

CampusOptics Chemical Waste Tracking Software User Guide

This user guide will assist with cataloging chemical waste and scheduling a chemical waste pickup.

Accessing the *CampusOptics* Software

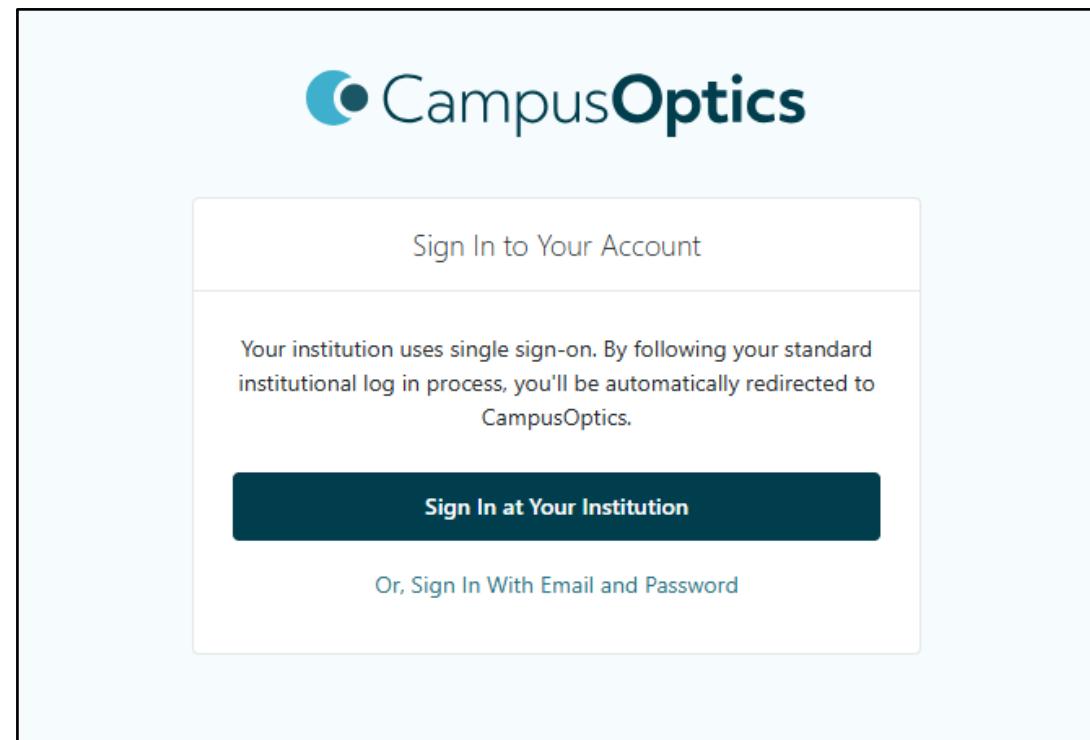
The *CampusOptics* Software can be accessed at: tx.ag/chemdisposal

How to log in:

Click tx.ag/chemdisposal and choose the button "Sign In at Your Institution" – this directs you to the Texas A&M University Single Sign On (SSO) web page.

Note:

If you do not have the ability to sign in through Texas A&M's SSO, contact chemdisposal@tamu.edu and request to be registered in the system. You will then use the "Or, Sign in With Email and Password" option.



Getting Started

After logging in, the “Chemical Waste Pickup Request Form” opens:

The following information is needed to complete the waste pickup request:

- Requestor Information
- Waste Location
- EHS Hazardous Waste Disposal Tag Information
- Total Volume of Waste
- Total Volume Measurement (Units) of Waste

TEXAS A&M UNIVERSITY

Chemical Waste Pickup Request

Complete this form to request hazardous chemical waste to be removed from your work area. Complete all fields containing an *. Once submitted, your chemical hazardous waste will be scheduled for pickup. Special directions can be added in the "Notes" section of this request. Any questions should be directed to chemdisposal@tamu.edu.

Requester Info

Email Address * Phone Number *

First Name * Last Name *

Location

Name * 🔍 ★
Type to search campuses, buildings, spaces, or outdoor areas...

