



Guidance Note: Chemical Waste Disposal Procedure

March 2007

HSD – HWG - 008

This information is for your internal use and as a way of providing consistent information. There is no response required.

Chemical Waste Disposal Procedure

The UCDHSC EH&S Hazardous Materials Program is responsible for picking up chemical waste containers from the laboratory. Researchers need to submit a completed “UCDHSC Chemical Waste Disposal Form” through campus mail (C-275 at the 9th avenue campus or F-484 at the Anschutz Medical Campus), or electronically (magan.kotecha@uchsc.edu at the 9th avenue campus, or carissa.gipe@uchsc.edu at the Anschutz Medical Campus).

Routine chemical wastes are usually picked up from the laboratory by EH&S personnel within 14 working days after EH&S receives the UCDHSC Chemical Waste Disposal Form. A copy of the form and instructions for completing the form are attached to this guidance note. Make sure that you read the instructions prior to completing the form.

Researchers are responsible for certifying on the “contaminants” column on the waste form whether their chemical waste containers contain any infectious agents, radioactive isotopes, heavy metals or other materials. If your waste containers do not have any contaminants present, write “none” under the contaminants column of the waste form.

EH&S is responsible for picking up all empty chemical reagent containers from laboratories that previously held a hazardous material. Read the instructions in section 2(g) and/or 3(g) for requesting empty chemical reagent containers to be removed from the laboratory.

Whenever researchers have large numbers of chemical reagent containers to be picked up – greater than 25 - it will not be necessary to submit the UCDHSC Chemical Waste Disposal Form to EH&S. For large chemical cleanouts, call 303 315-5661 at the 9th avenue campus or 303 724-0127 at the Anschutz Medical Campus to set up an appointment to have the chemicals removed from the laboratory.

UCDHSC 9TH AVE. CAMPUS CHEMICAL WASTE DISPOSAL FORM

Environmental Health and Safety Department, Office of the Assistant Vice Chancellor for Regulatory Compliance

Read the instructions carefully before completing the form and if you need further assistance, call (303) 315-5661. Once submitted, allow 2 weeks for pickup. Submit form via intercampus mail to: Chemical Waste Pickup, Box C-275 or electronically to

magan.kotecha@uchsc.edu

Your Name (print) _____ Phone #: _____ Box #: _____

Your Signature: _____ Date: _____

Name of Principal Investigator: _____ Phone #: _____ Department: _____

Location of waste containers: Building name and Room #: _____

Location of waste containers within room: _____

					EH&S USE ONLY	
Chemical name (no abbreviations)	Percent Conc.	Total volume (L, ml, Kg, g)	Physical State (S, L, G)	Contaminants present	HC	RCRA
Draw a line across the form for each container of chemical waste.						

Comments:

Date Form received by EH&S : _____ Date waste picked up: _____

UCDHSC ANSCHUTZ MEDICAL CAMPUS CHEMICAL WASTE DISPOSAL FORM

Environmental Health and Safety Department, Office of the Assistant Vice Chancellor for Regulatory Compliance

Read the instructions carefully before completing the form and if you need further assistance, call (303) 724-0127. Once submitted, allow 2 weeks for pickup. Submit form via intercampus mail to: Chemical Waste Pickup, Box F-484 or electronically to carissa.gipe@uchsc.edu

Your Name (print) _____ Phone #: _____ Box #: _____

Your Signature: _____ Date: _____

Name of Principal Investigator: _____ Phone #: _____ Department: _____

Location of waste containers: Building name and space #: _____

Location of waste containers within room: _____

					EH&S USE ONLY	
Chemical name (no abbreviations)	Percent Conc.	Total volume (L, ml, Kg, g)	Physical State (S, L, G)	Contaminants present	HC	RCRA
Draw a line across the form for each container of chemical waste.						

Comments:

Date Form received by EH&S : _____	Date waste picked up: _____
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Instructions for UCDHSC Chemical Waste Disposal Form

1. General Chemical Waste Disposal Guidelines

- a. Chemical waste should be collected inside an empty chemical reagent container which is: chemically compatible, in good condition and has a securely fitting lid. Call 303 315-5661 at the 9th avenue campus or 303 724-0127 at the Anschutz Medical Campus if you do not have an empty chemical reagent container available to collect your chemical waste.
- b. Properly label the chemical waste container with a UCDHSC Chemical Waste label as soon as the first drop of waste has been added to the waste container. Remember not to use abbreviations for the chemical name.
- c. Chemical waste labels are available from EH&S for free by leaving a phone message or by requesting them under the “comments section” of the Chemical Waste Disposal Form.
- d. A chemical waste label is **not required** for unused chemical reagent containers holding unused product, as long as the original label is intact. Unused chemical reagent containers may be recycled to other research laboratories within your department that are physically located at the same UCDHSC campus.
- e. Do not fill liquid chemical waste containers completely full. Leave an air gap of at least 5-10 percent in the container to allow for expansion of the liquid at elevated temperatures.
- f. Chemical waste containers must be kept closed at all times except when adding or removing waste.
- g. 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.
- h. 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.
- i. 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.
- j. Segregate trace contaminated wastes from concentrated waste products whenever practical. Trace contaminated solid wastes which are extremely toxic or carcinogenic should be collected in a sealed plastic bucket or clear plastic bag. Label each waste container with a UCDHSC Chemical Waste label.
- k. Laboratories are limited to storing a total of 1.0 quart of P-coded waste (sodium azide, potassium cyanide, nicotine, etc.). Call the Hazardous Waste Manager immediately (303 724-0294) whenever you have exceeded a total of 1.0 quart limit of P-coded waste.
- l. You must inspect all of your chemical waste containers once a week for leaks. Transfer the chemical waste from leaking containers immediately to another empty reagent container in good condition. You must document your weekly inspections on the EH&S Hazardous Chemical Waste Container Weekly Inspection Log.

