

Instructions for Completion of UAB Hazardous Waste Manifest

Field	Print this information on the manifest
Page__ of _	Enter the page numbers sequentially. The total number should include all pages submitted by the Generator.
Generator Name	Enter the first and last name of the Maintenance Supervisor, or chemical safety coordinator Who is responsible for and knows the hazards of the waste that is generated.
Building and Room	Enter the building and the room number where the waste will be picked up.
Telephone	Enter the telephone extension for the area. Use a phone number where someone will be nearby to answer it.
Date	Enter the date the manifest was prepared for shipment.
Department	Enter the name of the department generating the waste.
Person Completing Manifest	Enter the name of the person actually completing the manifest and preparing the waste for shipping.
Material Type	Identity of the materials – Select all types that apply or type in the field.
Physical Forms	Liquid or solid
Amount in Pounds	Enter the amount of pounds. If you aren't sure, estimate as closely as possible.
Numbers of Containers	Total number of containers
Type of Containers	Box, Cardboard (BF) Drum Cardboard (DF)
Control Number	Leave this area blank. It will be completed by the OH&S Support Facility Personnel.
Blazer ID	Enter the Blazer ID of the person completing the manifest.

General Information:

1. We **CANNOT** accept faxes.
2. A copy of the manifest **MUST** be placed on the outside of each box.
3. To have universal waste materials picked up, e-mail a copy of the manifest to chemwasteman@uab.edu. Keep a copy for your record of universal waste disposal.
4. **Waste materials will not be picked up unless manifests are correctly filled out.**
5. For more information concerning packing procedures or pickup, consult the ***UAB Chemical Safety and Waste Management Manual***, contact the OH&S Support Facility at 934-3797, or visit the website at www.uab.edu/ohs.

UNIVERSITY OF ALABAMA AT BIRMINGHAM HAZARDOUS MATERIALS MANAGEMENT
UNIVERSAL WASTE MANIFEST

1) Generator Name _____
 2) Building _____ 3) Room _____
 4) Telephone _____ 5) Date _____
 6) Department _____
 7) Person Completing Manifest _____

OHS SUPPORT FACILITY USE ONLY
EPA Generator # ALD06-369-0705

Technician(s) _____
 Date Transported _____

(8) Material Type	(9) Physical Form	(10) Pounds	(11) # of Items Per Containers	(12) # of Containers	(13) Type of Containers	(14) Control# (Internal Use ONLY)
Fluorescent Light Bulbs						
Collection Drums						
Collection Boxes						
Batteries						
Lead Acid						
Lead Gel						
NiCad / Metal Hydride						
Alkaline						
Lithium						
Thermostats / Thermometers						
Pesticides (specify chemical content)						
1)						
2)						
3)						
Ballasts						
PCB						
Non-PCB						

If there are any new or partially used chemicals that can be reused, please identify them at the time of pick up.

By entering my Blazer ID, I (the person entering this information) am certifying that I have successfully completed annual Universal Waste Handling and Packing Training (CS056) and that the above named articles are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to applicable requirements of the UAB Chemical Safety and Waste Management Program and the Department of Transportation.

(15) Blazer ID of person completing the manifest _____

Date

(Send a completed copy to chemwasteman@uab.edu - Attach a completed copy to the box - Retain a completed copy for your records)

Save

Print