

# HAZARDOUS WASTE

1. Identify your waste stream.
2. Select a container for waste collection, ensuring that the container is appropriate for the waste stream. The waste must not weaken or destroy the container, and the container must have a sealable lid.
3. Place a yellow/orange hazardous waste sticker on the container. Write a description of the type of waste to be collected (organic solvents, aqueous acids, etc.). Write the date you begin to accumulate hazardous waste on the sticker.
4. Place the collection container into a secondary containment device; this is a tray or dish to collect spills or leaks. The secondary container must be able to contain the volume of the primary container.
5. Select a location for the container and secondary containment device where it can be easily accessed, but is not likely to be knocked over. If needed, store the waste in a chemical fume hood or in a cabinet.
6. Transfer waste to the container, using a funnel to reduce spills. Ensure that the waste put into the container will not undergo further reaction causing hazardous pressurization of the container.
7. The cap must be used to seal the waste container, except when the container is actively being filled.
8. Keep a list of chemicals that are added to the waste container. You can keep the list directly on the yellow/orange sticker. Or you can keep the list elsewhere to be added to the sticker, or attached to the container, when the container is full.
9. When the container is full you must request that the waste be removed from your lab.
  - Waste containers must be removed when they are full.
  - During the semi-annual pick-ups occurring in December and June, all waste containers must be removed from the lab, including partially full containers.
  - For waste removal to occur, you must:
    - a) Complete the information on the yellow/orange sticker.
    - b) Complete the online Chemical Waste Disposal form:  
[http://www.ohio.edu/ehs/docs/chemwaste\\_form.xls](http://www.ohio.edu/ehs/docs/chemwaste_form.xls)
    - c) Email or send the completed form to the Hazardous Materials Manager.
    - d) The Hazardous Materials manager will pick-up the waste from your area, and store it in an accumulation area until it can be removed from campus by hazardous waste contractors.

Being as complete as possible in identifying the waste on the sticker and forms helps to:

1. Ensure the Hazardous Materials Manager handles the waste properly.
2. Allow the disposal company to properly handle the material, recycle it when possible and treat it when necessary.
3. Keep costs down. Any unidentified waste must be tested prior to treatment.

Department of Environmental  
Health and Safety  
204 Hudson Health Center  
Athens, Ohio 45701  
(740) 593-1666

Hazardous Materials Manager  
210 Hudson Health Center  
Athens, Ohio 45701  
(740) 593-1663

## When to Dispose of Chemicals?

- If the chemical is not wanted.
- If the expiration date on the container has passed.
- If the chemical has a change (separated, formed crystals, changed color, etc.) such that the chemical can no longer be used for its intended purpose.

To dispose of the chemicals please:

- Label the container clearly and accurately with a yellow/orange hazardous waste label. Include the hazard information and the date.
- Store the hazardous waste as outlined on the other side of this sheet.
- Request that the Hazardous Materials Manager pick-up the waste. Use the same forms as outlined on the other side of this sheet.

### **If the EPA inspects for hazardous waste in your lab, what will they be looking for?**

► If any outside agency asks to inspect your lab:

ask the agency to wait until there is an EHS representative, and call EHS at 593-1666. ◀

- Do you know what hazardous waste you generate?
- Have the following been posted by the telephone?
  - Name and telephone number of emergency coordinator (OUPD 593-1911 & EHS 593-1666)
  - Location of fire and spill control equipment
  - Telephone number of local fire department (911)
- Are employees familiar with waste handling and emergency procedures?
- Are steps taken to minimize the possibility of fire, explosion, or any unplanned release of hazardous waste?
- For your waste storage areas (also called satellite accumulation areas)
  - Are they near the point of generation?
  - Are they under the control of the waste generator?
  - Do they have closed containers that are compatible with their contents and well maintained?
  - Are the containers marked with the words “hazardous waste” and other words identifying the contents?
  - Containers handled in a manner to prevent rupture or leakage?
- Is the start of accumulation date on the container?