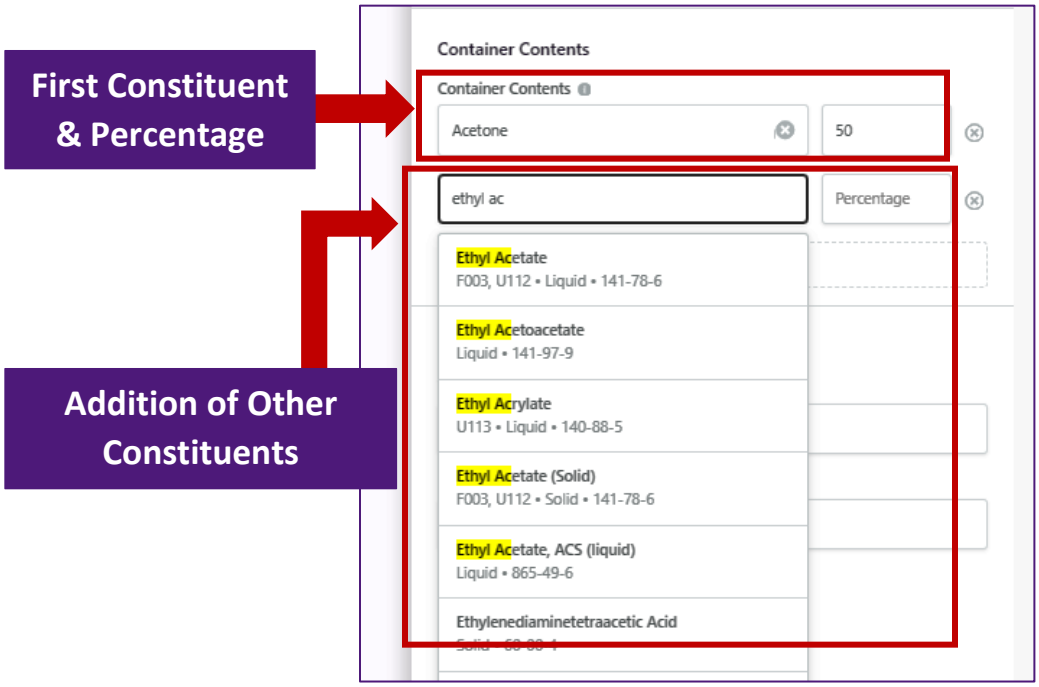
6. This opens a slider window on the right. Here you will enter the waste information beginning with the Container Type* and count (number of containers with the same waste profile).



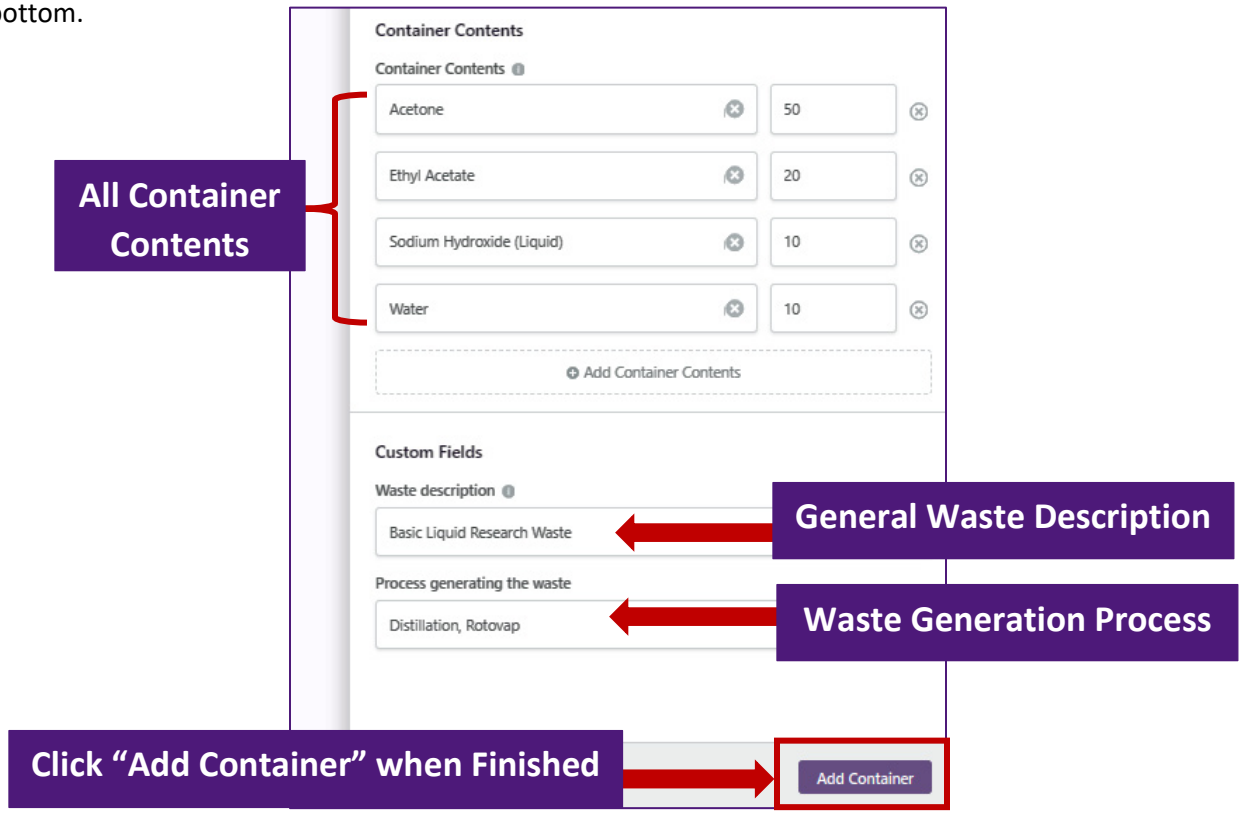
7. Next enter the date the waste began accumulating, then the container volume amount and unit.



