Hazardous Waste Removal Request

Risk Management
Administration Bldg, Room 219
[785-2102 Office] [785-2095 Fax] cbarthol@lasierra.edu

PREPARATION:

- 1. Determine if you can neutralize, detoxify or recycle it yourself. If you can, there is no need to fill out this form. Refer to the Laboratory Safety Manual for guidelines.
- 2. Separate solids from liquids.
- 3. Containerize it. Containers shall be compatible with the chemical(s), shall be sturdy, leakproof, have a tight cap/lid/seal, and clean on the outside. Unless other arrangements have been made, all containers must be 5-gal. or less in volume. Milk jugs or other food containers, thin trash bags, biohazard bags, radioactive bags, 5-gal. thin-walled metal solvent cans, 5-gal. glass carboys are NOT to be used.
- 4. Label the containers with label HM-95-2. (Available from Physical Plant)
 - a. List ALL the chemical constituents with approximate percentages. Heavy metals should be listed in mg/l or ppm if under 0.1%.
 - b. Do not use abbreviations or chemical symbols. Use common or IUPAC chemical names.
 - c. If applicable, list trade name <u>and</u> chemical constituents. Please include a copy of the MSDS.
 - d. For pesticides, list the common name and the chemical name.
 - e. (Physical Plant or Hazmat Waste Vendor will not pick up unidentified chemicals, i.e. "unknowns.")
- 5. Number each container. Department is Chemistry, date is Jan 1, 2010, container number is one.]
- 6. Fill out the Chemical Waste Removal Request form. You may scan, fax, email or deliver completed form to LSU Risk Management Office.

FILLING OUT THE FORM:

- 1. Generator Information. The responsible faculty/staff person is the person who is in charge of the laboratory/maintenance site. The contact person is the person whom LSU Risk Management would contact about the chemicals.
- 2. Identification/Description of the Chemicals.
 - a. List <u>all</u> components and their respective percentages. Do not use chemical symbols or abbreviations.
 - b. List physical state and pH, if applicable. (pH paper is adequate.)
 - c. List number and type of containers.
 - d. List volume (liquids) or weight.
 - e. List any hazards associated with this material, e.g., flammable, oxidizer, organic oxidizer, poison, corrosive, water-reactive, pyrophoric, mutagen/teratogen, carcinogen, shock-sensitive, etc.

OTHER INFORMATION

The chemicals must be prepared for pickup <u>before</u> sending this form to LSU Risk Management. The request will be processed as it arrives. Chemicals that are improperly packaged, labeled, or identified <u>will not</u> be picked up. Pickup can be expected within two weeks of receipt by Risk Management. This form must be filled out as completely, specifically and legibly as possible (please print or type). Improperly, inadequately, or illegibly prepared forms will be returned for completion/clarification. If you have questions, a request of special urgency, or if Physical Plant has not picked up your chemicals within two weeks, <u>please</u> call 951-785-2102.

Risk Management Use Only Date picked up: Picked up by:		HAZARDOUS WASTE REMOVAL REQUEST [Please type and print form] Submit completed form to LSU Risk Management				LSU Risk Management Administration Bldg, Room 219 951-785-2102 Office 951-566-6757 Cell cbarthol@laiserra.edu	
Today's Date: Dept.: Phone: Contact Person:		Location of Chemical Waste: Bldg Name: Room # Request Risk Mgmt to call and schedule pickup? OYes ONo		 Attach MSDS sheet for each chemical waste that needs to be removed. List LSU Banner Code (if written on MSDS Sheet) 			
ACTUAL COUNT	IDENTIFICATION/DESCRIPTION of CHEMICALS Chemical Name and Common Name (Do not submit unknowns) CAS #		PS. STATE	NUMBER, SIZE & TYPE OF CONTAINER	VOLUME or WEIGHT in CONTAINER	pН	NFPA RATING HAZARDS
	CAS#						
	CAS#						
CAS#							
CAS#							
CAS#							
CAS#							
	CAS#						
	CAS#						
	CAS#						
Special Notes or Handling Instructions:							
Certification: "I hereby declare that the identification/description of chemicals is accurate and complete to the best of my knowledge and that I have made a reasonable effort to neutralize, detoxify and/or recycle this material."							
Authorized Department Signature				Date:			

[This form may be photocopied as needed.]

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