**To Submit:** Email completed form to [[ehs@usd.edu](mailto:ehs@usd.edu)](mailto:ehs@usd.edu). Pickup **will be completed within 2 weeks of receipt of this form by Environmental Health and Safety (EHS).**

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| --- | --- | --- |
| Name | Phone | PI: |

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| Location of waste containers (building name, lab number, location within the room): |

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| --- | --- | --- | --- | --- |
| **Chemical name and Concentration**  **(Do not abbreviate)** | **Container Size** | **Number of Containers** | **Net amount in container** | **Physical state**  **(S, L, G)** |
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| Signature | Date |

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| Date received by EHS: | Date of pick up: |

**Instructions for USD Chemical Waste Disposal Request**

**General Guidelines**

* Collect chemical waste in an empty chemical reagent container which is chemically compatible, in good condition and has a securely fitting lid. Properly label the container with a Hazardous Waste label as soon as the first drop of waste has been added.
* Request Hazardous Waste labels from EHS by email.
* Fill containers to no more than 90 percent capacity to allow for expansion of the liquid at elevated temperatures.
* Keep chemical waste container closed at all times except when adding or removing waste.
* Chemical waste containers will not be picked up if they are leaking, have improper lids, are completely full, or if the outside of the container is grossly contaminated. Transfer chemical waste to a suitable container whenever necessary.
* Segregate solid debris (pipette tips) from liquid waste containers whenever practical. All liquids must be free of solid debris in order to facilitate the bulking of waste solvents.
* Segregate sharps, hypodermics, razors, and needles and collect them in red plastic sharps bucket. Discard full sharps buckets by locking the lid and placing them into the plastic biohazard tub lined with a red bag.
* Segregate trace contaminated wastes from concentrated waste products whenever practical. Trace contaminated solid wastes which are extremely toxic or carcinogenic must be collected in a sealed plastic bucket or clear plastic bag. Apply a Hazardous Waste label to the outside of each container.
* Inspection of all of chemical waste containers is required once a week to detect leaks. Chemical waste must be transferred from leaking containers immediately to another empty reagent container in good condition. Weekly inspections must be documented on the Satellite Accumulation Area Inspection Log.

**Completing the Chemical Waste Disposal Request**

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* **Chemical Name:** Enter the complete chemical name. List all components found in the waste container, along with the concentration in percentage by weight or volume.
* **Number of Containers:** Enter the total number of containers associated with the chemical name in the previous column.
* **Container Size:** Enter the container size, NOT the amount of material in the container.
* **Net Amount in Container:** Enter the amount of material in the container, NOT the container size.
* **Physical State:** Indicate the physical state of the chemical waste: solid (S), liquid (L), or gas (G).
* **Contaminants Present:** Indicate the presence of radioactive isotopes, infectious materials, or any other significant contaminants. If none are present, write “None”.
* **Unknown or unlabeled chemicals** will not be collected until laboratory staff has determined chemical contents. The purpose of this safeguard is to prevent incompatible materials from being combined during the hazardous waste bulking process. We will assist you with identifying the chemical.

**Waste pickup scheduling.** Email the completed form to [[ehs@usd.edu](mailto:ehs@usd.edu)](mailto:ehs@usd.edu). Note any time or access restrictions in the email.