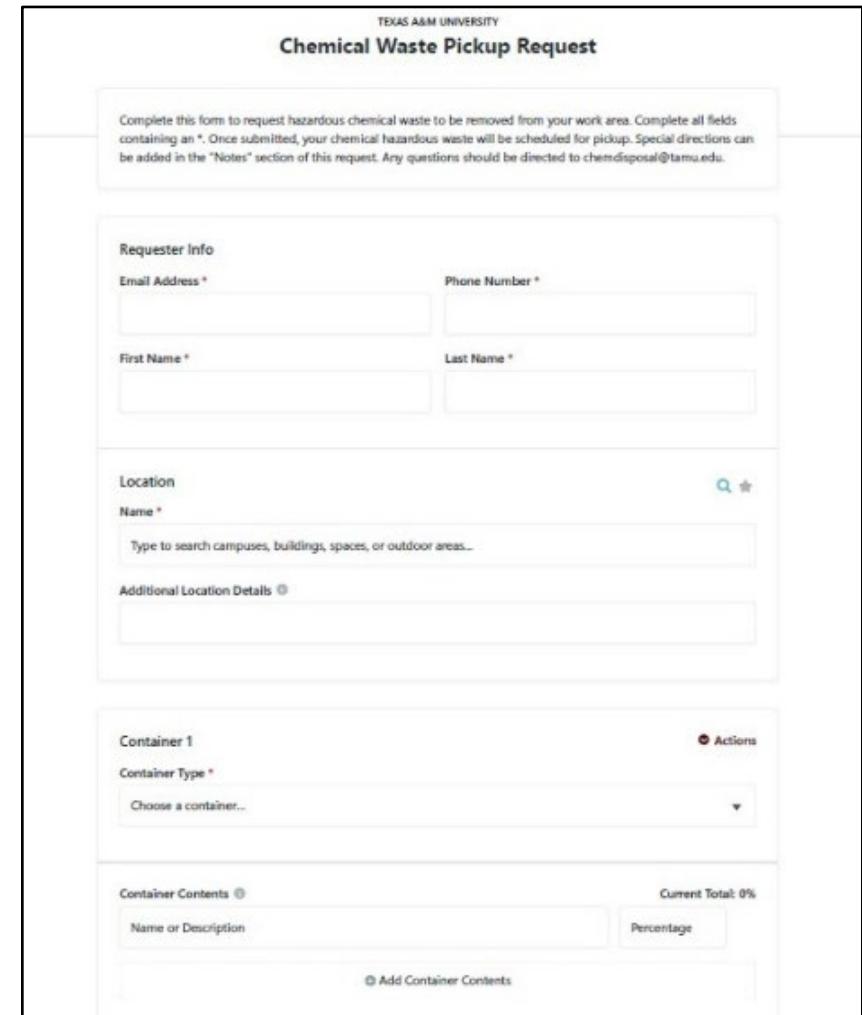
Additional Location Details

Container 1

Container Type * Actions
Choose a container... ▼

Container Contents Current Total: 0% Actions

Name or Description Percentage Actions
Add Container Contents



Requestor Information

STEP 1: Enter your email address, phone number, first name and last name by clicking in each field.
Note: *This requestor information will automatically populate after completing the initial login to your account.*



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Requester Info

Email Address *	Phone Number *
<input type="text"/>	<input type="text"/>
First Name *	Last Name *
<input type="text"/>	<input type="text"/>

Location

STEP 2a: Enter the location. Search in the name field to find the lab/space where the waste will be picked up.

“Name” refers to the location and should be searched by the name of the person responsible for the space (if located in a lab, use principal investigator name). **If name appears more than once, be sure to choose correct building location.** Once the name is entered, it populates the “Area” field. **Note:** Contact chemdisposal@tamu.edu if your location does not populate in the “Name” field.



