



**INSTRUCTIONS:** Use this form to request removal of properly identified Chemical Waste. Fax the completed form to the Office of Environmental Safety & Health at Ext.5-1166. All containers must be closed and/or sealed, properly labeled, and ready to be picked up. No “UNKNOWN” waste can be removed without prior approval by the UMBC Environmental Safety & Health Office (5-2918). Do not include radioactive, infectious or other biomedical wastes on this form. If uncertain of the proper disposal procedure, refer to Hazardous and Regulated Waste Disposal Guidelines, or contact the ES&H office with any questions. Note: The hazardous waste contractor is on site every other Friday to make the CHEMICAL waste pick-ups.

**Instructions for completing waste removal form:**

- 1) All containers must be properly labeled with chemical names and, in the case of solutions, percentages of the waste in that container. Do not use abbreviations, chemical formulas or trade names. If using a container that once contained a different material, be sure to clearly mark out the old label and label the container with the new contents. Containers should also be labeled with the name of the principal investigator and a phone number, the building and room number the waste was removed from
- 2) All chemical waste must be in a sealed container that will prevent the release of material (gases/vapors, liquids or solids) under normal handling conditions.
- 3) Fill out “Chemical Waste Removal Request Form” (Print all information)
  - a) Chemical Name and Percent: Spell out the proper chemical name for each constituent. For solutions and mixtures, use a separate line for each constituent and list the percent of each constituent in the mixture or solution.
  - b) Physical Form: Give the physical form of the mixture S for Solid, L for Liquid, G for Gas and O for Others. Please explain “Others” in the comments section.
  - c) Quantity: Provide the total number of containers x the total quantity of the chemical/mixture/solution. Example- 2x25g. Use appropriate units (i.e. G, kg, mL, L, etc.).
  - d) pH: Provide the pH of all liquids.

Use the comment section for any additional information (i.e. - location of waste in room, or to request containers).

**EXAMPLE:**

<b>Chemical Name and Percent</b> of each constituent Do Not Use Abbreviations or Formulas.	<b>PHYSICAL FORM</b> Of the waste S=solid; L=liquid G=Gas; O=Other Explain below	<b>QUANTITY</b> g; kg; mL; L; etc...	<b>pH</b> of liquids 0.0-14.0
HPLC Waste: Acetonitrile 40%	L	5x 5gal	7
Triethylamine 2%			
Trifluoroacetic Acid .2%			
Solution Nitric Acid 40%	L	1x4L	1
Water 60%			

**Instructions for completing waste chemical ID tag/label**

- 1) Top of the Tag: Fill out the top of the label with the information requested.
- 2) Chemical and Percent: Spell out the proper chemical name for each constituent. For solutions and mixtures use a separate line for each constituent and list the percent of each constituent in the mixture or solution.

**Example:**

<b>Hazardous Waste</b>	Federal Law Prohibits Improper Disposal. If Found, contact UMBC Environmental Safety & Health 1000 Hilltop Circle Physical Plant-Room 105 Baltimore, Md. 21250 (410)455-2918	
Investigator/Generator	Date:	
Department:	Building/Room#	
Contact Person	Phone Number:	
HPLC Waste	<b>Chemical</b>	<b>%/Volume</b>
	Acetonitrile	40%
	Triethylamine	2%
	Trifluoroacetic Acid	.2%
	Water	57.8%