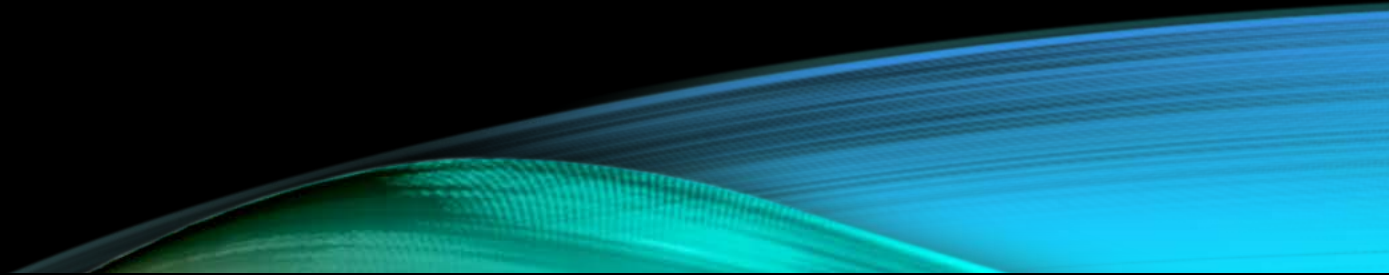
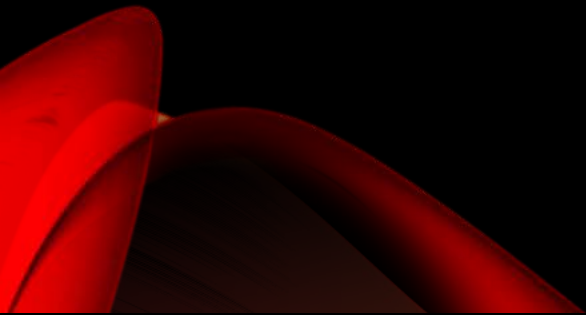


# HAZARDOUS CHEMICAL WASTE PICK UP PROCEDURES



**VCU**

Safety and Risk  
Management

# WHAT IS HAZARDOUS CHEMICAL WASTE ?

- If you are using Hazardous Products or Materials (Flammable, Corrosive, Toxic, Reactive)
  - OSHA's definition includes any substance or chemical which is a "health hazard" or "physical hazard," including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophoric, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics.
- You are probably creating Hazardous Chemical Waste that must be disposed of properly



# COLLECT WASTE PROPERLY & LABEL IT CORRECTLY

- Incompatible chemical waste must not be mixed in the same container or stored together
  - If stored in the same area, separate secondary containment is necessary
- Containers must be compatible with the waste:
  - Best container for waste is the original chemical container or one of the same type i.e. glass, plastic, metal – including the lids!
  - If using original type container but not the same material, ALWAYS deface the original label
- Containers must be in good condition and NO leaks - including the lids!
- Label the bottle as soon as you start collecting waste.

