

Hazardous Waste Disposal Request Form

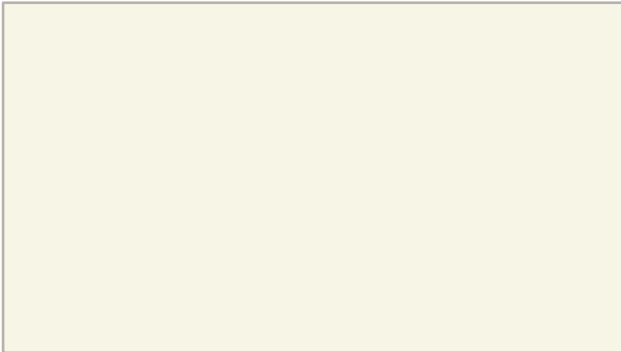
Request Date: _____

Name: _____ Department: _____

Phone number: _____ Email: _____

Location of Hazardous Waste - incl Room No. _____

Product Name / Hazardous Material Name (please print clearly; name should match label on container)	Physical State (solid, liquid, gas)	Number of Containers	Approx Container Volume/Mass (kg or L)
Approximate total gross mass			



When submitting this form, you confirm that the materials are ready for collection in the assigned location above. You have also read and understood the Protocols for Hazardous Waste Disposal listed below.



Protocol for Hazardous Waste Disposal

- Contact Facilities in to arrange for pick up of hazardous waste. Facilities will then arrange for an external service provider to collect the material. Please be aware that this usually requires advanced notice.
- Sites shall collect and document hazardous waste for disposal. All containers should be labelled before pick-up is arranged.
- A copy of the completed Hazardous Waste Disposal Form must be submitted to the Facilities and a designate will confirm when received.
- All hazardous wastes that require disposal must be documented on the Hazardous Waste Disposal Inventory Form. Typical types of hazardous waste include science chemicals, paints, batteries etc.
- All hazardous waste will be picked up at an agreed location by a contracted Hazardous Waste pickup service who will segregate and remove the identified waste. A Bill of Lading and Waste Movement document will be completed and must be sent to Facilities for file retention.

Packing Instructions

- Where possible, wastes should be kept in original containers.
- Name of chemical substance must be clearly and legibly identified with all the chemical constituents listed (no generic names, formulae, structures, or abbreviations). For general waste collection containers (i.e. mixed solvents) place a label on the container and list each substance added to the container. Include quantity (weight or volume of each component in metric units) on the form.
- Group individual containers together by compatibility (e.g. corrosive liquids, flammable liquids, organic; inorganic waste; toxic solids etc.). Transfer containers to a secure storage location to await disposal if it is safe to do so.
- All waste must be packaged in leak proof containers that will not react with its contents and securely sealed with a screw top or sealed lids to prevent accidental release. Each individual packages/containers or means of containment must not exceed 30 kg in weight.
- Containers must be free of external contamination and should be suitably sized for the material stored.
- Leaking containers must be placed in secondary containers that are chemically compatible.
- Do not overfill containers and leave approximately 10% air space.

