

PROCEDURES FOR DISPOSING OF WASTE CHEMICALS

1. **All containers submitted for disposal must be clearly labeled with the following information:**
The complete chemical name(s) of all waste in the container; or product name if an MSDS is either submitted or available to EHS.
A correctly completed EHS waste tag will fill this requirement.
2. All containers must be in good condition without leaks, the outside of the container must be free from contamination and lids or covers must be securely in place.
3. **Original containers should be used whenever possible.** However, if these are not available, the following rules apply:
 - a. If possible, collect waste in containers no larger than one gallon or four liters.
 - b. Never fill any container of liquid completely full. For a one-gallon bottle, allow at least two inches of free air space at the top of the containers to prevent pressure build-up.
 - c. Dry materials contaminated with chemicals (paper, rags, towels, wipes, or spill contaminated materials) must be double-bagged in heavy-duty plastic bags. Tape all containers of chemically-contaminated dry materials securely shut and label the outside of any container clearly with descriptions of its contents and the chemical contaminants. Biologically contaminated glassware and "sharps" should be placed into appropriate "sharps" containers (available from EHS, Laboratory Safety Division, 471-3511).
 - d. If you are packing glass containers for disposal, they must be placed in a well-padded box to prevent bumping and breakage. Please reuse original boxes when possible, if none are available, call 471-3511.
 - e. If you produce a larger volume of a waste, you may request five or thirty gallon containers from EHS, 471-3511.
 - f. Every item in the box must be tagged as described above and inventoried on a Request for Disposal (RFD) form, per the following instructions:

Name - Name for the individual responsible for supervising the process of generating the waste. Must be a UT employee.

Department - Name of department generating the waste.

Mail Code - 5-digit code for campus mail.

Phone Number - Phone number of person to contact regarding waste pick-up.

Alternate Contact - Name of individual to contact if primary contact is not available.

Location of Pick-up - Building and room number where the waste is located. Use official 3-letter designation for building.

Tag Number - Number that is pre-printed on the tag and corresponds to the waste that is described on the form.

Contents - Specific, full chemical name, no formulas or abbreviations. Product names or trade names are acceptable if manufacturer's name and address or a material safety data sheet can be supplied with the material. Vague statements such as "hydrocarbons," "organic waste," "various salts of..." make it impossible to comply with EPA treatment standards and will delay the pickup until sufficiently detailed information is submitted to EHS.

Percentage % - Percentage of the total volume to which each chemical amount is equal (percentage for each tag number should add up to 100%).

Amount - Total volume or weight of the chemical in the container.

Size of Container - Indicate size of container, such as "500 mL", "4 Liter", etc.

Container Is - Indicate P (plastic), G (glass), or M (metal).

Physical State - Indicate if the material is a solid (S), liquid (L), or a gas (G).

Signature - Signature of individual responsible for supervising the process of generating the waste, stating that the materials listed are fully and accurately described and are packaged and labeled according to EHS procedures. Must be a UT employee (e.g. faculty, staff, TA, or RA). Do not list more than one tag number per line.

4. To request pick-up of your waste chemicals send in the properly filled out RFD to:

Environmental Health and Safety

Service Building, Room 202

Campus Mail Code: C2600 FAX: 471-6918

Additional "Request for Disposal" forms may be obtained by calling Environmental Health and Safety, 471-3511.

Note: Our objective is to pick up your waste within five working days of the receipt of a correctly completed RFD.