

The Manifest

- Fill out the correct manifest. Remember, the Hazardous Waste Manifest is different from the Universal Waste Manifest.
- Make sure that is filled out correctly and that all the appropriate blanks have been filled in completely.
- Turn the manifest in before the satellite accumulation containers are full. If something is wrong with the manifest or if the waste isn't picked up immediately, you'll still have some time left before the containers are at capacity.
- Have the manifest (or a copy) taped to the box. Writing the hazard class on the box could be mistaken for other codes. Make sure it is on the manifest instead.

The Containers

- Check the boxes against the manifest. Don't seal the boxes until you've taped the manifest (or a copy) to the box and highlighted what's in the box.
- Pack the boxes with vermiculite, shredded paper, or other appropriate packing materials. This protects you and others responsible for disposing of the waste. Clinking glass should be reserved for celebration toasts – not for hazardous chemical waste containers.
- Milk jugs are never acceptable for chemical storage, and will not be picked up.

No Rejects! Handling, Packing, and Pickup Tips

Checklist

- Waste is segregated according to the hazard class and packed into cardboard boxes. Do not pack different classes in the same box. (If you are not sure about the hazard class, consult the Chemical Safety and Waste Management Manual.)
- Matched container sizes with the amount of chemical waste generated.
- Containers have at least a 10% headspace.
- Tightly cap each chemical waste in a separate screw-top container.
- Dividers and shock absorbing materials (vermiculite) placed in between the containers.
- Label each container as to chemical content.
- Mixtures have the approximate percentages of each chemical compound listed on them.
- Use Grams or liters as units of measurement. Mols should not be used.
- Total weight for dry chemicals does not exceed 50 lbs (22 Kg).
- Boxes containing 4-liter bottles have no more than four (4) glass bottles or six (6) plastic bottles.
- Tape boxes closed before pick-up except those containing picric acid. Boxes containing picric acid must be left open so that facility personnel can verify that the material is wet enough for safe transport.
- Box tops close flat with no bulges. Boxes with bulging tops will not be picked up.
- Inform EHS Support Facility Personnel (formerly the Hazardous Materials Facility Personnel) where to pick up the waste and have access to the area.