

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 on the Request for Hazardous Waste Disposal Form.**

Chemical Waste Disposal Golden Rules

- 1) Provide a secondary container for waste collection containers.
- 2) Keep waste containers closed at all times except when adding or removing waste.
- 3) Position containers so that waste labels are visible (face forward).
- 4) Place supplied "Hazardous Waste" labels on all waste containers and indicate the contents and the nature of the hazard.
- 5) Maintain ten percent free space in waste containers to allow for expansion.
- 6) Submit the completed Request for Hazardous Waste Disposal Form to EHS when the containers are full (90%).
- 7) Attend and document all annual training for all persons generating hazardous wastes.
- 8) Conduct weekly inspections of hazardous waste collection area and maintain an inspection log.
- 9) Post the name and phone numbers for responsible person to contact 24 hours a day in case of an emergency.
- 10) Use only collection containers that are capable of safely storing the waste and that are in good condition.