

HAZARDOUS WASTE MANAGEMENT

RECORD LOCATION

Department: _____ Supervisor: _____

Building: _____ Room: _____

Mandate: This Record shall remain in the safety binder located at this location.

PURPOSE

Potentially Hazardous chemicals must be disposed of in accordance with federal and state regulations and procedures established by Department of Environmental Health and Safety (EHS). Your department may also have procedures that you are required to follow. Contact your supervisor, instructor or EHS before discarding of any potentially hazardous chemical.

GUIDELINES

To determine if the chemical you want to dispose, from your laboratory or work area, is a regulated hazardous waste, contact and consult EHS. All lab personnel must be familiar with the location and composition of all wastes produced and/or stored in the lab.

1. DO NOT mix incompatible wastes.
2. DO NOT accumulate more than 55 gallons of non-acute waste or more than one quart of acutely hazardous waste at this accumulation point.
3. Label the containers with their contents clearly.
4. Keep the containers closed when not adding waste.
5. Request a waste pickup when the container is about 70% full.
6. Inspect the waste accumulation area at least once a week for leaks, spills and condition of the container.

For disposal information, contact EHS at 8-3228 or 8-3224 or request waste pickup for disposal purpose at http://www.smu.edu/riskmgmt/hazardous/disposal_form.asp. Waste chemicals must not be placed or left for removal in hallways.

Disposal of radioactive materials require special procedures. Contact EHS before proceeding.

For assistance, refer to the instructions for completing the web-based pickup request form.

INSTRUCTIONS

1. The Requester is the person who is responsible for the generation of the waste(s). The Requester must provide the following information:
 - a. Their name;
 - b. Their department/affiliation;
 - c. The date of the request;
 - d. The building location where the waste is generated;
 - e. The room or lab number where the waste is presently stored; and
 - f. A telephone number where the Requester can be contacted.
2. The Requester must complete each part of the waste identification section. If additional pages are required, the Requester must indicate the total number of pages included in the request.
3. Name of Chemical(s) - the correct chemical name or names shall be written on the request form and all container labels. Chemical formulas and trade names are not acceptable. Example - Methylene Chloride, not CH₂ Cl₂. If available, include the Chemical Abstracts Service (CAS) registry number. Example - Methylene Chloride CAS No. 75-09-2.

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4. For mixtures of liquids, all constituents must be listed on the request form and the container labels. The total percentage of constituent must equal 100%. Solutions of solids or gases in liquids must be expressed in concentrations of either weight percent, molarity (moles per liter), or normality (equivalents/liter).
5. Identify the total quantity of the waste material and include the unit of measure (UOM) such as grams, ml, liter, gallon, pound, etc.
6. List each hazard code known for the waste materials. For waste mixtures, list the primary (most significant) hazard codes.
 - a. Corrosive
 - b. Flammable
 - c. Reactive
 - d. Toxic
7. Any request form that is incomplete will be returned to the Requester with any deficiencies identified.
8. All containers must be properly labeled and identify the chemical name or names, and must identify all known hazards. Containers that are not properly labeled will not be pickup.