# WHERE DO I STORE MY HAZARDOUS CHEMICAL WASTE ?

**Hazardous Waste**  
Satellite Accumulation Area

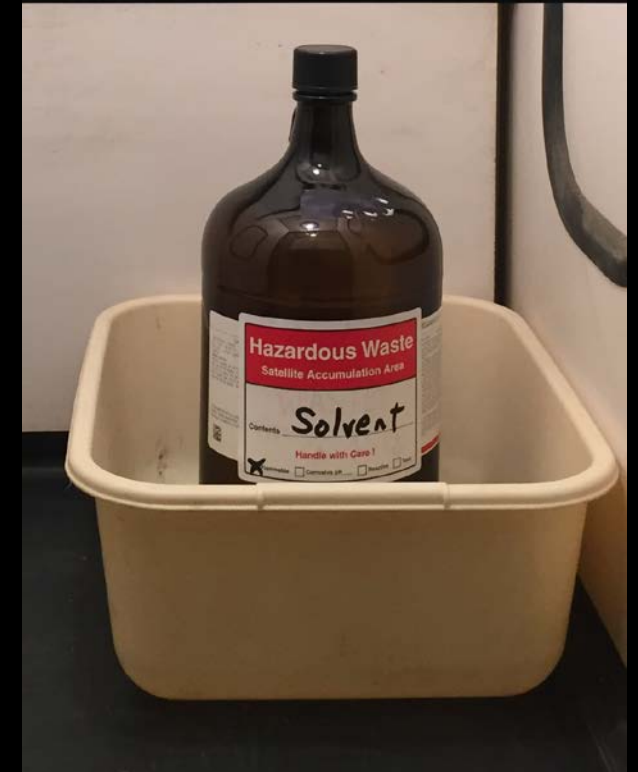
Contents \_\_\_\_\_

**Handle with Care !**

☐ Flammable ☐ Corrosive pH\_\_\_ ☐ Reactive ☐ Toxic

When you first start adding Hazardous Waste to your accumulation bottle, the bottle must be labeled with "Hazardous Waste" and should say what its contents are.

This bottle will then be stored in your Satellite Accumulation Area (SAA)



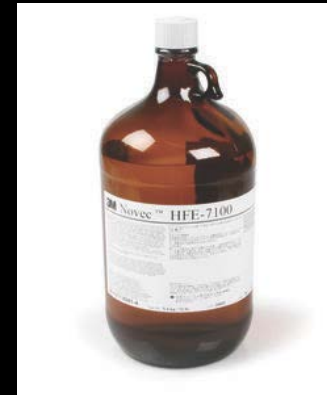
# HOW MUCH WASTE IS ALLOWED IN YOUR SAA?

- No more than 55 gallons or 1 quart of acutely hazardous waste



- Please do not wait until you have 55 gallons to schedule a pickup - schedule a pickup when you get about 20 Liters

