Sustainability & Environmental Management Service Request Guide for:

- Pickup/Disposal of Electronics
- Pickup/Disposal of Furniture
- Pickup/Disposal of Light Bulbs and/or Other Miscellaneous Items
- Recycle or Shred Bin Replacements
- Other Environmental Health & Safety Requests

How to Submit a Sustainability or Environmental Management Service Requests:

1. Navigate to the Service Request Form: https://www.uml.edu/facilities/service-requests/form/

2. Scroll down the page and click the blue “Submit an Online Service Request” button. A new tab will open with the CAMIS work order portal.
3. A new tab will open in your browser. Enter your UML credentials to be logged into the CAMIS work order portal.

4. Within the “Request Central” panel, select the “EEM” category to be directed to the request form for Emergency & Environmental Management.
5. Complete the form, please be sure to include any relevant details in the request description such as
   - Location details, Timeframe/urgency for a request, If a location requires specific access,
   - Best time to coordinate service (if applicable)

   - Upload attachments as needed within the “Related Documents” field. A new window will pop up to include attachment.
6. Submit completed form

7. When we receive your submitted request, we will add it to our schedule and will contact you for any necessary scheduling or clarification. Our student team or vendor will then carry out the task.

8. When the task is completed, you will receive a notification that the service request is closed out.