

**PROCEDURE FOR PREPARING CHEMICAL  
WASTE FOR PICKUP  
Up-dated October 2011**

When it is necessary to remove unwanted, spent, or other chemicals from your unit, please refer to the following procedure for preparing them for pickup by the Division of Environmental Health and Safety.

I. If possible, keep all chemicals in their original containers with original labels.

**Note:** Chemicals must be in a tight, non-leaking container that has a tight, threaded lid. The only exception is when chemicals, such as pesticides, are purchased in heavy paper bags with original labels.

II. If there is a mixture of similar chemicals in the same container; it is required to prepare a label that gives the approximate percentage of each chemical in the container. Likewise, if dissimilar chemicals are included in the mixture, their concentration must be included on the label. For clarification, three examples of labels developed as a result of combining hypothetical spent chemicals might be similar to one of the following:

(A) Waste Solvents		(B) Waste Solvent with Pesticide		(C) Corrosive with Inorganic	
Acetone	35%	Formaldehyde	20%	Nitric Acid	100%
Toluene	20%	Xylene	45%	Mercury	<100ppm
Acetonitrile	5%	Hexane	5%	Cadmium	<200ppm
Chloroform	10%	Water	10%	Lead	< 50ppm
Xylene	15%	Ethyl Alcohol	20%	Zinc	< 20ppm
Methylene Chloride	10%	Malathion	<500ppm	Selenium	< 20ppm
Water	5%			Thallium	< 20ppm

The important thing to remember is that every chemical in the container must be accounted for on the label, indicating the closest percentage/concentration of that chemical in the container. (No empirical, written chemical formulas or anything other than the written chemical name will be accepted.)

**Note:** When generating mixtures of chemicals, develop a written process account to indicate how the mixture was derived. This accounting record is important in order to keep the cost of content analysis down.

III. If chemicals are generated as a result of research, it is important to keep records of procedures used to develop the new chemical, chemical content, and the characteristics of the new chemical, i.e., ignitable, toxic, corrosive or reactive, and chemical constituents. These records must be kept indefinitely so that, when the chemical is possibly designated as a waste, the appropriate information can be transferred to the container label.

IV. Any unlabeled, unknown, or other container suspected to have a wrong label will not be picked up. These items are the responsibility of the unit generating them, so it is important to keep records and provide proper labels on the containers.

**Note:** Should it be necessary to do analysis of the waste to verify chemical content(s), this requirement and cost will be the responsibility of the department generating the waste chemical.

V. When chemicals are properly contained and labeled, please call Environmental Health & Safety (EHS) at 2-2155 for direction. In your message, tell us exactly how many containers are to be picked up. EHS will then supply you with an equal number of chemical waste disposal tags, one to be properly filled out and attached to each waste container. Mail the lower part of the chemical disposal tag(s) to Environmental Health for filing as a permanent record. (For reasons of tracking, this information is a strict requirement of the U.S. Environmental Protection Agency.) Pickup of the waste by EHS will follow the recording of information from the chemical disposal tag(s).

**Note:** If there is not enough room to write all of the chemical information on the chemical disposal tag, make two (2) extra copies of the waste container label and attach one copy to the upper part and one copy to the lower part of the chemical disposal tag.

VI. Please pack tagged containers in sturdy boxes for pickup by EHS. (Five-gallon containers need not be boxed.) Please separate incompatible chemicals and provide sufficient packing material so that the integrity of containers is assured during transportation.

VII. All chemicals are transported to the east campus Waste Accumulation Building (WAB). Chemicals are separated for recycling, reuse, or disposal as a waste. Storage at the WAB is also tightly regulated by the EPA; therefore, your assistance in providing proper containers, providing the proper information on chemical container labels, and completing the information on the chemical disposal tags is necessary and appreciated.