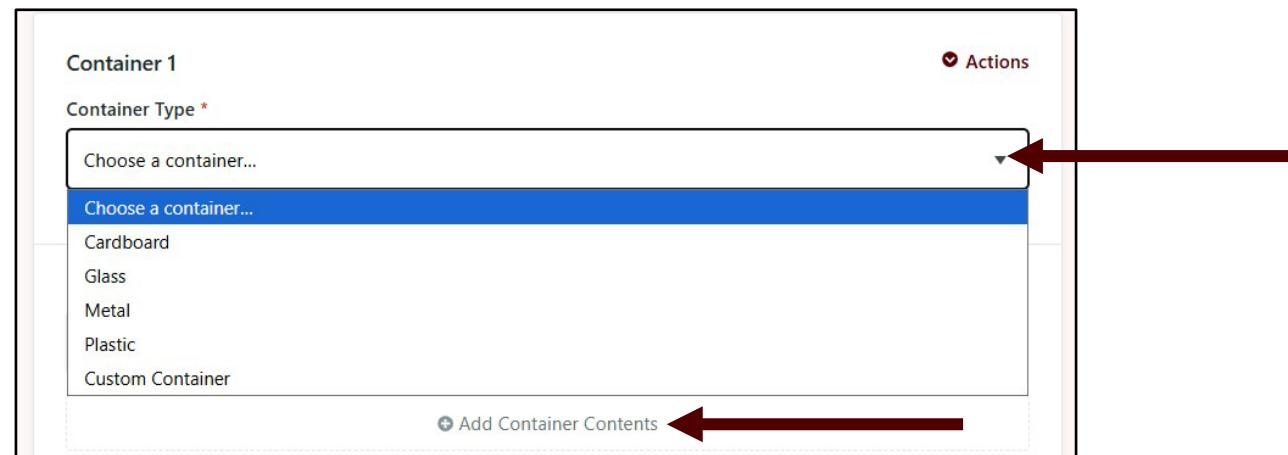
The image shows a screenshot of a web-based form titled 'Location'. The 'Name' field is populated with 'TAMU Environmental Health & Safety - Jason Ward - 1247'. The 'Area' field is a dropdown menu with the placeholder 'Select an area...'. The 'Additional Location Details' field is empty. Three red arrows point to these three fields respectively: one to the 'Name' field, one to the 'Area' dropdown, and one to the 'Additional Location Details' field.

STEP 2b: Select the area of your waste pick up from the drop-down arrow. “Area” usually refers to a room number.

STEP 2c: Enter “Additional Location Details.” This field is not required but can be used to describe where the chemical waste is located or give more specific information about access or entry into the “Area.”

Container Information

STEP 3a: Complete Container 1 information. Enter the “Container Type” field by choosing an option from the drop-down menu.



Container 1

Container Type *

Choose a container...

Choose a container... (highlighted in blue)

Cardboard

Glass

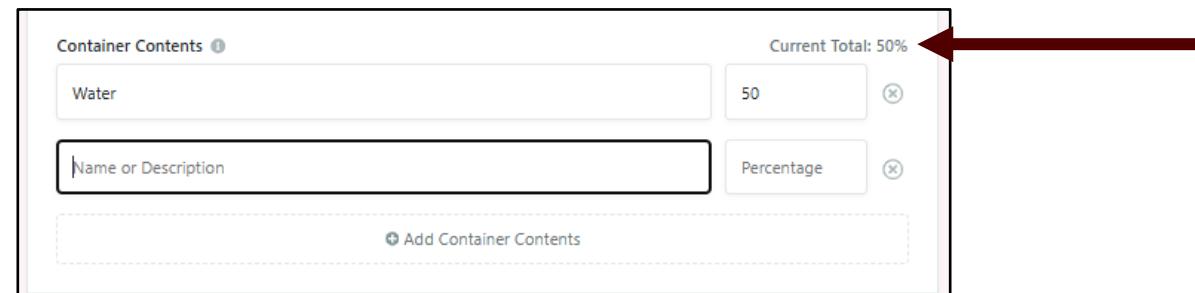
Metal

Plastic

Custom Container

[+ Add Container Contents](#)

STEP 3b: Enter the “Container Contents” field with the full name of the chemical. Do not use abbreviations or chemical formulas. Enter the percentage(s). Contents must equal 100%. For most chemicals and compounds, the percentages can be estimated. If a mixture, enter the name and percentages of each chemical. To add additional contents, click the “+ Add Container Contents” field.



Container Contents		Current Total: 50%
Water	50	X
<input type="text" value="Name or Description"/>	<input type="text" value="Percentage"/>	X
+ Add Container Contents		

Duplicate Containers

What if there are multiple containers of the same chemical? If there is a need to enter several identical containers, find the “**Duplicate Container**” option located under the “**Action**” tab. This can help save time. Complete the entry for “**Container 1**,” and then scroll to the top of that entry, click the drop-down arrow next to “**Actions**,” and choose “**Duplicate Container**.” A new field pops up for the additional container, and all information entered for the first container is duplicated. Duplicate the container as many times as needed.

Note: You will have to change the **Tag Number** in future steps for each container, as they are unique for each container.



Container 1

Container Type *

Choose a container...

Actions

Duplicate Container

Container Contents ⓘ

Name or Description

Percentage

Current Total: 0%

Waste Characteristics

STEP 4: Choose any hazards associated with the waste by clicking the box next to the appropriate "Waste Pictogram."

