

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

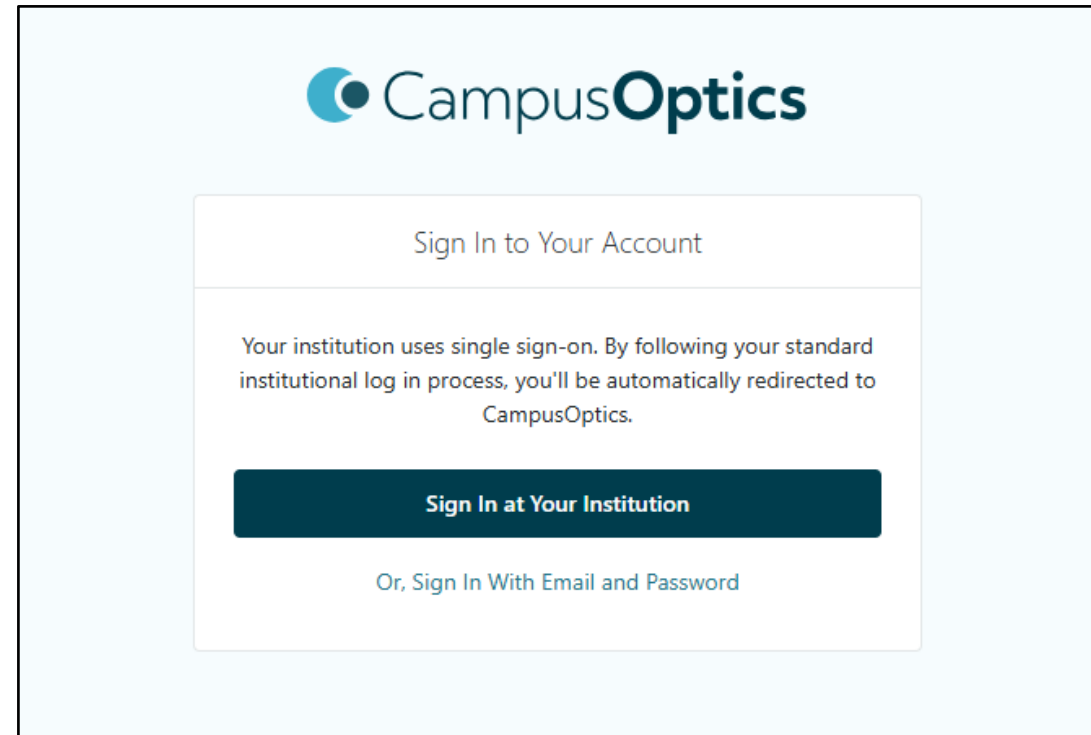
The *CampusOptics* Software can be accessed at: tx.ag/chemdisposal

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:

