



HAZARDOUS CHEMICAL WASTE DISPOSAL REQUEST

Department of Environmental Health & Safety

Phone: (410) 296-7593
Fax: (410) 296-5076
Emergency: (410) 704-2133
Email: Safety@towson.edu
Website: <http://wwwnew.towson.edu/adminfinance/facilities/ehs/>

Instructions
For
Completing the
Hazardous Chemical Waste Disposal Request

(Please type or print legibly & keep a copy for your records)

HEADING

- DATE:** Enter today's date.
- REQUESTOR:** Enter the name of the person making the request and to whom questions should be addressed concerning the waste.
- PHONE #:** Enter the campus phone number where the "Requestor" may be reached during the day.
- EMAIL:** Enter your campus email address.
- DEPARTMENT:** Enter the campus department that you work for.
- BUILDING & ROOM #:** Enter the campus building and room number where the waste is physically located.

BODY OF FORM

ITEM #: All waste containers are to be numbered sequentially for ease of identification. Multiple containers of identical wastes should be numbered the same. (I.e. instead of numbering five bottles of acetone waste #1 thru #5, they should all be numbered #1.)

WASTE

CHEMICALS: List the exact chemical contents and the approximate concentration (% by weight) of each ingredient. Generic identifications such as "waste solvents", "waste acids", etc., are unsatisfactory and will not be accepted. If wastes are in solution, the solvent and approximate concentration must be identified even if it is water. Concentrations must total 100%. If the waste is corrosive, list the pH. Abbreviations, chemical formulas and "Trade Names" are not acceptable. The exception to this is if the waste is a commercial product and it is in their original containers that list the ingredients.

QUANTITY: List the number of containers and the container sizes (not the volume of waste within the container).
EX: 3 (containers) x 1 pint (size of container), 1 x 1 qt, 2 x 500ml, 5 x 1 lb., etc.

CONTAINER:List the material the container is made of such as glass, plastic, metal, etc.

COMMENTS: Enter any relevant comments.

If you have any questions or need assistance in completing the form, feel free to contact the Department of Environmental Health & Safety at 410-296-7593. Completed forms may be forwarded to EHS via campus mail, fax @ 410-296-5076, or via email at safety@towson.edu

Important Note:

Please ensure that the exterior (top & sides) of all waste containers & Secondary Containment Devices (SCD's) are clean & free of all chemical contamination PRIOR to submitting the request for disposal.

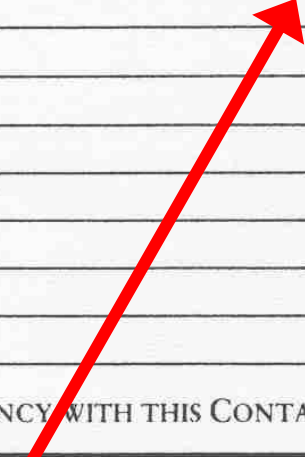
Any waste containers found to have exterior contamination WILL NOT be picked up for disposal until such time as the contamination has been removed.

Thank you for your assistance & cooperation in this matter.



Revised Hazardous Waste Container Label

HAZARDOUS WASTE	
Satellite Accumulation Start Date:	90-Day Accumulation Start Date:
Contents:	
IN CASE OF EMERGENCY WITH THIS CONTAINER, CONTACT EHS AT x4-2949.	



This block is applicable ONLY to the Chemistry Department for use in their 90-Day Storage Area. Everyone else, leave blank.

Please note EHS's new phone number is 410-296-7593.

REVISED

Instructions for the Management of Hazardous Chemical Wastes

Anyone who requests disposal of a hazardous chemical waste is considered a hazardous waste “generator” and is required by University Policy to attend Hazardous Waste Generator Training provided by EHS. Only trained generators may request disposal of hazardous wastes. Generators are responsible for the proper labeling, storage & disposal of their hazardous wastes and are responsible for complying with ALL of the following procedures:

ACCUMULATION OF HAZARDOUS WASTES:

- Any stored hazardous wastes must be under the direct control of the person(s) who generated the waste and at or near the actual point of generation.
- The total maximum volume of waste that may be accumulated in each space is restricted to 55 gallons of a hazardous waste or 1 quart of an acute (P-Listed) hazardous waste.
- There is no limit on the time a waste may be accumulated so long as it is being properly managed in accordance with the **TU Hazardous Waste Management Procedures**. However, Environmental Health & Safety **strongly** recommends that hazardous wastes in Satellite Accumulation Areas not be accumulated for more than one (1) year.
- Contact EHS to register for Hazardous Waste Generator Training.

