

## Protocol for Managing and Labeling Hazardous Waste

### Managing and Labeling your Hazardous Waste:

1. Place the waste in a compatible container with a closable lid. (Do not place acids in metal containers, Hydrofluoric acid in glass containers, or solvents in plastic containers).
2. Use a container that is sized appropriately for the waste to be collected. (If the maximum amount to be collected is 100 ml, do not collect the waste in a 10 gallon carboy. Conversely, if you will generate 35 gallons, it is better to collect it in a 35 gallon drum than 35 4-L containers).
3. Label the container with the words “HAZARDOUS WASTE” or apply a label that has the words “Hazardous waste” on the label.
4. Label the container with the contents in English. (i.e.: Carbon Tetrachloride 45%, Methylene Chloride 55% or Aqueous solution of silver chloride (25%) and copper sulfate(10%)). Do not use chemical nomenclature or chemical structures to label hazardous wastes.
5. Label the container with the Building, room number and name of the Principal Investigator in the event there are questions about any of the hazardous waste that is generated.
6. Close the lid tightly (unless the chemical in the container is likely to pressurize and needs to be able to vent). The lid must remain tightly closed unless waste is being added or removed. Do not leave funnels in the waste container.
7. Place the container in secondary containment (plastic tubs or trays will work as long as they can contain the volume of the largest container being stored). Store only compatible containers in the same secondary containment. Provide separate tubs for these different types of waste at a minimum: acids, bases, flammables, and toxics.
8. Hazardous wastes may be stored in secondary containment on the floor, in a cabinet, on or under a bench top or in a fume hood. This storage area is referred to as the Satellite Accumulation Area (SAA). If the SAA is to be within a working space in a fume hood, the relative size of the SAA must be small enough to allow easy use of the hood for whatever work is being done and the presence of the SAA must not be incompatible with the processes being carried out in the hood (i.e., if the SAA contains volatile solvents, no flames are allowed). Some research labs will have one or two small SAA(s) in one hood essentially dedicated to one or two researchers, other research labs may have one hood dedicated to the collection of the waste from multiple researchers. Although it is not required to be marked as a Hazardous waste or “Satellite Accumulation Area” (SAA), it is recommended to do so to encourage students, faculty and staff to follow best business practices.
9. When the bottle is full, contact EH&S or move waste to a Central Storage Area.

## Training

It is very important to train the individuals in the laboratory (faculty, staff and students) on the proper hazardous waste management practices. At the very minimum, individuals need to be trained on the following issues:

1. Proper labeling
2. Proper use and storage of hazardous waste containers
3. Importance of not disposing of potential hazardous waste to the sanitary sewer or the trash.
4. Who to contact in the event of an emergency, and how to contact them.
5. When to evacuate the laboratory in the event of an emergency.
6. Training for faculty and staff that handles hazardous waste will be conducted through Human Resources and EDGE.
7. Training for students will be provided by the Principal Investigator or through EH&S's Moodle training.

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