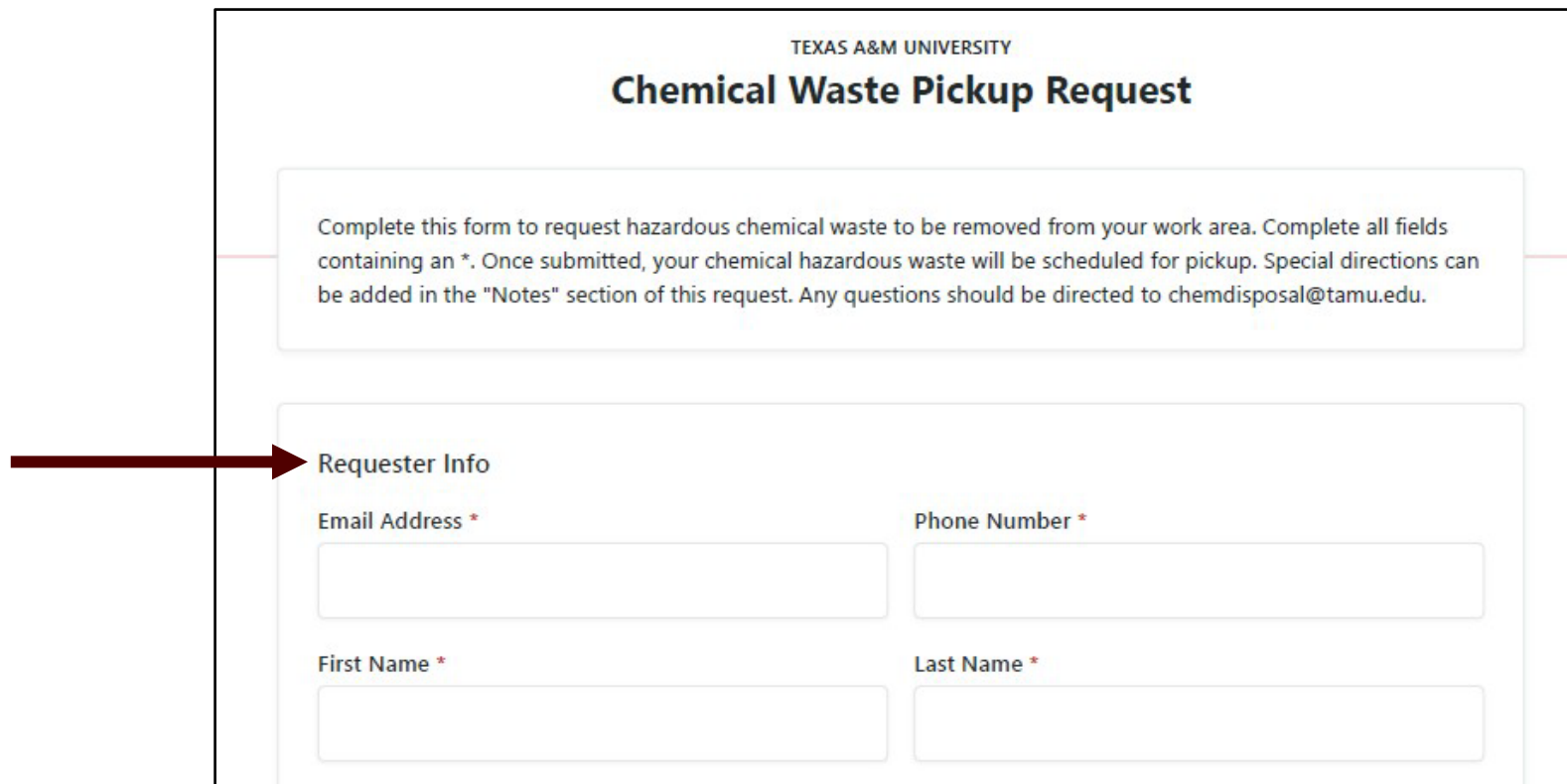
- Requestor Information
- Waste Location
- EHS Hazardous Waste Disposal Tag Information
- Total Volume of Waste
- Total Volume Measurement (Units) of Waste

The screenshot displays the 'Chemical Waste Pickup Request' form from Texas A&M University. At the top, the university's name is followed by the title 'Chemical Waste Pickup Request'. Below this is a detailed instruction box stating: '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.' The form is organized into several sections: 'Requester Info' with fields for Email Address *, Phone Number *, First Name *, and Last Name *; 'Location' with a Name * field (placeholder: 'Type to search campuses, buildings, spaces, or outdoor areas...') and an 'Additional Location Details' field; 'Container 1' with a 'Container Type *' dropdown menu (placeholder: 'Choose a container...') and an 'Actions' link; and 'Container Contents' which includes a table with columns for 'Name or Description' and 'Percentage', a 'Current Total: 0%' indicator, and an 'Add Container Contents' button.

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.*



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 *
<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.



