FAX OR RETURN FORM TO:
Environment, Health & Safety
Hazardous Waste Section
Chemical Storage Building
North Campus
Phone: **645-6030**
Fax: 645-6100

REQUEST FOR HAZARDOUS WASTE DISPOSAL

EH&S USE ONLY

_____ Date Received

_____ Date Picked Up

Please print neatly. Fill out all information requested. Incomplete forms will be returned.

DEPARTMENT:	**PRINCIPAL INVESTIGATOR/SUPERVISOR:**	**PI/SUPERVISOR LOCATION:**	
DATE OF REQUEST:	**PERSON PREPARING FORM:**	**PHONE #:**	**FAX:**
LOCATION OF WASTE:			

IDENTIFICATION/DESCRIPTION OF WASTE CHEMICALS DO NOT USE "CHEMICAL STRUCTURES" (Please Print)	**(Please Indicate) SOLID LIQUID GAS**	**PH**	**NUMBER,SIZE AND TYPE OF CONTAINER (i.e., 3 x 4L bottle)**	**VOLUME OR WEIGHT IN CONTAINER (i.e., 1000 ml 850 gm, etc.)**	**TOTAL WEIGHT OF EACH WASTE TYPE IN POUNDS (lbs)**

SPECIAL NOTES OR HANDLING INSTRUCTIONS:

CERTIFICATION: I hereby declare that the identification/description of waste chemicals is accurate and complete to the best of my knowledge and that I have made every effort to minimize our waste streams.

SIGNATURE: _____ DATE:_____

Rev.04/13/10

GUIDELINES FOR CHEMICAL WASTE DISPOSAL

SECTION A PREPARING THE WASTE

1) **Separate Solids from Liquids.** All liquids must be free of solid material to facilitate consolidation, recycling and proper disposal. If solids cannot be separated from liquids the identification and quality of the solid must be listed on the "Request for Disposal" form. Every effort should be made to separate solids from liquids.
2) **Waste Consolidation.** Every effort must be made by the waste generator to consolidate same-type waste into as few containers as possible.
3) **Packaging the Waste.** Make sure containers are compatible with the materials inside. If not, transfer to a new container. The container must be leak free, have a tight screw cap and be clean on the outside. Containers must be no more that 90% full.
4) **Label the container.** Make sure the containers are labeled with; (1) the words "Hazardous Waste"; (2) a complete list of contents; (3) the date that the container was filled or date of the "Request for Disposal"; (4) the volume or weight; (5) the department and research group. The information on the label must agree with the information on the "Request for Disposal" form.
5) **Prepare Waste for transporting by EH&S. The waste is transported by an EH&S vehicle only.** Do not mix incompatible wastes.
6) **Fill out the "Request for Disposal" form as outlined in Section B**.

SECTION B FILLING OUT THE FORM

1) **Waste Generator Information.** All information on the upper part of the form must be completed. The certification at the bottom of the form must be signed and dated.
2) **Location of Waste.** Specify department, building, room number and location in the room where waste is located; i.e., Chemistry, Natural Sciences Building, Room 204, under the fume hood. All waste that is listed on one form must be in the same location.
3) **Identification/Description of Waste Chemicals.** List all components of the waste along with their volume (liquids) and/or weights (solids). Please use metric units, i.e., grams, kilograms, liters, and milliliters. Do not use chemical name abbreviations.
   ***Example 1*:** Write "1% lead nitrate in nitric acid" (not aqueous lead waste).
   ***Example 2*:** If several chemicals have been poured in one container, list the volume or weight of each component as follows; Acetone 1 liter, Hexane 500 ml, Methanol 1500 ml, etc. (Note: This mixture is considered one waste).
   ***Example 3*:** List all components by their specific, non-abbreviated chemical name and quality. Do not write common names such as "Zenkers solution."
   ***Example 4*:** Pesticides include both the common trade name and the chemical formula.
   ***Example 5*:** Write out name, such as Silver Nitrate; do not use chemical abbreviation, i.e. $AgNO_3$
4) **Designate the waste as being a Solid, Gas or Liquid**.
5) **PH.** For the proper handling and disposal of all wastes the PH is required.
6) **Number, Size and Type of container.** Number: How many of these size containers are there? Size: What is the maximum volume of the container?, i.e. 1 gal, 41 –5 gal, 5 kg, etc. Type of Container: What type is it? i.e. glass, poly or plastic, metal can, box, etc. Example: 4 x 41 glass bottles in a cardboard box.
7) **Volume or Weight in the Container.** Grams or kilograms for solids, liters or milliliters for liquids.
8) **Total Quantity of Each Waste in Pounds.** If you have 3 x 20-liter cans of Methylene Chloride, each containing 58.4 lbs., the total weight of 175.2 lbs. should be entered. These 3 cans are considered to be one waste. Furthermore, if you have one 20 liter can with 8 liters of Acetone (14 lbs.), 6 liters of Hexane (8.7 lbs.) and 5 liters of Ethylene (7.85 lbs.), the total waste weight to be entered would be 30.6 lbs.

SECTION C OTHER INFORMATION

The waste must be prepared for pickup before sending the Request for Disposal form to the volatile Chemical Storage Building, North Campus. The request will be processed and placed on a schedule as it arrives. The Request for Disposal form must be filled out as specifically as possible and be legible. **Improperly filled out forms will be returned.** If you have a request of special urgency, let us know so that you can get prompt attention. Fax your Request for Disposal form to 645-6100 or send via campus mail to **Environment, Health & Safety, Volatile Chemical Storage Building, North Campus.**

Waste Pickup Time: Hazardous waste pickups are made daily, if possible, according to scheduling. Any waste location access restrictions should be noted under the special notes/handling section.

SECTION D QUESTIONS

If you have questions, contact the **Hazardous Materials Manager at 645-6030**