5 x



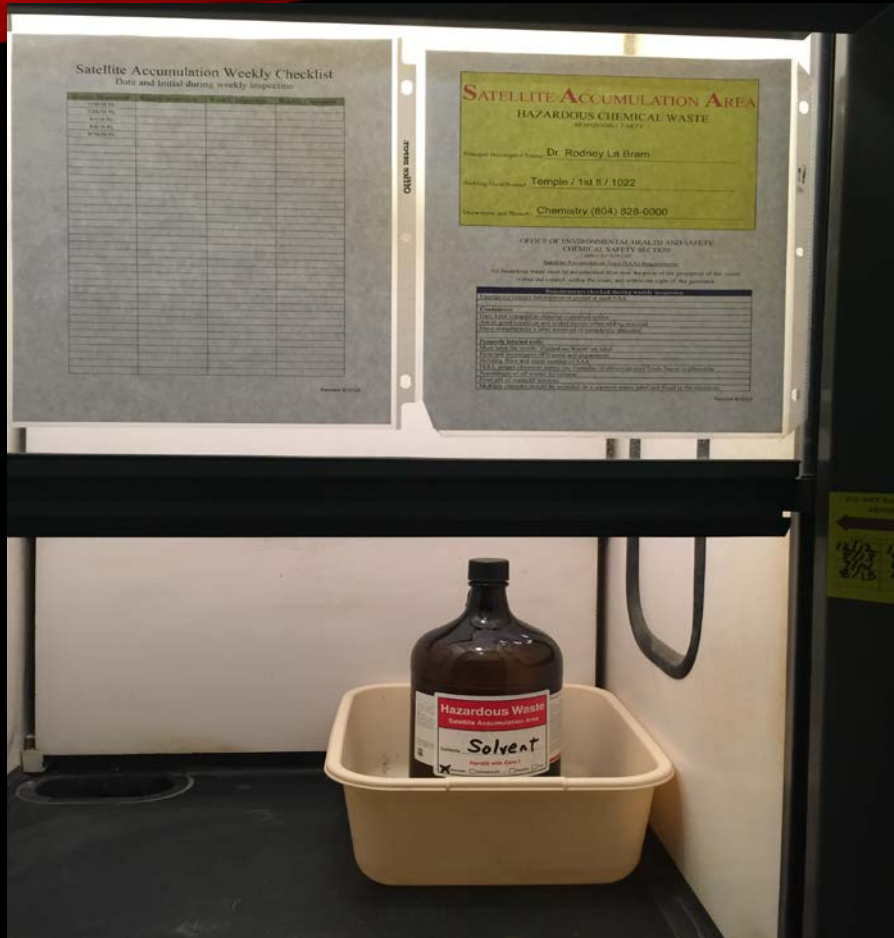
= 20L



**VCU** Safety and Risk  
Management



# SAA HOUSEKEEPING

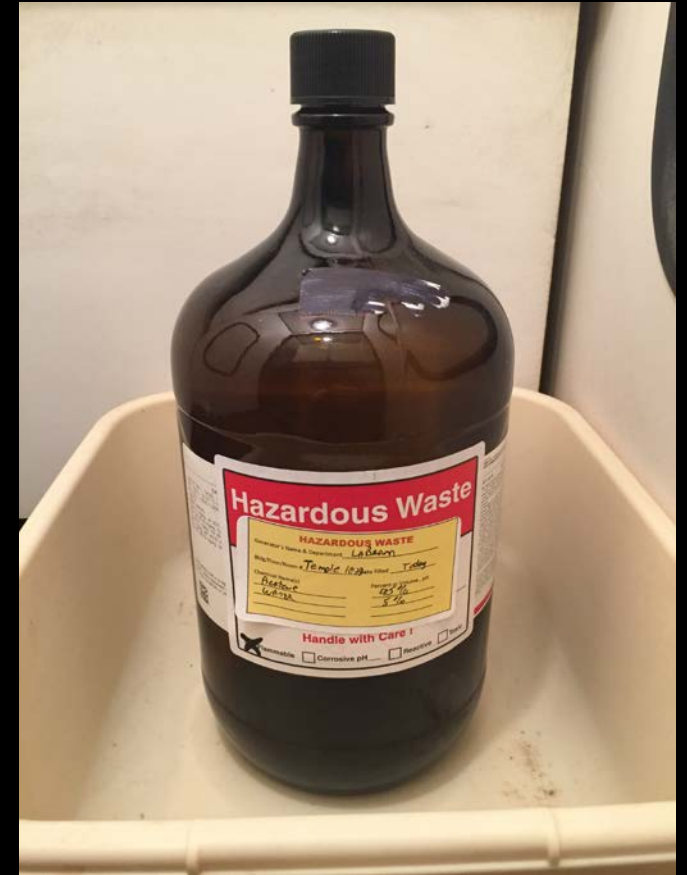


- Neat
- Clean
- Segregated
- Bottles labeled



# WHEN BOTTLES ARE FULL

1. Make sure it has a legible Hazardous Waste label with :
  - Your name/department
  - Building/Floor/Room
  - Date it was filled
  - What it is - no abbreviations
2. Ensure it is closed
3. Place closed bottle in a secondary container (in case bottle breaks or leaks)



# COMPLETELY AND CLEARLY FILL OUT THE HAZARDOUS WASTE CONTAINER LABEL

HAZARDOUS WASTE	
Generator's Name & Department _____	
Bldg./Floor/Room # _____	Date Filled _____
Chemical Name(s) _____	Percent or Volume, pH _____
_____	_____
_____	_____

HAZARDOUS WASTE	
Generator's Name & Department _____	
Bldg./Floor/Room # _____	Date Filled _____
Chemical Name(s) _____	Percent or Volume, pH _____
_____	_____
_____	_____

HAZARDOUS WASTE	
Generator's Name & Department _____	
Bldg./Floor/Room # _____	Date Filled _____
Chemical Name(s) _____	Percent or Volume, pH _____
_____	_____
_____	_____

HAZARDOUS WASTE	
Generator's Name & Department _____	
Bldg./Floor/Room # _____	Date Filled _____
Chemical Name(s) _____	Percent or Volume, pH _____
_____	_____
_____	_____

HAZARDOUS WASTE	
Generator's Name & Department <u>Rodney Lab Ram - Chemistry</u>	
Bldg./Floor/Room # <u>Temple/ 1<sup>st</sup>/ 1022</u>	Date Filled <u>01/01/2016</u>
Chemical Name(s) <u>Xylene</u>	Percent or Volume, pH <u>98%</u>
<u>Hydrochloric Acid</u>	<u>1%</u>
<u>Giemsa stain</u>	<u>1% pH 7.0</u>





