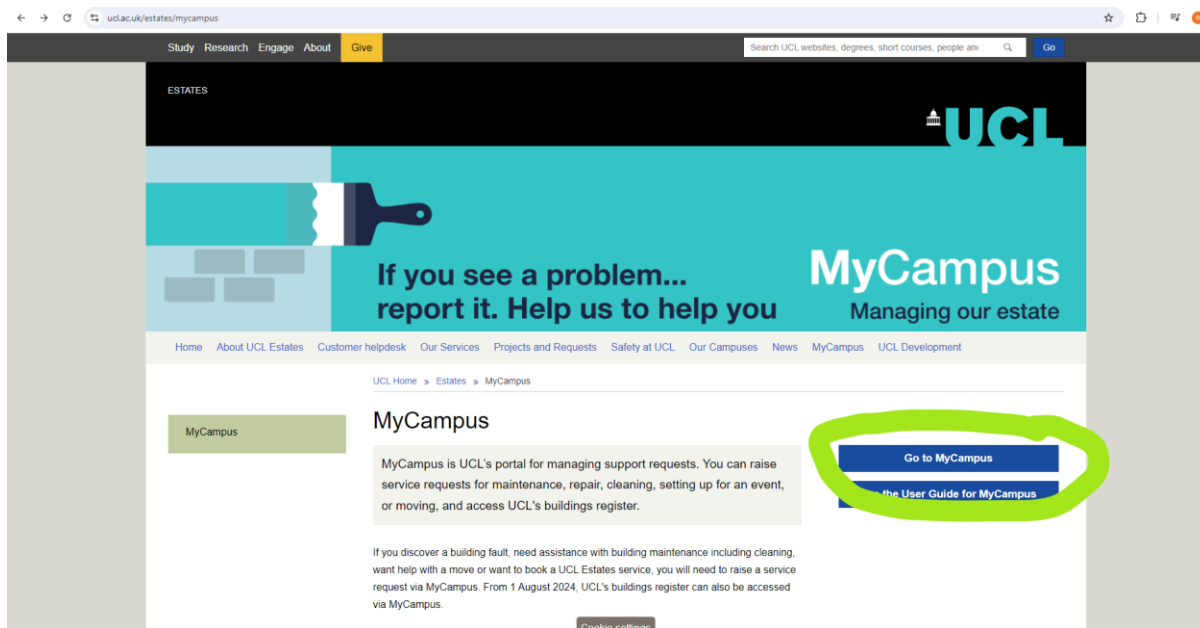


DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING

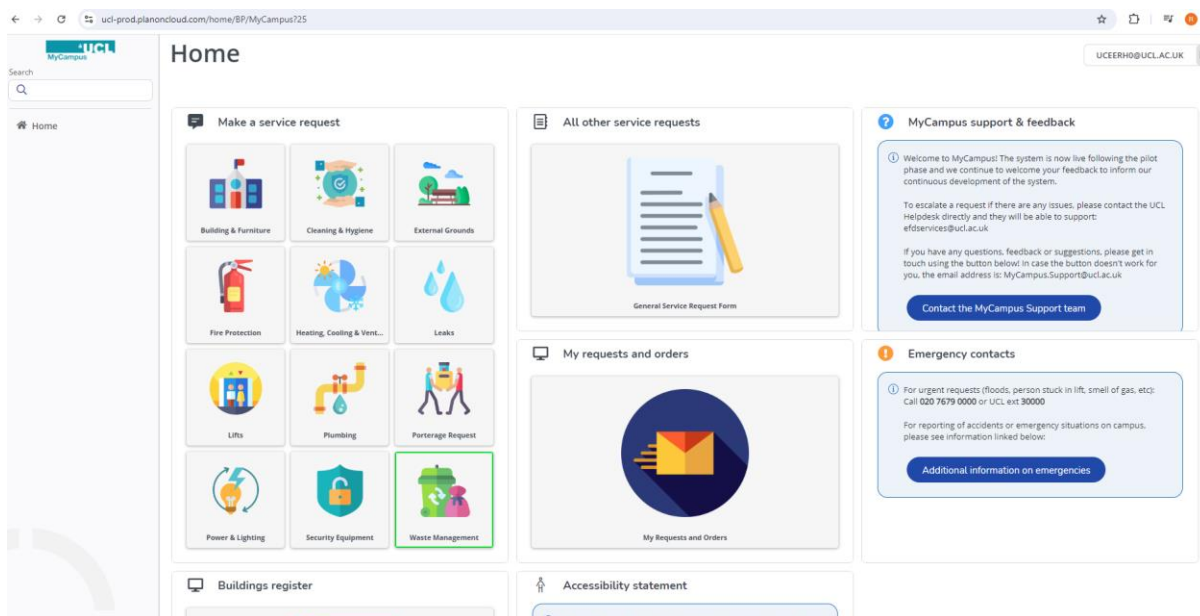
HOW TO GUIDE - Hazardous Waste Disposal

