REQUEST FOR HAZARDOUS WASTE DISPOSAL

Please print neatly. Fill out all information requested. Incomplete forms will be returned.

RESPONSIBLE PERSON:	**COURSE NUMBER (if applicable):**	**CONTACT LOCATION:**
DATE OF REQUEST:	**LOCATION OF WASTE:**	

IDENTIFICATION/DESCRIPTION OF WASTE CHEMICALS DO NOT USE "CHEMICAL STRUCTURES" (Please Print)	**WASTE TYPE (Solid, Liquid or Gas)**	**CONTAINER IDENTIFIER**	**NUMBER of CONTAINERS**	**SIZE AND TYPE OF CONTAINER (e.g. 4 liter, 250 ml, 5 gal, box, etc.)**	**VOLUME or WEIGHT in CONTAINER (e.g. 100 ml, 850 gm, etc.)**

SPECIAL NOTES OR HANDLING INSTRUCTIONS:

CERTIFICATION: I hereby declare that the identification/description of waste chemicals is accurate and complete to the best of my knowledge and that I have made every effort to minimize our waste streams.

SIGNATURE: _____ DATE:_____

GUIDELINES FOR CHEMICAL WASTE DISPOSAL

SECTION A PREPARING THE WASTE

1) **Separate Liquids from Solids:** Wherever possible, liquids must be separated from solids and placed in separate containers. If solids cannot be separated from liquids, this must be noted on the form.
2) **Waste Consolidation.** Make an effort consolidate multiple containers of the same waste type.
3) **Packaging the Waste.** Make sure containers are compatible with the materials 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. Containers must be no more that 90% full.
4) **Label the container.** Label the container: Put a UTC Hazardous Waste label on the bottle. Please ensure that it is completely filled out and legible. PDF copies of this form may be found on the department server.
5) **Fill out the "Request for Disposal" form as outlined in Section B**.

SECTION B FILLING OUT THE FORM

1) **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.
2) **Location of Waste.** Specify the room and location in the room (e.g. Rm 406 Hood B...)
3) **Identification/Description of Waste Chemicals.** List all components of the waste along with their volume (liquids) and/or weights (solids). Please use metric units, i.e., grams, kilograms, liters, and milliliters. Do not use chemical name abbreviations.

   ***Example 1*:** Write 5% sodium azide in water (not aqueous sodium azide)
   ***Example 2*:** If several chemicals have been poured in one container, list the volume or weight of each component as follows; Acetone 1 liter, Hexane 500 ml, Methanol 1500 ml, etc. (Note: This mixture is considered one waste).
   ***Example 3*:** List all components by their specific, non-abbreviated chemical name and quality. Do not write common names such as "Zenkers solution."
   ***Example 4*:** Write out name, such as Silver Nitratez do not use chemical abbreviation, i.e. $AgNO_3$

4) **Designate the waste as being a Solid, Gas or Liquid**.
5) **Container identifier:** Please label each individual container (A, B, C...) to facilitate identification
6) **Number, Size & Type of Container:** Number – the number of these size containers. Size: The maximum volume of the container, e.g. 1 gal, 4--liter, 5 gal, 5 kg, etc. Type of Container: Glass, poly or plastic, metal can, box, etc. Example: 4 x 41 glass bottles in a cardboard box.
7) **Volume or Weight in Container.** Grams or kilograms for solids;; liters or milliliters for liquids.

SECTION C OTHER INFORMATION

The waste must be prepared for pickup prior to submitting the Request for Hazardous Waste Disposal form. Please email completed forms to chem_orders@utc.edu

Waste Pickup Time: Hazardous waste pickups are made daily wherever possible according to scheduling. Any waste location access restrictions or other relevant information should be noted under the special notes or handling instructions.

SECTION D QUESTIONS

If you have questions, contact the **Lab Coordinator at 425-4142**