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:

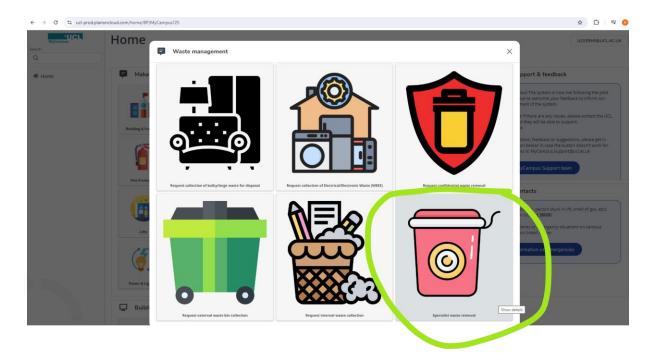
←	\rightarrow	G	to uclac.uk	/estates/mycampus			☆ ひ = 0	
				Study Research Engage About	Give Search UCL	websites, degrees, short courses, people and Q. Go		
				ESTATES		⁺UCL		
					If you see a problem report it. Help us to help you	MyCampus Managing our estate		
				Home About UCL Estates Custom	er helpdesk Our Services Projects and Requests Safety at UCL Our Campuses News	MyCampus UCL Development		
			UCL Home » Estates » MyCampus					
			MyCampus	MyCampus				
					MyCampus is UCL's portal for managing support requests. You can raise service requests for maintenance, repair, cleaning, setting up for an event, or moving, and access UCL's buildings register.	Go to MyCampus		
					If you discover a building fault, need assistance with building maintenance including cleaning, want help with a move or want to book a UCL Estates service, you will need to raise a service request via MyCampus. From 1 August 2024, UCL's buildings register can also be accessed via MyCampus.			

Click Waste Management tile:

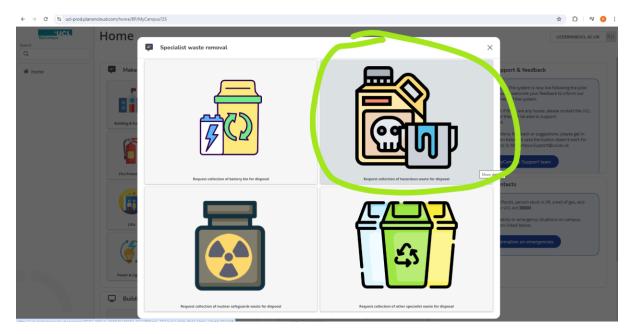
AUGL MyCampus	Home		UCEERHO@UCL.AC.U			
Home	Make a service request			All other service requests	MyCampus support & feedback	
	Building & Purniture	Cleaning & Hygiene	External Grounds	Entersi Service Report Form	Weicome to MyCampust The system is now live following the plot phase and we continue to weicome your feedback to inform our continuous development of the system. To escalate a request if there are any issues, please contact the UCL neipdoesk offectly and they will be able to support: efforteniceBuck.ac.uk. If you have any cuestions, feedback or suggestions, please get in touch using the bactoro below in case the bactoro dearn work for you, the email address is the /Jorange.SupportBuckau. Contact the MyCampus Support Leam	
	Fire Protection	Heating, Cooling & Vent	Leaks	My requests and orders	Emergency contacts	
	Lins	Piumbing	Porterage Request		For urgent requests (floods, person stuck in lift, smell of gas, etc): Call 020 7679 0000 or UCL ext 30000 For reporting of accidents or immergency situations on campus, please see information linked below:	
	Power & Lighting	Security Equipment	Waste Management	Ny Requests and Orders	Additional information on emergencies	
	Buildings register			Accessibility statement		

Click Specialist Waste Removal tile:

UCL



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.

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C.	Home	Request collection of hazardous waste for disposal	CERHAGUCLACUK IN
# Home	Make a service request	* Repeater	My requests and orders
	Image: A constraint of the cons		Image: An and Angle
		Submit Cancel	

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

Please note that any issues you can contact:

Ishan Kundra ishan.kundra@mitie.com Chemist from Mitie contractor

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