Guideline for disposal of chemical waste from EEE labs:

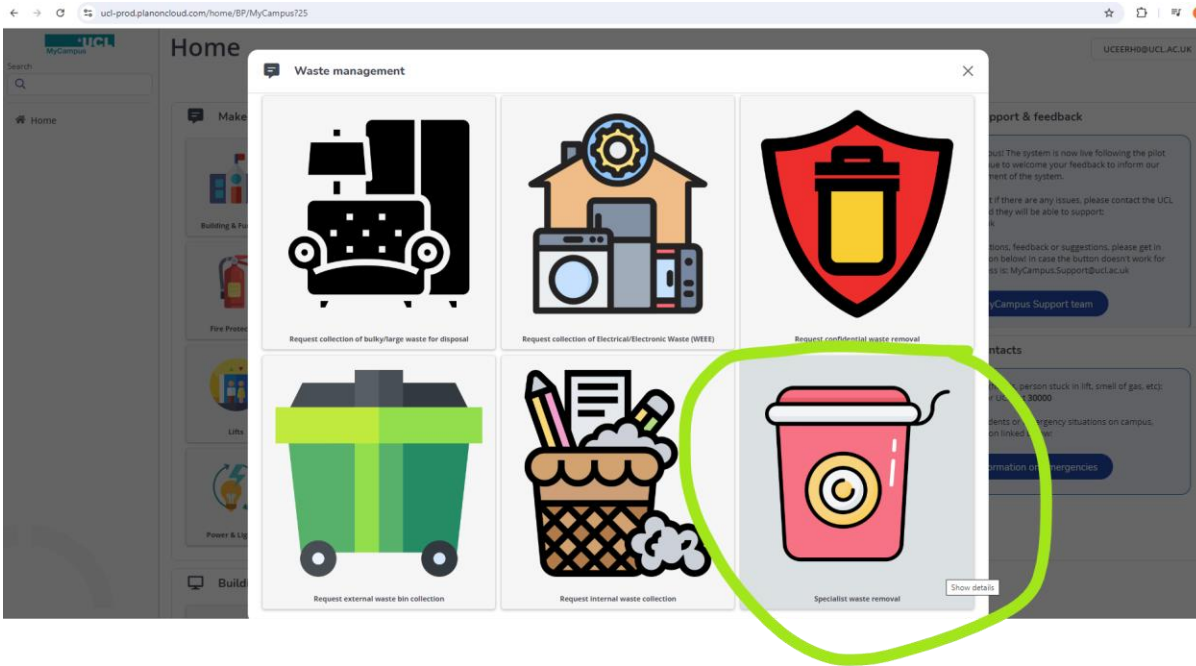
Login to [MyCampus](#) using UCL login and password:



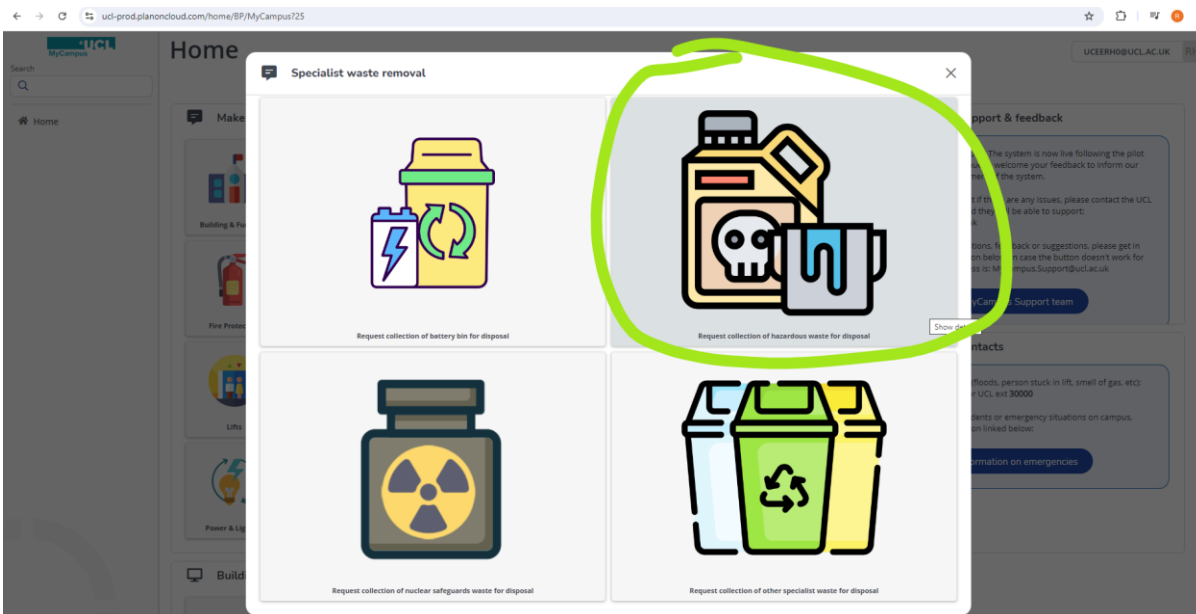
Click Waste Management tile:



Click Specialist Waste Removal tile:



Click Request Collection of Haz Waste for disposal:



Fill all sections marked with an asterisk as a minimum and download the file. This excel file will need to be filled with details of your haz waste collection and reattached at the bottom.

The screenshot shows a web portal interface for requesting hazardous waste collection. The main form is titled "Request collection of hazardous waste for disposal". It contains several sections: "Requester" (with a dropdown menu), "Alternative contact" (with a dropdown menu and instructions), "Building" (with a dropdown menu and instructions), "Floor" (with a dropdown menu and instructions), "Room" (with a dropdown menu and instructions), "Additional location information" (with instructions), "Preferred attendance date & time (dd/mm/yyyy hh:mm)", "Request description" (with instructions), and "Files & Photos" (with a "Download Chemical Waste Disposal Form" button and a "Drag & drop files here or Browse" area). A green circle highlights the "Download Chemical Waste Disposal Form" button, and a green arrow points to the "Files & Photos" section. The form also has "Submit" and "Cancel" buttons at the bottom.

Once you click submit on the form a ticket will be created for your collection. Please put numbers of who will be around on the date of the collection as you will get a call for access to your area.

Note that collections are every two weeks with the follow upcoming dates:

05/08/2024

19/08/2024

02/09/2024

16/09/2024

30/09/2024

14/10/2024

28/10/2024

11/11/2024

25/11/2024

09/12/2024

23/12/2024

Please note that any issues you can contact:

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Roshni Harkishin r.harkishin@ucl.ac.uk DSO/Chemical Safety Officer for EEE