# SCHEDULING A HAZARDOUS WASTE PICK UP

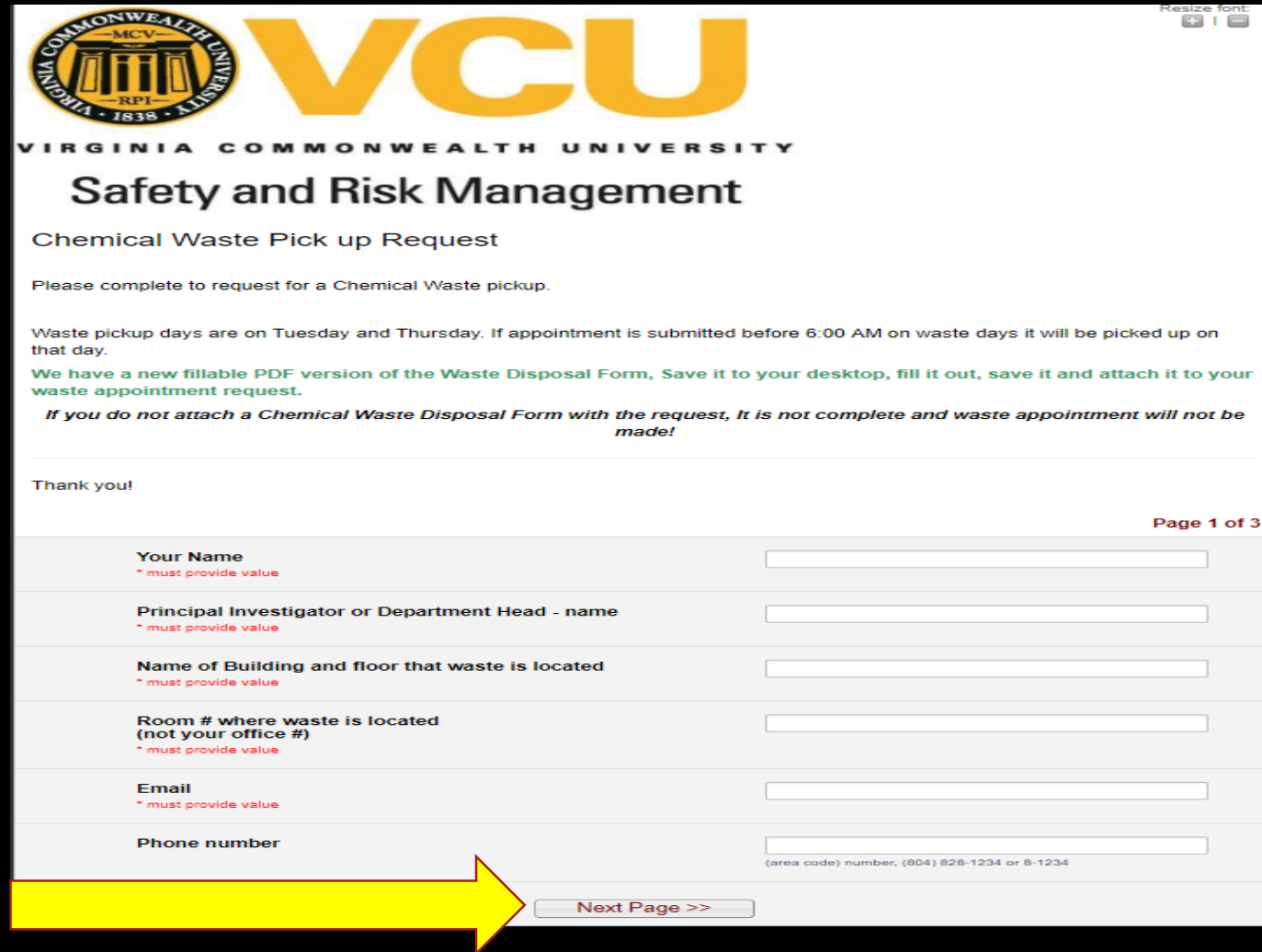
Go to

<https://redcap.vcu.edu/surveys/?s=CNF7FWH4LE>

or click the link on the  
SRM.VCU.EDU website on the  
Waste Management page

Enter the required information

Click the Next Page > > icon



The screenshot shows the VCU Safety and Risk Management website. At the top is the VCU logo and the text "VIRGINIA COMMONWEALTH UNIVERSITY". Below this is the heading "Safety and Risk Management" and the sub-heading "Chemical Waste Pick up Request". A message states: "Please complete to request for a Chemical Waste pickup." Another message says: "Waste pickup days are on Tuesday and Thursday. If appointment is submitted before 6:00 AM on waste days it will be picked up on that day." A green message reads: "We have a new fillable PDF version of the Waste Disposal Form, Save it to your desktop, fill it out, save it and attach it to your waste appointment request." A red message states: "If you do not attach a Chemical Waste Disposal Form with the request, It is not complete and waste appointment will not be made!" Below this is a "Thank you!" message. The form fields are: "Your Name" (with a red asterisk and "must provide value"), "Principal Investigator or Department Head - name" (with a red asterisk and "must provide value"), "Name of Building and floor that waste is located" (with a red asterisk and "must provide value"), "Room # where waste is located (not your office #)" (with a red asterisk and "must provide value"), "Email" (with a red asterisk and "must provide value"), and "Phone number" (with a red asterisk and "must provide value"). A yellow arrow points to the "Next Page >>" button at the bottom right. The page number "Page 1 of 3" is in the top right corner.

# CORRECTLY SEAL & LABEL WASTE CONTAINERS

Make sure Hazardous Waste is in a sealed, compatible, and durable container.

- ✓ Sealed = NO LEAKS, lid will not pop off
- ✓ Compatible = suitable for chemical
- ✓ Durable = Not fragile or thin material

Labeled correctly = Contents of the container with chemical name(s) - not symbols or abbreviations.

- ✓ No generalization i.e.; *"Organic Waste"* or *"Acid Waste"*

The screenshot shows a web form titled "Safety and Risk Management" and "Chemical Waste Pick up Request". It is identified as "Page 2 of 3". The form contains a "Waste Profile" section with two questions for Rodney LaBram:

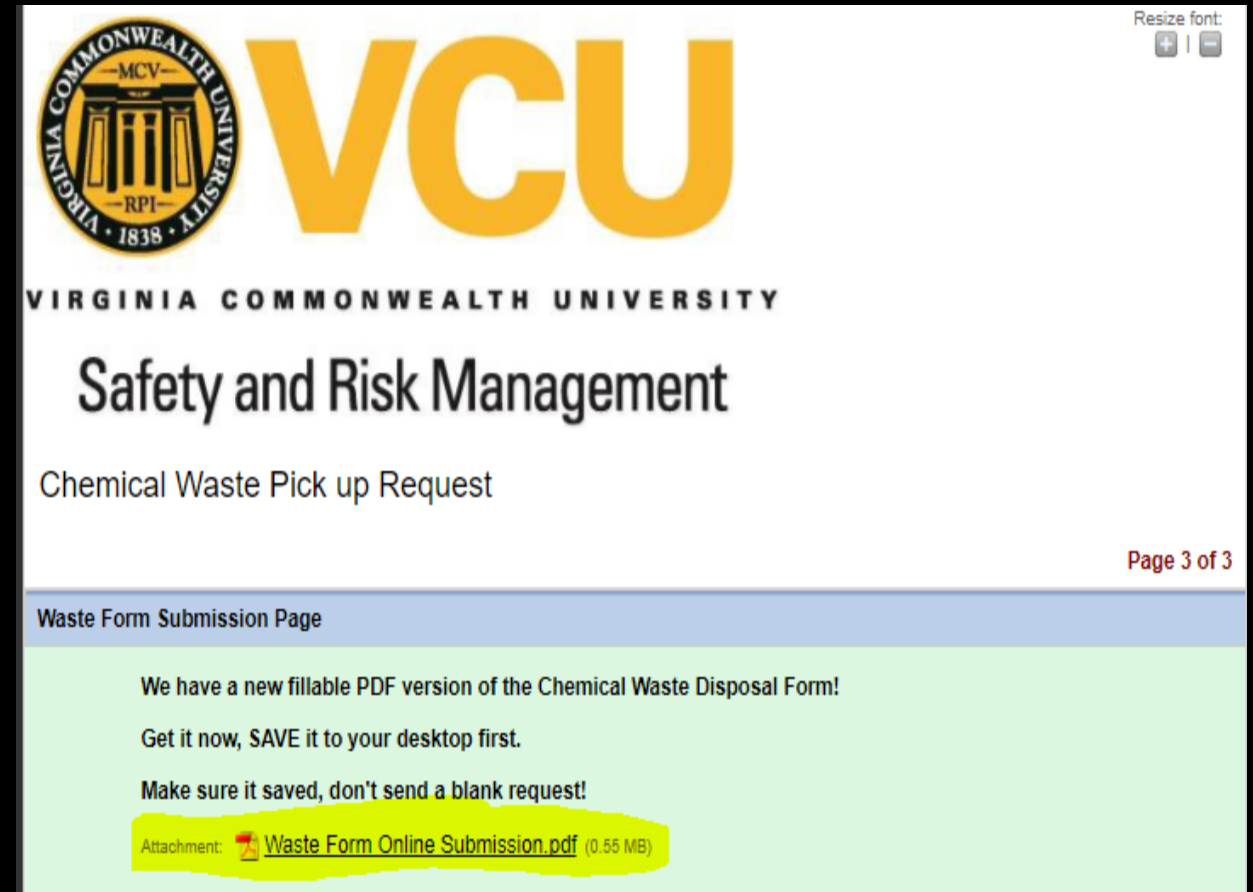
- Question 1: "Rodney LaBram, are your waste containers sealed?" with radio buttons for "Yes" (selected) and "No". A note states: "\* If NOT, waste WILL NOT be picked up!". A red asterisk note says "\* must provide value". A "reset" link is on the right.
- Question 2: "Rodney LaBram, are the containers labeled with proper Hazardous Waste Labels?" with radio buttons for "Yes" and "No" (selected). A note states: "\* If NOT, waste WILL NOT be picked up!". A red asterisk note says "\* must provide value". A "reset" link is on the right.