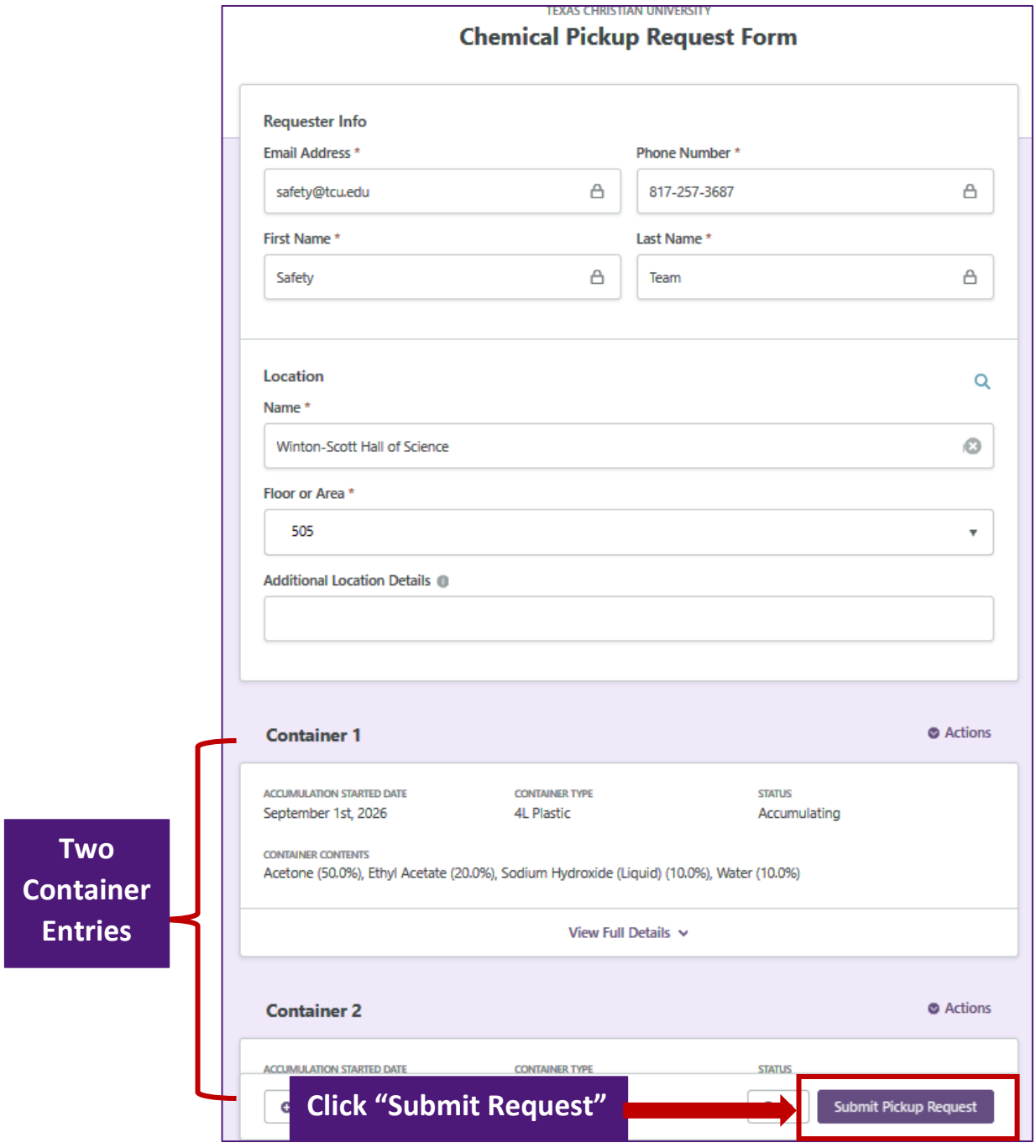
8. Enter each individual container constituent (what makes up the waste in the bottle) with the approximate percentage it makes up of the total container; it is preferable for the contents to add to 100%, but is not a requirement. To add additional constituents, click “Add Container Contents” and another line will open. Continue adding contents as needed.



9. When all container contents are added, give a brief description of the waste (physical state, pH, etc.) and how the waste was generated. When the container information is complete click “Add Container” at the bottom.



10. 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.
11. Verify the information is correct and, if no other containers need to be added for the pickup, 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 to EHS.



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