

Guidelines for Hazardous Waste Disposal

Department of Public Safety

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Waste must be prepared for pickup before sending the Request for Disposal form to Department of Public Safety. Requests will be processed and placed on a schedule as they arrive. The Request for Disposal form must be filled out as specifically and legibly as possible.

Preparing the Waste

- **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.
- **Waste consolidation:** Every effort must be made by the waste generator to consolidate same-type waste into as few containers as possible.
- **Packaging the waste:** Make sure containers are compatible with the waste inside. If not, transfer to a compatible container. The container must be leak-free, have a tightly screwed cap, and be clean on the outside.
- **Label the container:** Make sure the containers are labeled with:
 - the words "Hazardous Waste"
 - a complete list of contents
 - the date that the container was filled or date of the "Request for Disposal"
 - the volume or weight
 - the department.

The information on the label must agree with the information on the "Request for Disposal" form.

- **Prepare waste for transport:** The waste shall be transported in an approved vendor or DPS vehicles only. Do not mix incompatible waste.
- Fill Out the Request Form as Outlined Below.

Filling Out the Form

- **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.
- **Location of waste:** Specify, department, building, room number, and location in the room where the waste is located (i.e. Roosevelt Hall, Room 235, Temporary Storage Room). All waste that is listed on one form must be in the same location.
- **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.
- **Designate the waste as being solid, liquid or gas.**
- **Proper handling:** Listing proper handling, transport, and disposal, is required.
- **Number, size and type of container:** How many of these size containers are there? What is the maximum volume of the container? What type is it? (i.e. glass, poly, metal box) Example: 3 x 4-liter glass bottles in cardboard box. No waste containers or containers with waste shall be filled beyond 90% of their capacity.
- **Volume or weight in container:** Grams or kilograms for solids, liters or milliliters for liquids.
- **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 three cans are considered to be one entry. Furthermore, if you have one 20-liter can with eight liters of Acetone (14 lbs.), six liters of Hexane (8.7 lbs.) and five liters of Ethylene (7.85 lbs.), The total waste weight to be entered would be 30.6 lbs.
- **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 a request of special urgency, contact the Department of Public Safety for prompt attention.