Below these questions, there is a section titled "Label and seal your Hazardous Waste Containers!" with instructions: "Please fill in completely and place on each container." and "Fill in 'Date filled'". A warning states: "Waste WILL NOT be picked up if not labeled or sealed!". An attachment link is provided: "Attachment: [New Waste Labels.docx](#) (0.03 MB)". At the bottom, there are navigation links: "<< Previous Page" and "Next Page >>".

# FILL OUT A CHEMICAL WASTE DISPOSAL FORM


If you need this form:

- Click the pdf link to download a blank form.
- Save it to your desktop for later use, you will need to submit a completed form with every waste pick-up request.



*Quick Tip: After saving the form, you can always click the hyperlink at the top of the form, and it will open a new Pick up Request*

# CHEMICAL WASTE DISPOSAL FORM

  
**VCU**  
VIRGINIA COMMONWEALTH UNIVERSITY  
 Safety and Risk Management      Office of Environmental Health and Safety

## Chemical Waste Disposal Form

Appointments: [Hazardous Waste Pickup Request](#)  
 Questions call Chemical Safety @ 828-1392

P.I. Name: Rodney Lab Ram Your Name: Lab Assistant Department: Chemistry

Building: Temple Room: 1022 Phone Number: 8-1212  
☐ University    ☒ Hospital (check one)

Name of Chemical/Compound	Volume	Quantity
<i>Chemical name and/or percentages</i>	<i>Size of container (L, mL, gallons)</i>	<i>Number of containers</i>
Xylene / Hydrochloric Acid / Stain	4 liter	1
Comments: _____ in the SAA under fume hood		

- Enter the room number where waste is located - not your lab office.
- All contents in the bottle do not need to be listed on this form.

Note: However, every bottle's Hazardous Waste Container Label must be specific.

- List different size containers separately, designate size of container, not amount of contents and the number of containers.

Save the completed form to your desktop for attaching in the next step. You do not need to print this form, a copy is brought by the Haz Waste Technician when picking up waste.



# UPLOAD DOCUMENT

After completing the Chemical Waste Disposal Form, it must be uploaded to the pick up request

1. Select the Upload document icon
2. A new window will open asking you to "Choose File"

*continued on next slide*

The screenshot displays the 'Waste Form Submission Page' for Virginia Commonwealth University (VCU). At the top, the VCU logo and 'Safety and Risk Management' header are visible. The page title is 'Chemical Waste Pick up Request'. A 'Page 3 of 3' indicator is in the top right corner. The main content area is titled 'Waste Form Submission Page'. A modal window titled 'Upload document' is open, containing the following text: 'Upload your completed, saved Chemical Waste Disposal Form. Appointment will not be made unless a Chemical Waste Disposal Form is uploaded with your requested waste for pickup! (upload)'. Below this, it says 'Select a file then click the 'Upload Document' button'. There are two buttons: 'Choose File' (labeled with a yellow circle '2') and 'Upload document' (labeled with a yellow circle '1'). The 'Upload document' button has a note '(Max file size: 256 MB)'. In the background, a green box with a plus icon and the text 'Upload document' is visible, also labeled with a yellow circle '1'. At the bottom of the page, there are '<< Previous Page' and 'Submit' buttons.