Waste Pictograms							
	<input type="checkbox"/> Flammable		<input type="checkbox"/> Corrosive		<input type="checkbox"/> Reactive		<input type="checkbox"/> Toxic

Hazardous Waste Tag Number

STEP 5: Enter the “Tag Number” field by entering the tag number found on the EHS Hazardous Waste Disposal Tag attached to the waste container.

Tag Number *

408069

Hazardous Waste Disposal Tag

Chemicals Contents

MUST MARK:

For EHS use only

408069

Replacement Drum

Note: If your waste *is not* disposed of in a 55-gallon drum, then skip this step.

STEP 6: Enter the “Replacement Drum” field only if your waste is being disposed of in a 55-gallon drum. Use the pull-down menu to select the type of replacement drum needed or choose “No” if you do not want a replacement drum.

Replacement Drum

Yes - Steel (55 Gal)

Yes - Poly (55 Gal)

No



Waste Amounts

STEP 7: Enter the “Total Volume” field with the numerical value. If the container is full, this is the volume of the container. If not, estimate the volume (if liquid) or weight (if solid) of the container.

STEP 8: Enter the “Total Volume – Measurement” field by using the pull-down menu and selecting the correct unit.



The image shows a screenshot of a web-based form for entering waste amounts. The form is titled "Waste Amounts".

The first field is labeled "Total Volume *". A red arrow points to the input field, which contains the number "5".

The second field is labeled "Total Volume - Measurement *". A red arrow points to the dropdown menu, which is currently open and displays the following options:

- Grams
- Kilograms
- Milligrams
- Liter
- Milliliter

The "Grams" option is highlighted with a blue background.

More Information

STEP 9: Enter “Additional Notes” field. This could be about the location, chemical or any important information that EHS needs to know about the pickup request.

STEP 10: Enter the “pH.” If you know the pH of a liquid, add it here. This is not a required field.

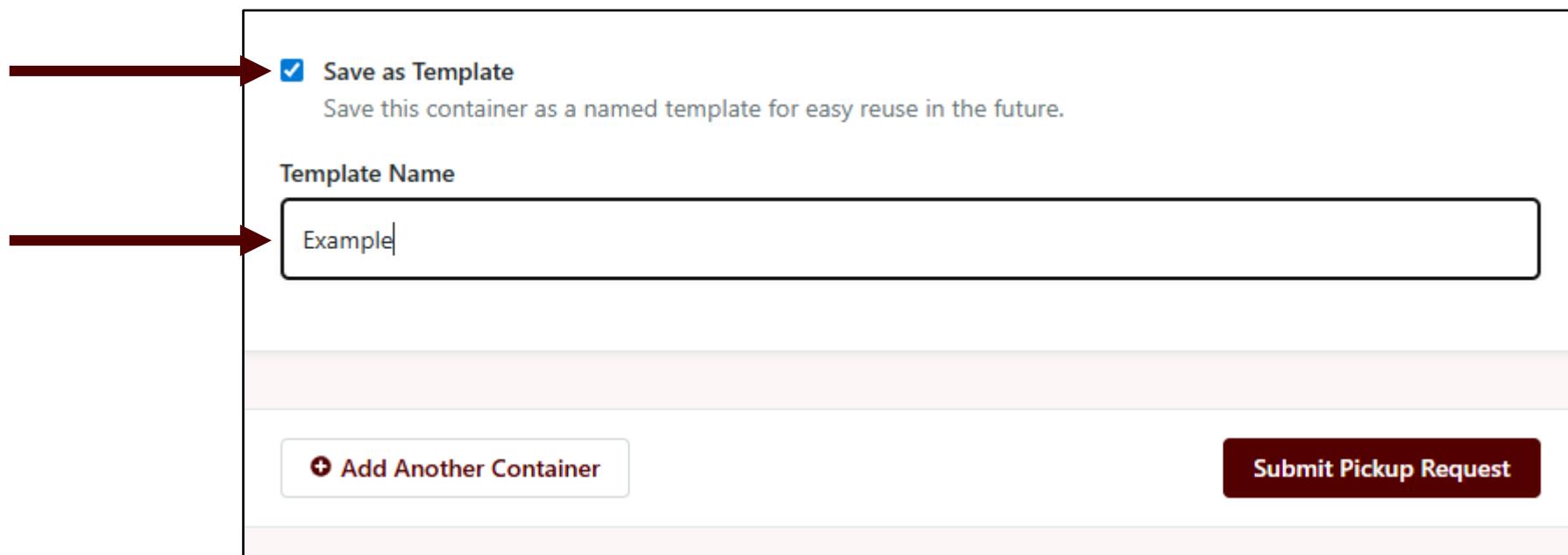


The image shows a user interface with a light gray background. In the center, there is a white rectangular box containing two input fields. The top field is labeled "Additional Notes" and the bottom field is labeled "pH". Each label is positioned above its respective input field. Two thick red arrows point from the left side of the image towards the left edge of the "Additional Notes" field and the "pH" field, respectively. The entire white box is enclosed in a thin black border.