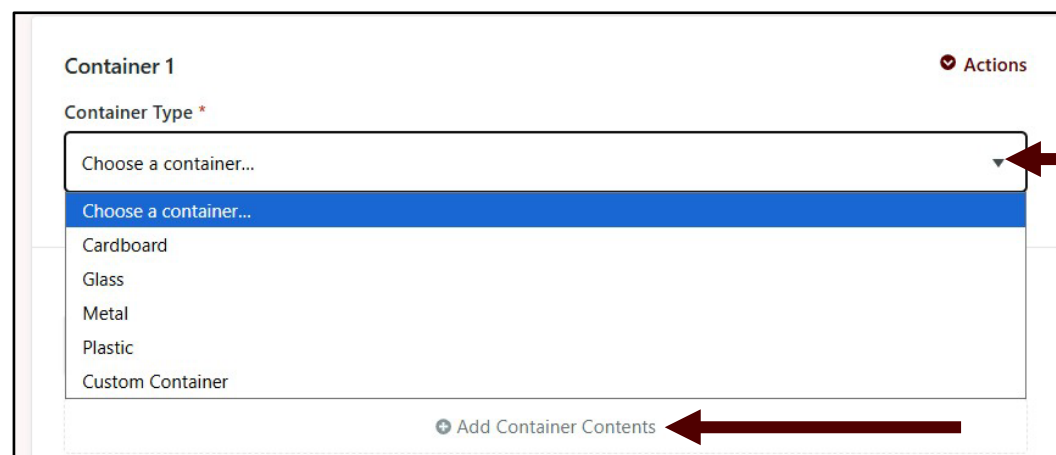
The screenshot shows a web form titled "Location" with a search icon and a star icon in the top right corner. The form contains three main sections: "Name *", "Area", and "Additional Location Details". The "Name *" section has a text input field containing "TAMU Environmental Health & Safety - Jason Ward - 1247" and a clear button (X). The "Area" section has a drop-down menu with the placeholder text "Select an area...". The "Additional Location Details" section has a text input field. Three red arrows point to these fields: one to the "Name *" input, one to the "Area" drop-down, and one to the "Additional Location Details" input.

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 Actions

Container Type *

Choose a container...

Choose a container...

Cardboard

Glass

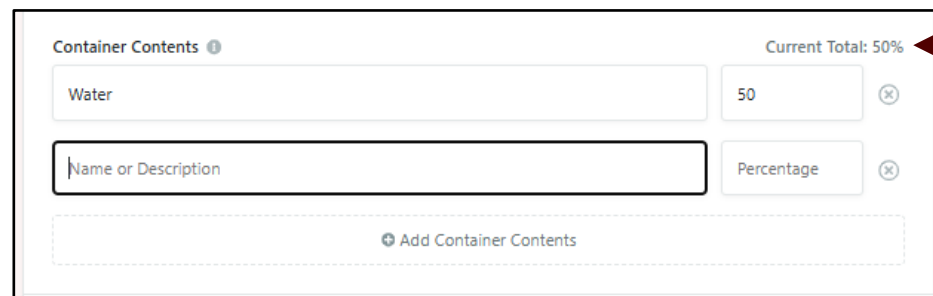
Metal

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	ⓧ
Name or Description	Percentage	ⓧ

+ 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.*



The screenshot shows a web form for 'Container 1'. At the top right, there is a dropdown menu labeled 'Actions' with a downward arrow. A red arrow points to this menu. Below the 'Actions' menu, a dropdown menu is open, showing the option 'Duplicate Container'. Below this, there is a section titled 'Container Contents' with an information icon. It contains two input fields: 'Name or Description' and 'Percentage'. To the right of these fields, it says 'Current Total: 0%'.

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
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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.

The diagram illustrates the process of entering a tag number into a form. A green hazardous waste disposal tag is shown with the number 408069 highlighted in a red box. An arrow points from this box to a form field labeled "Tag Number *".

Tag Number *

(Attach Tag to Container With String)

408069

Hazardous Waste Disposal Tag

Chemicals Contents

MUST MARK:

☐ Ignitable ☐ Corrosive ☐ Reactive ☐ Toxic

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.



The image shows a screenshot of a web form titled "Replacement Drum". Below the title is a pull-down menu. The menu is currently open, showing three options: "Yes - Steel (55 Gal)", "Yes - Poly (55 Gal)", and "No". The first option, "Yes - Steel (55 Gal)", is highlighted with a blue background. A red arrow points to the small downward-pointing triangle on the right side of the menu box, indicating where to click to open the menu.

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.

