



Focus Sheet / Hazardous Waste Checklist

How to be ready for state hazardous waste inspectors.

See the self audit checklist below. If you can answer yes to all of the questions, you should fare well during a hazardous waste inspection.

- Do you know if your waste is hazardous?**
Your waste is hazardous if it is flammable, toxic, reactive and/or corrosive. Look for hazards listed on the chemical's label and/or MSDS. For diluted mixtures, see the sewer discharge limits for a few common chemicals on the EH&S website. Otherwise, do the calculation listed in the UW Laboratory Safety Manual or send us an online **Chemical Waste Evaluation Request**. Containers of non-hazardous solid chemicals may go in the trash.
- Have you disposed of "waste-like", legacy and unknown chemicals?**
Manage any of these as chemical waste. Waste-like chemicals have deteriorating labels, failing containers or are otherwise obviously neglected and unneeded. Legacy chemicals are unwanted chemicals sometimes left behind by previous occupants. EH&S will arrange for testing of "unknowns" before disposal.
- Are you using appropriate containers and keeping containers closed when not adding waste?**
Accumulate waste in sturdy, compatible containers with screw top lids. Reuse empty chemical containers for waste accumulation if the original contents and waste are compatible. EH&S supplies five gallon reusable containers for large amounts of waste. Keep containers closed when not adding waste to the container. Use a lidded funnel if adding waste frequently to a container. Use bins to contain leaks and spills.
- Are your waste containers properly labeled?**
Containers must be labeled with the UW Hazardous Waste label as soon as any waste is placed in the container. Pick up labels at several locations or email EH&S for delivery of labels via campus mail. Fill labels out completely. Deface original labels on reused containers if they previously contained different chemicals.
- Do you accumulate waste in a safe location?**
Choose accumulation areas away from aisles, doorways and safety showers. Segregate incompatible wastes.
- Do you meet waste accumulation limits?**
Do not accumulate more than one quart of extremely hazardous waste. A maximum of ten gallons of flammable liquids is allowed outside a flammable storage cabinet. Avoid accumulating a lot of waste – keep work areas clear.



HAZARDOUS WASTE
UNIVERSITY OF WASHINGTON
ENVIRONMENTAL HEALTH AND SAFETY (206) 516-5835 UW 1157 (7/06)

CHEMICAL COMPOSITION AND ASSOCIATED HAZARD(S)		%
ethanol		50.0000
acetonitrile		49.9000
chromium		0.1000
Example		
<input type="checkbox"/> Corrosive <input type="checkbox"/> Reactive <input type="checkbox"/> Other (explain) <input type="checkbox"/> Non-Hazardous <input checked="" type="checkbox"/> Toxic <input checked="" type="checkbox"/> Ignitable <input type="checkbox"/> Oxidizer		
WASTE GENERATOR INFORMATION		Labeled by
Department Chemistry		Pat Smith
Building Bagley		Phone 543-0000
		Room 601



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- Are you prepared for spills and other emergencies?**
 See the EH&S website for details about chemical exposures, spill kits and earthquake preparedness. Remember, for major emergencies call 911 or, if there is risk of fire or exposure outside of lab, pull fire alarm and evacuate. For spill advice, call the EH&S spills line at **206.543.0467**.

- Do you know how to request waste collection?**
 For a waste that is generated routinely, fill out and send a **New Chemical Waste Routine Request** to receive a "routine number". To request collection, fill out the online **Routine Chemical Waste Collection Request** with your number and the amount of waste. For other wastes, fill out and send a **Chemical Waste Collection Request**. All forms are on the EH&S website. There is no charge for hazardous waste collection and disposal, with the exceptions of testing of unknowns and for testing and/or stabilization of some unstable peroxide formers.

- Do you have documented training?**
 All persons handling waste must have waste management training. EH&S offers documented online and classroom chemical safety training which outlines chemical hazards, waste accumulation procedures, spill response and more.



UNIVERSITY OF WASHINGTON
 ENVIRONMENTAL HEALTH AND SAFETY

NEW ROUTINE COLLECTION REQUEST

Fill in online, then print, sign and fax to 206-685-2915 or mail to Box 354110

Department: Chemistry Building: Bayley Room: 301 Fax: Smith
 Contact Name: Paul Johnson Contact Phone: 509-616-5100 Contact Email: paulj@u.washington.edu Contact Box Number: 354110

WASTE CHARACTERIZATION
 List all components of waste. Please list full chemical names. For solutions and mixtures, include formula(s) and percentage of all components. Percentages must total 100%.

CHEMICAL	PERCENTAGE
1. xylene	20.0000 %
2. methanol	40.0000 %
3. water	40.0000 %
4.	%
5.	%
6.	%
7.	%
8.	%
9.	%
10.	%
11.	%
12.	%
TOTAL	100.0000

PACKAGING INFORMATION
 Container Type: Safety Can Other Plastic Glass Bottle Plastic Bottle Other (specify) _____
 Size: _____ Size: _____ Size: _____ Size: _____ Size: _____

STATEMENTS
 I certify that the information provided is accurate and complete and that the materials referenced will be correctly packaged and labeled according to the University of Washington Laboratory Safety Manual. I will inform Environmental Health and Safety of any changes in the above information.

Signature: _____ Date: _____

Check you have a Waste Routine Number, you can fill out the online form to request collection of your waste. The form is located on our website at:
<http://www.ehs.washington.edu/forms/newroutinecollection.php>

ENVIRONMENTAL HEALTH AND SAFETY USE ONLY

How many times: + -

How often: Daily Weekly Monthly Bi-Monthly On-Call Other: _____

Request: Monthly Bi-Monthly Monthly Bi-Monthly On-Call Other: _____

Submit Form

Correct any deficiencies in your practices noted on the checklist. For more guidance, see Section 3 of the UW Laboratory Safety Manual, which explains chemical waste requirements in detail. The manual, waste forms, waste minimization, online training, classroom training registration and more are available at <http://www.ehs.washington.edu/epowaste/chemwaste.shtm>. If you have questions, email EH&S at chmwaste@uw.edu or call 206.616.5835.

Who inspects us and why?

The Washington State Department of Ecology periodically conducts hazardous waste compliance inspections as a part of their program to evaluate compliance with hazardous waste regulations.

What are they looking for?

Inspectors may enter any laboratory, shop or other area that uses hazardous materials. The inspector asks to speak with a person in charge of hazardous waste management for that area and will want to see where waste is accumulated. The inspector will focus on the items in this checklist. They might also ask if you pour any hazardous waste down the drain and, if so, if you know that it is okay to do so. The inspector may also check for eyewashes, fire extinguishers, emergency contacts and spill kits.

Environmental Health and Safety

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