



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.

Submit form to EHS via email at EHS. dnesterenko@caspercollege.edu or intercampus mail

Your Name (print) _____

Phone #: _____

Location of waste containers: Building name and space #: _____ Location of waste containers within room: _____

NOTICE: There may be a charge to you or your department for actual disposal costs of hazardous waste.

IDENTIFICATION/DESCRIPTION OF WASTE CHEMICALS DO NOT USE "CHEMICAL STRUCTURES" (Please Print)	# of cont.	cont. size	net amt. in cont.	physical state (S, L, G)	contaminants present

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: _____

Instructions for Casper College Campus Chemical Waste Disposal Form

1. General Chemical Waste Disposal Guidelines

- a. Chemical waste should be collected inside an empty chemical reagent container which is: chemically compatible, in good condition and has a securely fitting lid.
- b. Properly label the chemical waste container with a Chemical Waste label as soon as the first drop of waste has been added to the waste container.
- c. Do not fill liquid chemical waste containers completely full. Leave an air gap of at least 5-10 percent in the container to allow for expansion of the liquid at elevated temperatures.
- d. Chemical waste containers must be kept closed at all times except when adding or removing waste.
- e. Chemical waste containers will not be picked up if they are leaking, have improper lids, are completely full, or if the outside of the container is grossly contaminated. Transfer chemical waste to a suitable container whenever necessary.
- f. Segregate solid debris (pipette tips) from liquid waste containers whenever practical. All liquids must be free of solid debris in order to facilitate the bulking of waste solvents.
- g. Segregate sharps, hypodermics, razors, and needles and collect them in red plastic sharps bucket. Discard full sharps buckets by locking the lid and placing them into the plastic biohazard tub lined with a red bag.
- h. Segregate trace contaminated wastes from concentrated waste products whenever practical. Trace contaminated solid wastes which are extremely toxic or carcinogenic should be collected in a sealed plastic bucket or clear plastic bag. Label each waste container with a Chemical Waste label.
- i. You must inspect all of your chemical waste containers once a week for leaks. Transfer the chemical waste from leaking containers immediately to another empty reagent container in good condition.

2. Completing the EHS Chemical Waste Disposal Form

- a. Fill out the Chemical Waste Disposal Form completely for routine chemical waste pickups from the laboratory. Call x 2050 to set up an appointment to have the chemical reagent containers picked up.
- b. **Chemical name.** Write out the complete chemical name. List all components found in the waste container along with their concentration in percentage by weight or volume. For containers missing labels or unknown / orphan wastes, read section (i) below. Call x2050 for assistance with unknowns. For pure materials, write "100 %" for the concentration. For chemical mixtures, write the percent concentration for each component present. For trace contaminated wastes, write "trace" for the concentration.
- c. **# of cont.** Write the total number of containers associated with the chemical name in the previous column.
- d. **cont. size.** Write in the size of the container NOT the amount of material in the container.
- e. **net amt. in cont.** Write in the actual amount of material in the container as opposed to the actual container size.
- f. **Physical state.** Indicate the physical state of the chemical waste: solid (S), liquid (L), or gas (G).
- g. **Contaminants present** Indicate if the chemical waste container has any of the following: radioactive isotopes, infectious materials, or any other significant contaminants. If the chemical waste does not contain any contaminants write "none".
- h. **Empty chemical reagent containers** must be collected in the laboratory and picked up by EHS for disposal. Write "empty containers" under chemical name, number of containers under percent concentration, and sizes of the containers under total volume. Provide a rough estimate of the number of containers present. A chemical reagent container is considered legally empty when the entire product has been removed by normal pouring or scraping; except for empty P-coded containers which must be triple rinsed (collect and dispose of rinsate as "hazardous waste").
- i. **Unknown chemicals** cannot be disposed until they have been properly identified. Attempt to contact the researchers who may have generated the unknown in the past. EHS may charge additional laboratory tests if necessary.