

Fax, Scan, or Mail Form to:
 Environmental, Health & Safety
 P.O. Box 6909
 Phone: 831-7791
 Fax: 831-5964
 Email: aboruchowitz@radford.edu



REQUEST FOR HAZARDOUS WASTE DISPOSAL

Department:		Name of Person Preparing Form:			
Date of Request:	Phone Number:	Location of Waste (Building and Room Number):			
Identification/Description of Waste Chemicals Do Not Use "Chemical Structures" (Please Print)	(Please Indicate) SOLID LIQUID GAS	pH	Number, Size, and Type of Container (i.e., 3 x 4L bottle)	Volume or Weight in Container (i.e., 1000 mL, 850 g, etc.)	Total Weight of Each Waste Type In Pounds (lbs.)

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. **Note: Incomplete forms will be returned.**

Signature:

Date:

Guidelines for Chemical Waste Disposal

Preparing the Waste

- 1) **Separate solids from liquids.** All liquids must be free of solid material. 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 waste 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.
- 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. The information on the label must agree with the information on the "Request for Disposal" form.
- 5) **Prepare Waste for Transport.** The waste shall be transported in an EHS vehicle only. Do not mix incompatible waste.
- 6) **Fill Out the Request Form as Outlined Below.**

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 the waste is located (i.e. Curie Hall, Room 335, under the fume hood). All waste that is listed on one form must be in the same location.
- 3) **Identification/Description of Waste Chemicals.** List all components of the waste along with their volumes (liquids) and/or weights (solids). Please use metric units, i.e. grams, kilograms, milliliters, and liters. Do not use chemical name abbreviations. If a waste is a mixture be sure to identify each component and the volume it represents within the single waste.
- 4) **Designate the waste as being Solid, Liquid, or Gas.**
- 5) **pH.** For proper handling, transport, and disposal, the pH is required.
- 6) **Number, Size, and Type of Container.** Number: How many of these size containers are there? Size: What is the maximum volume of the container? Type of Container: What type is it? (i.e. glass, poly, metal box) Example: 3x4L glass bottles in cardboard box.
- 7) **Volume or Weight in Container.** Grams or kilograms for solids, liters or milliliters for liquids.
- 8) **Total Quantity of Each Waste in Pounds.** If you have 3 x 4-liter bottles of Isopropanol, each containing 8.4 lbs., the total weight of 25.2 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 Ethylene (7.85 lbs.), the total waste weight to be entered would be 30.6 lbs.

Other Information

The waste must be prepared for pickup before sending the Request for Disposal form to EHS. 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 be 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 831-5964 or send via campus mail to **Environmental Health and Safety, P.O. Box 6909.**

Waste Pickup Time: Hazardous waste pickups are made as soon as is possible, dependent on scheduling. Any waste location access restrictions should be noted under the special notes/handling section. If you have any question please contact EHS at 831-7791.