# UPLOAD DOCUMENT *(continued)*

3. Go to the place you saved the completed form



4. Choose it and then select "Open"

5. Once it has loaded, then select "Upload document"

VCU VIRGINIA COMMONWEALTH UNIVERSITY

Safety and Risk Management

Chemical Waste Pick up Request

Page 3 of 3

Waste Form Submission Page

Upload document

Upload your completed, saved Chemical Waste Disposal Form.

Appointment will not be made unless a Chemical Waste Disposal Form is uploaded with your requested waste for pickup! (upload)

Select a file then click the 'Upload Document' button

Choose File No file chosen

Upload document (Max file size: 256 MB)

Upload document

<< Previous Page Submit

Note: If you scanned a handwritten form, or have several forms saved as a .pdf, .jpeg, .gif, tiff, Word, etc) . they can be uploaded the same way. Please make sure they are legible.

# COMPLETING THE REQUEST

Once the document has been uploaded and the question of do you have more than 20 liters of waste is noted as "Yes" or "No", Select "SUBMIT"

Appointment will not be made if the completed form is not uploaded.

The screenshot shows the 'Waste Form Submission Page' for VCU. At the top is the VCU logo and the text 'VIRGINIA COMMONWEALTH UNIVERSITY'. Below this is the title 'Safety and Risk Management' and the subtitle 'Chemical Waste Pick up Request'. The page is labeled 'Page 3 of 3' in the top right corner. The main content area has a blue header 'Waste Form Submission Page'. The text reads: 'We have a new fillable PDF version of the Chemical Waste Disposal Form! Get it now, SAVE it to your desktop first. Make sure it saved, don't send a blank request!'. An attachment link is provided: 'Attachment: [Waste Form Online Submission.pdf](#) (0.55 MB)'. Below this, it says 'Upload your completed, saved Chemical Waste Disposal Form.' with a link to 'Waste Form Online Submission Aug... (0.55 MB)' and a 'Remove file' button. A note states: 'Appointment will not be made unless a Chemical Waste Disposal Form is uploaded with your requested waste for pickup!'. A red asterisk note says '\* must provide value'. A green box contains the question 'Do you have more than 20 Liters of waste?' with radio buttons for 'Yes' and 'No' (selected). A red asterisk note says '\* must provide value'. A 'reset' link is at the bottom right of the green box. At the bottom of the page are two buttons: '<< Previous Page' and 'Submit'.

# YOUR APPOINTMENT IS MADE

To ensure waste gets picked up:

- Make sure everything is labeled and sealed. Leaking or unlabeled waste containers or anything packed or wrapped in BioHazard bags or bearing BioHazard markings will **not** be picked up.
- Waste must be accessible to the Hazard Waste Coordinators
  - Pick ups start on the MCV campus at 6:00 and around 9:00 a.m. for MPC locations
  - If waste in a secured room, please provide access code or information of how to get into the secured room. You may also place the waste by your door but **only** in secondary containment.



Waste pickup days are Tuesday and Thursday, unless there is a holiday or closing. If we can not get to your waste, a note will be placed on the door and you must schedule another appointment.

Close survey

Rodney Lab Ram, please ensure that we can have access to the chemical waste for pickup in Room # 1022 of Temple at any time on the waste pickup day.

Please have your waste labeled and ready for pickup.

Waste days are Tuesday and Thursday. Requests will be picked up on the next waste day after submission.

There is no need to print out the Hazardous Waste Form, we will bring your submitted form with us.

Please advise us of any codes to locked doors or have waste in a secondary containment ready for pickup at door, if we are unable to get to the waste, your appointment will have to be rescheduled.

Please enter your email to receive confirmation of request. Have a nice day!

Enter your email to receive confirmation message?  
A confirmation email is supposed to be sent to all respondents that have completed the survey, but because your email address is not on file, the confirmation email cannot be sent automatically. If you wish to receive it, enter your email address below.

