

## Hazardous Waste Disposal Guide

### Hazardous Waste Defined per RCRA (40 CFR Part 261)

- Characteristic Waste (corrosive, ignitable, reactive, toxicity based on heavy metal or solvent content).
- RCRA Listed Waste.
- Hazardous waste can be spent or out of date chemicals, spill debris or contaminated containers.

### Storage Requirements

- Labels. The full name of the chemical (no abbreviations or chemical formulas), the date accumulation began and the words HAZARDOUS WASTE MUST be on every container. Unknowns must be labeled as UNKNOWN.
- Store chemicals according to compatibility. Store waste chemicals separate from good chemicals.
- Compatible chemicals may be collected in a single container only if a complete list of the contents is included on the label. Containers labeled as "Organic" or "Aqueous" waste are not acceptable.
- Containers must have lids. Lids must be kept ON the container and tightly closed at all times.
- Inspect waste storage areas for leaks and spills at least weekly.

### Waste Pick-ups

- The hazardous waste storage limit is 90 days. The University schedules waste disposals once a quarter in December, March, June and September.
- The Department of Safety and Risk Management notifies Departments of waste disposals along with a request for an inventory (Internal Manifest Form) at least a month prior to the scheduled pick-up date by E-Mail. Contact the Department of Safety and Risk Management at 419-530-3600 to be added to the mailing list.
- Internal Manifests (Inventory) must be returned to the Department of Safety and Risk Management for inclusion in the scheduled pick-up. Manifests may be submitted via the Web or through Campus mail. Please call 419-530-3603 for hard copies of the form.

### Disposal of Chemicals in the Laboratory

- Disposal of ANY chemical or contaminated debris in the trash is prohibited.
- Disposal of glassware in the trash is prohibited. Glassware or empty chemical containers should be triple rinsed and placed into a cardboard glass disposal box. Lab occupants are usually responsible for sealing the waste glass container and taking it to the dumpster.
- Contaminated glassware or rinse water must be packaged and labeled for hazardous waste disposal.
- Disposal of chemicals down the drain is usually not permitted. Water soluble salts and NEUTRALIZED acids and bases are permissible. Always check disposal procedures on the MSDS before disposal of any chemical down the drain.
- Dilution is NOT the solution!

## Chemical Spills

- Notify other people in the vicinity of the spill. Post warning signs and limit access to the contaminated area.
- Clean up spills promptly. Consult the MSDS for spill clean-up procedures, exposure hazards and recommended personal protective equipment.
- Store and label spill debris as hazardous waste.
- If the spill is too large for laboratory occupants to safely handle, call the Department of Safety and Risk management at 419-530-3600, 419-530-3601 or 419-530-3603 for assistance. In case of emergency, injury or after hours spill, contact the Campus Police at 419-530-2600.
- If a chemical spill poses immediate danger to building occupants, pull the fire alarm. Close the laboratory door and exit the building. Call 9-1-1 or the Campus Police at 419-530-2600 from another location. Do this ONLY in the case of extreme emergency.
- When reporting a spill, give your name and location/phone number, building name, room number, location within the room, name of the chemical, quantity spilled, phase (solid, liquid, gas), hazards associated with the chemical if known, possible injuries and exposures.