

**Return Form To:**  
 Environmental Health & Safety  
 Clinton Center Room 207  
 Phone: 878-6128  
 Fax: 878-3030

**READ INSTRUCTIONS ON BACK BEFORE FILLING OUT**  
 Improperly or Inadequately Filled Out Forms Will be Returned

**EH&S Use Only**  
 \_\_\_\_\_ Date Received  
 \_\_\_\_\_ Date Picked-Up

## BSC HAZARDOUS WASTE REQUEST FOR DISPOSAL

Department:	Responsible Facility / Staff Member:	Building, Room, Phone:	Location of Waste:
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Identification / Description of Waste Chemicals	Solid Liquid Gas	pH	Number, Size and Type of Container i.e. 3x4L bottle	Volume or Weight in Container i.e. 1000ml / 850 gm

SPECIAL NOTES OR HANDLING INSTRUCTIONS:

GENERATORS CERTIFICATION: The undersigned hereby certifies that the above information is accurate and complete to the best of his/her knowledge and that the above named material is properly packaged, labeled and is in proper condition for transportation. No explosive, shock sensitive or extremely hazardous materials are listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GUIDELINES FOR WASTE DISPOSAL**

## SECTION A

- 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 than 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 or research group. The information on the label must agree with the information on the "Request for Disposal" form.
- 5] **Prepare Waste for Transporting.** 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, Science Building, Room 256, under the fume hood. All waste that is listed on the 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 weight (solids). Please use metric units, i.e. grams, kilograms, liters, 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, nonabbreviated chemical name and quality. Do not write common names such as "Zenkens 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<sub>3</sub>.
- 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 this size container are there. Size: What is the maximum volume of the container, i.e., 1000 ml, 4L, 5 kg, 100g etc. Type of Container: What type is it, i.e. glass, poly or plastic, metal can, box, etc. Example: 4 X 4L glass bottles in a cardboard box.
- 7] **Volume of Weight in the Container.** Grams or kilograms for solids, liters or milliliters for liquids.
- 8] **Waste Pickup Time.** Hazardous waste pickups are made according to scheduling. Any waste location access restrictions should be noted under the special notes/handling section.

## SECTION C OTHER INFORMATION

The waste must be prepared for pickup before sending the Request for Disposal form. 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 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 878-3030.

## SECTION D QUESTIONS

If you have questions contact the Office of Environmental Health & Safety at 878-6128.

(Revised 9/05)