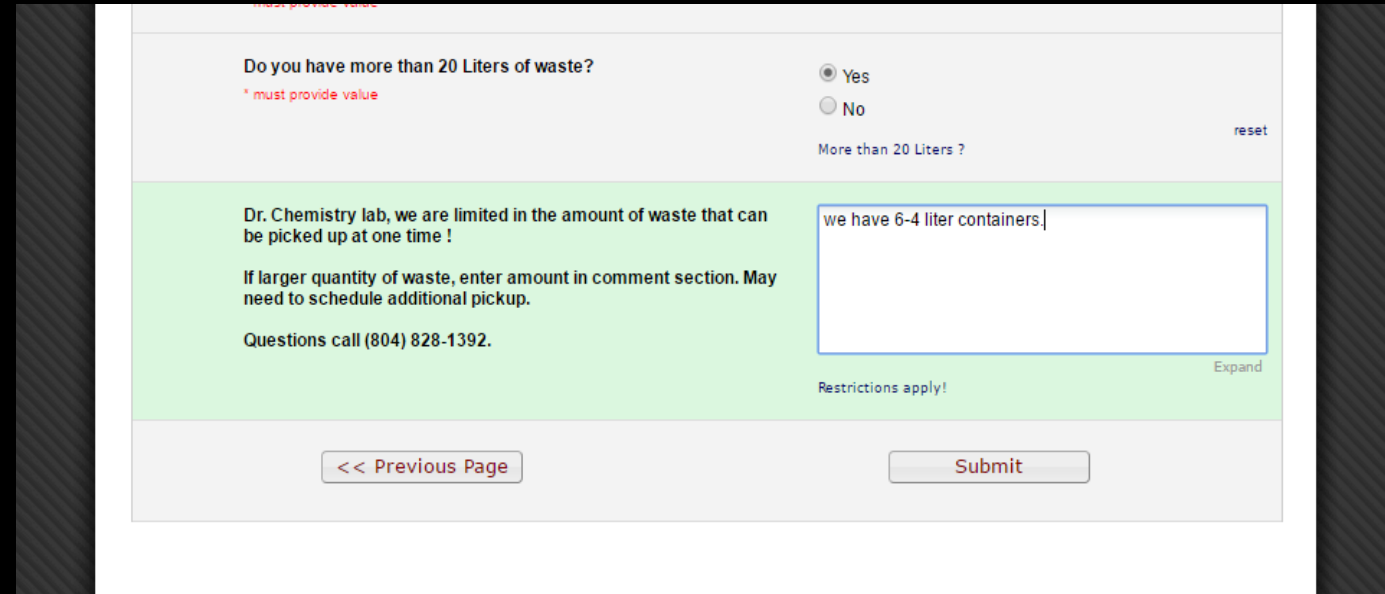
\* Your email address will not be stored

If you want confirmation your request was received, enter a valid email and one will be sent to you.



# ROUTINE (NORMAL) WASTE APPOINTMENTS

- Normal waste appointment are limited to 20 liters or less - avoid accumulating too much waste.
- You do not have to schedule another appointment if you have slightly more than 20 liters - just let us know so we can accommodate the occasional overage.



The screenshot shows a web form for scheduling a waste appointment. At the top, it asks "Do you have more than 20 Liters of waste?" with radio buttons for "Yes" (selected) and "No". Below this, a red asterisk indicates a required field. A "reset" link is visible. The main section has a light green background and contains the text: "Dr. Chemistry lab, we are limited in the amount of waste that can be picked up at one time !", "If larger quantity of waste, enter amount in comment section. May need to schedule additional pickup.", and "Questions call (804) 828-1392.". To the right of this text is a text input field containing "we have 6-4 liter containers.". Below the input field is an "Expand" link. At the bottom of the form, there are two buttons: "<< Previous Page" and "Submit".

This online submission should not be used for a **"LAB CLEANOUT"** or **"ANY UNKNOWN CHEMICALS"** , please contact our office if you need that service.

# DISPOSING OF YOUR HAZARDOUS CHEMICAL WASTE CORRECTLY IS EASY!

We can assist you in completing the online request or answer any of your Hazardous Chemical storage and Chemical Waste Disposal questions.

*We are here to help ! Call us at 828-1392*



**VCU**

Safety and Risk  
Management