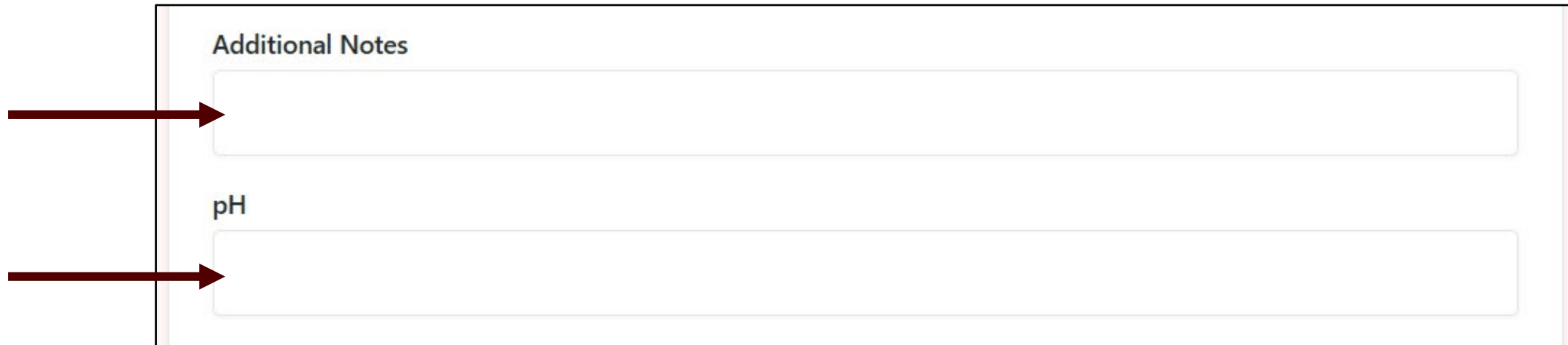
The image shows a form with two fields. The first field is labeled "Total Volume *" and contains the number "5". A red arrow points to the "5". The second field is labeled "Total Volume - Measurement *" and is a dropdown menu. The dropdown menu is open, showing a list of units: Grams, Kilograms, Milligrams, Liter, and Milliliter. A red arrow points to the dropdown arrow in the second field.

Field	Value
Total Volume *	5
Total Volume - Measurement *	Grams, Kilograms, Milligrams, Liter, Milliliter

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 form with two input fields. The first field is labeled "Additional Notes" and the second field is labeled "pH". Both fields are empty and have a light gray border. Two dark red arrows point from the left towards the input fields, indicating where to enter information.

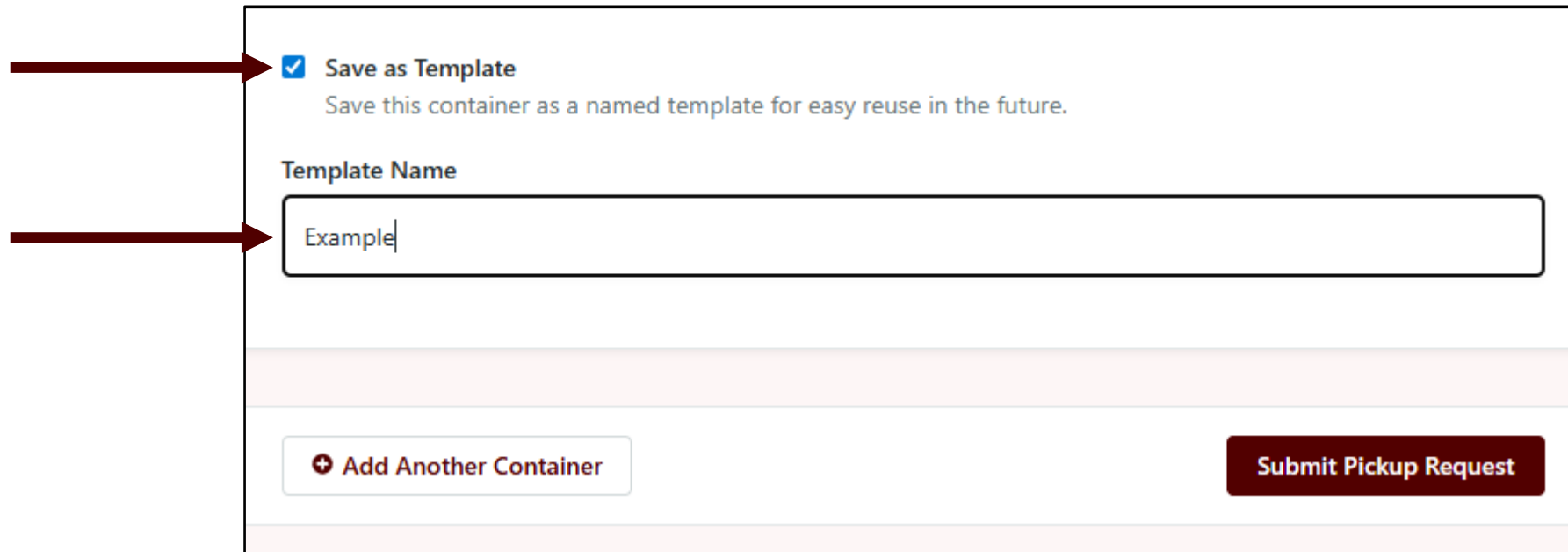
Additional Notes

pH

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.”