Template Option

The “**Save as Template**” option can be used if the same chemical waste is produced often. This will allow the same information entered on the form to be used on future waste pickup requests without manually entering it each time.

STEP 11: Click the box next to “Save as Template” and complete the field for “Template Name.”



Save as Template
Save this container as a named template for easy reuse in the future.

Template Name

Example

+ Add Another Container

Submit Pickup Request

How to Retrieve the Template

To use a template the next time you log in, a new field will show up under “**Container 1**.”

Click the drop-down arrow next to “Populate from Hazwaste Container Template.” Choose the saved template from the options in this field.

Note: Update the **Tag Number** and any other content that may be different from the original entry.



Add Additional Containers

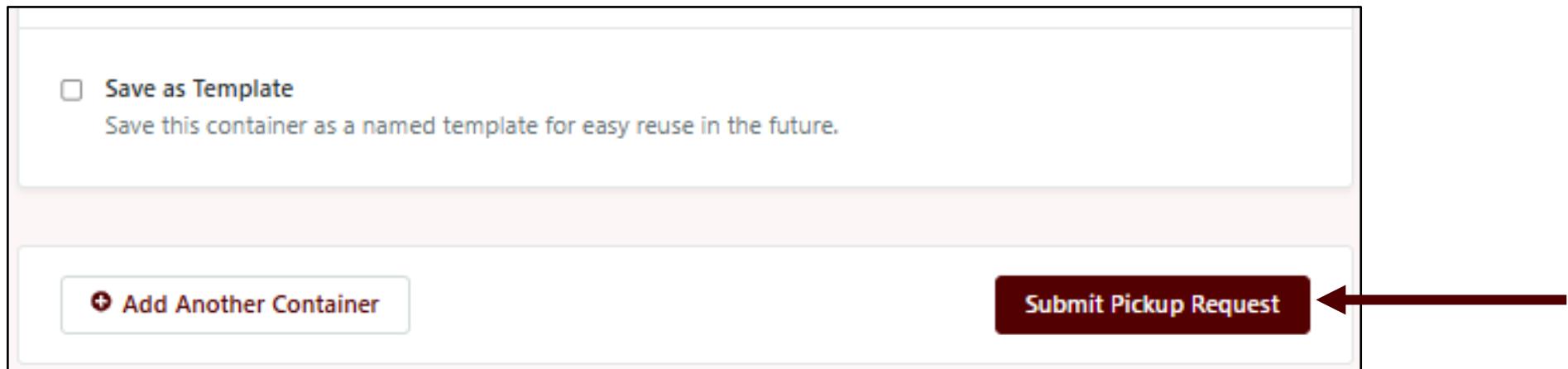
STEP 12: Click on “Add Another Container” if you have more than one chemical container to be picked up.

Save as Template
Save this container as a named template for easy reuse in the future.

 **+ Add Another Container** Submit Pickup Request

Submit Request

STEP 13: When finished, click on “Submit Pickup Request.”



Waste Entry Completed

STEP 14: After submitting the Chemical Waste Pickup Request Form, a “successful submission” message along with some request information will populate.

Chemical Waste Pickup Request

Your hazwaste pickup request was successfully submitted. Any updates to your request or the included containers will be reflected on this page.

Complete this form to request hazardous chemical waste to be removed from your work area. Complete all fields containing an *. Once submitted, your chemical hazardous waste will be scheduled for pickup. Special directions can be added in the "Notes" section of this request. Any questions should be directed to chemdisposal@tamu.edu.

Basic Information	
REQUESTER	REQUESTED AT
Jeff Truss	December 4th, 2025 at 5:09 pm
CONTAINERS	STATUS
1	• Requested

Contact Information

Contact EHS at [**ChemDisposal@tamu.edu**](mailto:ChemDisposal@tamu.edu) if you have any questions or need more Hazardous Waste Disposal tags.