2. Completing the EH&S Chemical Waste Disposal Form for the 9th Avenue campus

- a. Fill out the Chemical Waste Disposal Form completely for routine chemical waste pickups from the laboratory. If your laboratory is leaving the campus and you have more than 25 chemical reagent containers to be picked up, you do not have to complete the disposal form. Call 303 315-5661 to set up an appointment to have the chemical reagent containers picked up.
- b. **Chemical name.** Write out the complete chemical name. List all components found in the waste container along with their concentration in percentage by weight or volume. For containers missing labels or unknown / orphan wastes, read section (h) below. Call 303 315-5661 for assistance with unknowns.
- c. **Percent concentration.** For pure materials, write “100 %” for the concentration. For chemical mixtures, write the percent concentration for each component present. For trace contaminated wastes, write “trace” for the concentration.
- d. **Total Volume.** Write the total volume of chemical waste to be disposed in liters, kilograms, or grams as appropriate. If there are three 4-liter bottles of the same type of chemical waste, make one waste entry, 3 x 4 liters.
- e. **Physical state.** Indicate the physical state of the chemical waste: solid (S), liquid (L), or gas (G).
- f. **Contaminants present** Indicate if the chemical waste container has any of the following: radioactive isotopes, infectious materials, or any other significant contaminants. If the chemical waste does not contain any contaminants write “none”.
- g. **Empty chemical reagent containers** must be collected in the laboratory and picked up by EH&S for disposal. Write “empty containers” under chemical name, number of containers under percent concentration, and sizes of the containers under total volume. Provide a rough estimate of the number of containers present. A chemical reagent container is considered legally empty when the entire product has been removed by normal pouring or scraping; except for empty P-coded containers which must be triple rinsed (collect and dispose of rinsate as “hazardous waste”).
- h. **Unknown chemicals** cannot be disposed until they have been properly identified. Attempt to contact the researchers who may have generated the unknown in the past. EH&S may charge \$25 for each chemical unknown plus additional laboratory tests if necessary.
- i. **Waste pickup scheduling.** Mail the completed form at the 9th avenue campus via intercampus mail to: Chemical Waste Pickup - C275 or electronically to: magan.kotecha@uchsc.edu. EH&S personnel will pickup the chemical waste containers within 2 weeks after the form is received. If you have any time or access restrictions, please make a note to that effect in the comments section.

3. Completing the EH&S Chemical Waste Disposal Form for the Anschutz Medical Campus

- a. Fill out the Chemical Waste Disposal Form completely for routine chemical waste pickups from the laboratory. If your laboratory is leaving the campus and you have more than 25 chemical reagent containers to be picked up, you do not have to complete the disposal form. Call 303 724-0127 to set up an appointment to have the chemical reagent containers picked up.
- b. **Chemical name.** Write out the complete chemical name. List all components found in the waste container along with their concentration in percentage by weight or volume. For containers missing labels or unknown / orphan wastes, read section (h) below. Call 303 724-0127 for assistance with unknowns.
- c. **Percent concentration.** For pure materials, write “100 %” for the concentration. For chemical mixtures, write the percent concentration for each component present. For trace contaminated wastes, write “trace” for the concentration.
- d. **Total Volume.** Write the total volume of chemical waste to be disposed in liters, kilograms, or grams as appropriate. If there are three 4-liter bottles of the same type of chemical waste, make one waste entry, 3 x 4 liters.
- e. **Physical state.** Indicate the physical state of the chemical waste: solid (S), liquid (L), or gas (G).

f. Contaminants present Indicate if the chemical waste container has any of the following: radioactive isotopes, infectious materials, or any other significant contaminants. If the chemical waste does not contain any contaminants write “none”.

g. Empty chemical reagent containers must be collected in the laboratory and picked up by EH&S for disposal. Write “empty containers” under chemical name, number of containers under percent concentration, and sizes of the containers under total volume. Provide a rough estimate of the number of containers present. A chemical reagent container is considered legally empty when the entire product has been removed by normal pouring or scraping; except for empty P-coded containers which must be triple rinsed (collect and dispose of rinsate as “hazardous waste”).

h. Unknown chemicals cannot be disposed until they have been properly identified. Attempt to contact the researchers who may have generated the unknown in the past. EH&S may charge \$25 for each chemical unknown plus additional laboratory tests if necessary.

i. Waste pickup scheduling. Mail the completed form at the Anschutz Medical Campus via intercampus mail to: Chemical Waste Pickup – F484 or electronically to: carissa.gipe@uchsc.edu. EH&S personnel will pickup the chemical waste containers within 2 weeks after the form is received. If you have any time or access restrictions, please make a note to that effect in the comments section.