

SCAN FORM TO: hazwaste@buffalo.edu

Environment, Health & Safety
Chemical Storage Building
North Campus
Phone: 645-6030; Fax: 645-6100

REQUEST FOR HAZARDOUS WASTE DISPOSAL

EH&S USE ONLY

_____ Date Received

_____ Date Picked Up

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

DEPARTMENT:	PRINCIPAL INVESTIGATOR/SUPERVISOR:	PI/SUPERVISOR LOCATION:	
DATE OF REQUEST:	PERSON PREPARING FORM:	PHONE #:	FAX:

LOCATION OF WASTE:

IDENTIFICATION/DESCRIPTION OF WASTE CHEMICALS DO NOT USE "CHEMICAL STRUCTURES" (Please Print)	WASTE TYPE (Solid, Liquid or Gas)	PH (if liquid)	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 Request for Hazardous Waste Disposal form.
- 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 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 than 90% full.
- 4) **Label the container.** Label the container: Place a UB EH&S hazardous waste label on each container of hazardous waste. The label must be completed in its entirety, legible, and the information on the label must agree with what is listed on the Request for Hazardous Waste Disposal form. Note: Additional hazardous waste labels can be obtained from the UB EH&S office by calling 829-3301.
- 5) **Prepare Waste for transporting by EH&S. The waste is transported by an EH&S vehicle only.** Do not mix incompatible wastes.
- 6) **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 department, building, room number and location in the room where waste is located; i.e., Chemistry, Natural Sciences Building, Room 204, under the fume hood. All waste that is listed on one form must be in the same location.
- 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 "1% lead nitrate in nitric acid" (not aqueous lead waste).
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 "Zenkens solution."
Example 4: Pesticides include both the common trade name and the chemical formula.
Example 5: Write out name, such as Silver Nitrate; do not use chemical abbreviation, i.e. AgNO₃
- 4) **Designate the waste as being a Solid, Gas or Liquid.**
- 5) **PH.** If the waste is an aqueous solution, list the pH.
- 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 to EH&S. The request will be processed and placed on a schedule as it arrives. If you have a request of special urgency, please contact us so that we can provide you with prompt attention. You can either scan and email your request to hazwaste@buffalo.edu or fax to 645-6100.

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 **Hazardous Materials Manager at 829-3301**

The Request for Hazardous Waste Disposal form must be filled out completely and legibly or EH&S will not pick up your hazardous waste.