

Section 10

Hazardous Waste Program

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Insert the following:

- Chemical Waste Poster
- Hazardous Waste/Surplus Chemical Collection Form

Chemical Waste Management

Federal and state laws require proper disposal of chemical wastes. This includes single chemicals, mixtures, out of date chemicals, spill debris or used containers. The office of Environmental Health and Safety (EHS) manages hazardous waste disposal at Western. Check the EHS web site at <http://www.wvu.edu/depts/ehs> for further information on hazardous materials safety and management or contact us as above.

To Dispose of Chemical Waste:

1. **Put** waste only in containers with lids. **Check** for good condition.
2. **Label** each container as soon as waste is added.
3. **Obtain** a *Chemical Collection Request Form* from EHS and complete it legibly and fully.
4. **Mail** or **fax** the *Chemical Collection Request Form* to EHS when you are ready to have the waste picked up (MS9070 / fax 6514).

Collection of wastes:

- Combine **only** compatible chemicals. Keep mercury separate from other waste streams.
- Accumulate waste in chemically compatible containers with tight fitting caps.
- Package solid debris in **yellow** hazardous waste bags. Never use red or orange biohazard bags.
- Keep the exterior of containers clean. Protect them from contamination or deterioration.
- Close containers tightly to prevent evaporation or spills.
- Provide adequate head space for expansion.
- Segregate containers by waste type.
- Use secondary containment (e.g. plastic tubs or dishpans).
- Store wastes in designated chemical cabinets or locations.
- Do not leave wastes unlocked and unattended.
- Store flammable wastes in a flammable storage cabinet.
- Never** store full waste containers for more than 90 days.
- Wash and recycle or dispose of empty chemical containers in the trash. If the chemical was extremely hazardous, triple-rinse the container and treat the rinse water as a chemical waste. If unsure, call EHS before disposing of any chemical or container.

Labeling:

- Call EHS (ext. 3064) for waste labels and *Chemical Collection Request Forms*.
- As soon as waste is added, label each container with an EHS waste label. Be complete and legible. Have or get an understanding of the chemical characteristics of the waste and the processes used to generate the waste. List all chemicals in the container, including solvents and water, by full name, not by abbreviation, initials or chemical formula. Include their approximate proportions, which should add up to 100%. If the proportions are unknown, indicate that the container holds a mixture and identify the components.
- Remove or thoroughly obscure old container labels.
- Consult Material Safety Data Sheets (MSDS) for information on chemical characteristics and proper waste disposal.

Hazardous Waste/Surplus Chemical Collection Request Form

WWU Environmental Health & Safety Office

Label each container. Place hazardous waste labels on waste containers only. Please complete this form and return to the Environmental Health & Safety office, MS 9070. Fax is 650-6514. Call 650-3064 if you have any questions. E-mail: EHS@wwu.edu

Department	Building/Room Number	Telephone	Date
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I hereby certify that all materials referenced below are fully and accurately described, packaged, and labeled according to the procedures of the Western Washington University Chemical Waste Management Sheet. Information on the web at <http://www.wwu.edu/depts/ehs>

Name (Please Print)	Signature
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					EHS OFFICE USE ONLY						
Chemical Mixture/Composition	Number of Containers	Type/Size of Container	Amt. of Waste in Container	State (S/L/G)	Container No.	HW Codes	Hazard Info/Notes	Gross Weight	Packaging/Storage	Entered	Picked up

Form Rc'd _____

Chemicals picked up: Name _____ Date _____

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