The screenshot shows a web form with a light gray background. On the left, two dark red arrows point to the 'Save as Template' checkbox and the 'Template Name' input field. The 'Save as Template' section includes a checked checkbox, the text 'Save as Template', and a subtext 'Save this container as a named template for easy reuse in the future.' Below this is the 'Template Name' label and a text input field containing the word 'Example'. At the bottom of the form, there are two buttons: a light gray button with a plus icon and the text 'Add Another Container', and a dark red button with the text 'Submit Pickup Request'.

☒ 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.

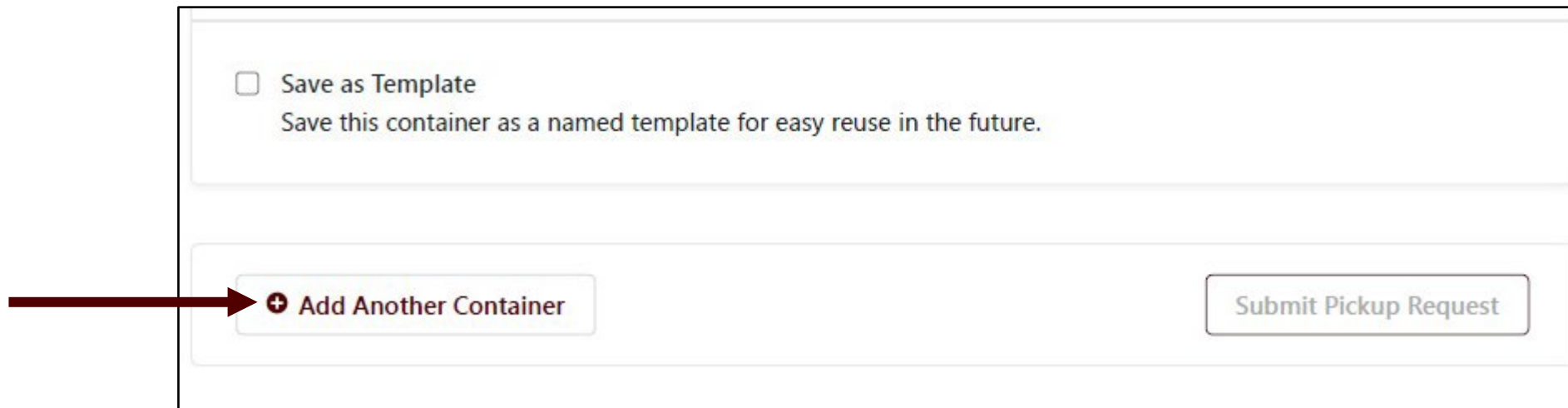
Note: Update the **Tag Number** and any other content that may be different from the original entry.



The screenshot shows a web form titled "Container 1" with a red "Actions" button in the top right corner. Below the title, there is a section labeled "Populate from Hazwaste Container Template". This section contains a drop-down menu with the text "Choose a template..." and a small downward-pointing triangle on the right. A red arrow points from the left to the "Populate from Hazwaste Container Template" label, and another red arrow points from the right to the drop-down arrow of the "Choose a template..." field. Below this, there is another section labeled "Container Type *" with a drop-down menu containing the text "Choose a container..." and a small downward-pointing triangle on the right.

Add Additional Containers

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



The screenshot shows a web form with a light gray border. At the top, there is a checkbox labeled "Save as Template" with the subtext "Save this container as a named template for easy reuse in the future." Below this, there are two buttons: "Add Another Container" on the left and "Submit Pickup Request" on the right. A thick red arrow points from the left edge of the image to the "Add Another Container" button.

☐ 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.”

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

+ Add Another Container

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 Jeff Truss	REQUESTED AT December 4th, 2025 at 5:09 pm
CONTAINERS 1	STATUS • 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.