

## HAZARDOUS WASTE COLLECTION QUICK SHEET

### HAZARDOUS WASTE COLLECTION PROGRAM

EHS has implemented a Hazardous Waste Collection Program to collect hazardous waste directly from your laboratory. You must utilize the Hazardous Waste Collection Program to dispose of all hazardous waste generated by your laboratory. There is *no charge* for using the Hazardous Waste Collection Program. Hazardous wastes must *not* be transported to the EHS waste storage facilities by personnel other than EHS staff members.

### LABORATORY DISPOSAL OF WASTES

All hazardous wastes must be disposed of through the EHS Hazardous Waste Collection Program. Hazardous wastes must *not* be discharged to the sewer via sink drains, hood drains, or other mechanisms. Chemical Wastes may be considered hazardous for practical purposes. Some buffer solutions may be drain-disposed if they meet certain criteria. It is never wrong to let EHS make the determination.

***Hazardous wastes must NOT be disposed of by evaporation*** – this includes evaporation in fume hoods or biosafety cabinets. Remember, hazardous waste containers must be kept closed at all times except to add or remove waste.

#### **EHS Quick Facts:**

- Utilize the Hazardous Waste Collection Program to dispose of all your hazardous waste, FREE of charge.
- Submit the waste collection request form to EHS as soon as your hazardous waste is ready for pickup.
- Enter the information on the waste tags completely prior to requesting collection. Never evaporate chemicals as a disposal method.
- Ensure that lab personnel are trained in proper waste handling and disposal procedures.

### SUBMITTING A WASTE COLLECTION REQUEST FORM

Chemical Waste Collection Requests must be submitted through [EHS Assist](#). The waste request is required to have the type of waste, quantity, and size of waste container to be collected, at a minimum. If you require an additional container or waste tag, you can request these items using this process as well.

#### ***Dating the Hazardous Waste Containers***

Hazardous waste containers should be dated with the collection date. This is accomplished by filling in the date on the hazardous chemical waste tag that should be attached to the container. (Please see the [Guide to Managing Laboratory Chemical Waste](#) for labeling requirements for hazardous waste.) Full containers should not be stored in the laboratory for excessive periods of time (i.e., have full containers collected within approximately one week of being completely full).

## ***When to Submit the Collection Request Form***

Your laboratory must store hazardous waste according to the *Guide for Managing Laboratory Chemical Waste*. You must have your hazardous waste collected at such a frequency to remain in compliance with those guidelines and so that full containers of hazardous waste are not stored for excessive periods of time as described above.

## **HAZARDOUS WASTE COLLECTION SCHEDULE**

Chemical hazardous wastes are collected on a routine basis. Chemical waste pick-up requests submitted through [EHS Assist](#) are often accommodated within one week. Emergency pick up requests will be considered and accommodated as waste handling team schedule allows.

## **DISPOSAL OF HAZARDOUS WASTE CONTAINERS**

### ***Acute Hazardous Waste Containers***

An empty container that has held an acute hazardous waste must be disposed of by following the EHS waste removal process laid out in the *Guide for Managing Laboratory Chemical Waste*. All requests must be submitted through [EHS Assist](#). For questions regarding acute hazardous waste identification, please refer to the *EHS Guide for Managing Laboratory Chemical Waste*.

### ***Other Hazardous Waste Containers***

A container that has held any hazardous waste, other than an acute hazardous waste, can be disposed of as regular trash once all the waste has been poured out and the bottle is dry. The chemical and/or hazardous waste labels and cap should be removed or defaced prior to disposal as regular trash.

## **TRAINING FOR LABORATORY PERSONNEL**

Your laboratory personnel should be trained in the proper handling, storage, labeling, and disposal of hazardous wastes generated by your laboratory. Training should also include procedures for responding to spills or leaks and waste minimization practices. Training should be administered to new lab employees and renewed at a frequency sufficient to ensure competency in the proper management practices. Training can be found in the Oracle Learn portal for all Vanderbilt University students, faculty, and staff. Visitors should complete training offered in the Redcap training portal. The link can be found on the EHS [Chemical Safety website](#).