HAZARDOUS WASTE CONTAINERS:

EACH hazardous waste container MUST:

- Be made of, or lined with, a material that is chemically compatible with the hazardous waste to be stored.
- Be leak proof and capable of being tightly closed. Open containers or containers sealed with cut glass, rubber or cork stoppers, aluminum foil, “Parafilm” or any other non-tightly fitting caps are UNACCEPTABLE and will not be accepted for disposal.
- Be stored in secondary containment devices (i.e., leak-proof basins) to contain leaks or spills or environmental contamination. Any leaks or spills should be cleaned up immediately. Secondary containment basins must be chemically inert and of sufficient size to either contain 10% of the total volume of all wastes stored in the basin (multiple waste containers) **OR** 100% of the volume of the largest single container, whichever is greater.
- Be segregated according to chemical compatibility. Incompatible wastes should not be stored together.
- Be kept tightly closed at all times during storage, except when adding or removing waste. Funnels must not remain in containers when waste is not being added. Do not open, handle, or store (stack) containers in a way that might rupture them, cause them to leak, or otherwise fail.
- Be visually inspected at least weekly. Look for leaks, reaction by-products and for deterioration caused by corrosion or other factors.
- Be maintained in good condition. If a container leaks, put the hazardous waste in another container, or contain it in some other way that complies with EPA regulations. (If necessary, contact EHS @ 410-296-7593 for assistance.)
- Be kept clean and free of exterior contamination.
- NOT contain incompatible wastes or materials unless precautions are taken to control potential reactions.
- NOT be stored in an area accessible to the general public or areas that may be potentially exposed to temperature extremes.
- NOT be overfilled. Leave approximately 1 ½” of headspace to allow for expansion.

LABELING OF HAZARDOUS WASTE CONTAINERS:

EACH hazardous waste container MUST:

- Be clearly and indelibly labeled as to chemical contents and with the words "**HAZARDOUS WASTE**" and marked with the date the waste was initially generated. (EHS has free hazardous waste labels available. To request labels, contact EHS at 410-296-7593 or at safety@towson.edu.) If the waste is a mixture, all waste components must be identified and the estimated concentrations provided. If the waste is corrosive, the pH must be provided. The label must NOT contain abbreviations, chemical structure diagrams or formulas or “Trade Names”.
- Be completely and accurately identified as to contents as above. **Unknowns will not be accepted for disposal.**

FLAMMABLE WASTES:

- Flammable wastes must be stored in an approved flammable liquid storage cabinet if total volume ≥ 10 gallons.

EMPTY WASTE CONTAINERS:

- Empty chemical containers may be disposed of via traditional, non-regulated domestic waste disposal channels.
- Empty Acutely Hazardous Waste (P-Listed Waste) containers must be triple (3x) rinsed with a suitable solvent prior to disposal and the rinsate collected and managed as a regulated hazardous waste. Non-rinsable empty acute hazardous waste containers (i.e., paper bags) must be managed as a regulated hazardous waste.
- The labels on all empty chemical containers must either be removed or made illegible prior to disposal as non-regulated domestic waste.

WASTE DISPOSAL REQUESTS:

- To request hazardous waste disposal, send a completed Hazardous Waste Disposal Request form to EHS either via fax (410-296-5076), campus mail or to safety@towson.edu.
- Hazardous Chemical Waste Disposal Request forms are available on the web at the following address <http://wwwnew.towson.edu/adminfinance/facilities/ehs/HWForm.asp> or by contacting EHS at 410-296-7593.

FOR ADDITIONAL INFORMATION, GO TO THE HAZARDOUS WASTE MANAGEMENT PROCEDURES WEB PAGE AT:

[HTTP://WWWNEW.TOWSON.EDU/ADMINFINANCE/FACILITIES/EHS/CHEMICALSAFETY.ASP](http://wwwnew.towson.edu/adminfinance/facilities/ehs/chemicalsafety.asp)

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