(EHS USE ONLY)

date recv'd _____

date picked up _____

picked up by _____

READ GUIDELINES FOR WASTE DISPOSAL BEFORE FILLING OUT

REQUEST FOR DISPOSAL

RETURN FORM TO:

Environmental Health and Safety Department
Box 22
(318) 257-2120

DEPARTMENT: _____ RESPONSIBLE FACULTY OR STAFF MEMBER: _____ BUILDING, OFFICE and PHONE: _____

DATE OF REQUEST: _____ PERSON PREPARING FORM: _____ BUILDING, OFFICE and PHONE: _____

LOCATION OF WASTE: _____

(EHS use only) Item number	IDENTIFICATION/DESCRIPTION OF WASTE CHEMICALS	SOLID LIQUID GAS	pH	NUMBER, SIZE, & TYPE OF CONTAINER (ex. 3 x 1 L Bottle)	VOLUME OR WEIGHT IN CONTAINER (ex. 750 ml in each bottle)	TOTAL WEIGHT OF EACH WASTE TYPE IN POUNDS (lbs)	(EHS use) DOT/EPA
DRAW A LINE BETWEEN WASTE TYPES							

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 a reasonable effort to detoxify and/or recycle this material. Signed _____ Date _____

GUIDELINES FOR WASTE DISPOSAL

WASTE CHEMICAL PREPARATION

1. DETERMINE IF YOU CAN NEUTRALIZE, OR RECYCLE THE WASTE YOURSELF. If so, there is no need to fill out this form. If you have opened chemicals that are uncontaminated and in a usable form you should find another user. This will avoid the cost of disposal and the cost to the other user of buying new chemicals. For more information call the Environmental Health and Safety Department (EHS) at 257-2120.
2. PACKAGE THE WASTE. Make sure containers are compatible with the materials inside. If not, transfer to a new container. Containers must be leak free, have a tight cap, and be clean on the outside. If they are not they must be transferred to a new container. Containers must be no more than 90% full.
3. Label the container using a completed Louisiana Tech University HAZARDOUS WASTE IDENTIFICATION TAG (available from EHS).
4. Fill out the REQUEST FOR DISPOSAL FORM as outlined in the following section.

FILLING OUT THE REQUEST FOR DISPOSAL FORM

1. WASTE GENERATOR INFORMATION. All information on upper part of form must be completed. The certification at the bottom of the form must be signed and dated.
2. LOCATION OF WASTE. Specify building using campus map designations. Specify the room and the location within the room where the waste can be found. Example - Carson Taylor 312, under hood, or Bogard Hall 103, chemical storage closet. All wastes listed on one form must be in the same general 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, milliliters. Do not use chemical name abbreviations.
   EXAMPLE 1: Do not write "aqueous lead waste," write "1000 ppm lead nitrate in dilute nitric acid."
   EXAMPLE 2: If several chemicals have been poured in one container, list the volume or weight of each component as follows: Acetone - 1 L, Hexane - 500 mL, Methanol - 250 mL, etc. (NOTE: this mixture is considered one waste). The identification and quantity of any solids present in liquid waste must also be listed if it cannot be separated.
   EXAMPLE 3: If a trade name such as "Datagraphix First Developer, Auto 2" is all the information available, you must contact the supplier and request a Material Safety Data Sheet (MSDS) that includes disposal instructions. Include the MSDS with your Request for Disposal form.
   EXAMPLE 4: Do not write common names such as "Zenker's solution" on the Request for Disposal form. List all components by their specific, non-abbreviated, chemical name and quality. Use abbreviations only if they provide additional information.
   EXAMPLE 5: Pesticides--Include both the common trade name and the chemical formula. The chemical formula may be listed on a separate sheet of paper and attached to the form.
   EXAMPLE 6: Do not use chemical abbreviations such as $AgNO_3$, write out the complete name, silver nitrate.
4. DESIGNATE THE WASTE AS BEING A SOLID, LIQUID, OR GAS.
5. For the proper handling and disposal of all wastes, the pH is requested. The use of pH paper is adequate.
6. NUMBER, SIZE, & TYPE OF CONTAINER. NUMBER - How many of this type container are there? SIZE - What is the maximum volume of the container? (Ex. 1 gal., 4 L, 5 gal., 20 L). TYPE - What type of container is it? (Ex. - Glass bottle, can, or plastic container). Example: 3 x 500 ml glass bottles. Metric units are preferred.
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 ethyl ether (7.85 lbs), the total waste weight to be entered would be 30.6 lbs. 20 grams of dry chemical would be entered as 0.04 lbs.
9. WASTE PICKUP RESTRICTIONS. Any waste location access restrictions should be noted under SPECIAL NOTES OR HANDLING INSTRUCTIONS.

OTHER INFORMATION

Request for Disposal forms will be processed and placed on a schedule as they arrive at the Environmental Health and Safety Department. Pickup can be expected within two weeks. The Request for Disposal form must be filled out accurately and legibly. Improperly filled out forms will be returned.

QUESTIONS

Contact the Environmental Health and Safety Department at 257-2120.