

HAZARDOUS WASTE DISPOSAL REQUEST FORM

CONTAINER NUMBER	WASTE NAME	QUANTITY	CONTAINER SIZE	PHYSICAL STATE	CONTAINER INTEGRITY	NOTES

Name: _____ Extension: _____

Location of Waste: Building: _____ Room Number: _____

Department: _____

Date: _____

FOR EHS USE ONLY

Date Received: _____

Approved: Yes _____ No _____

Notes: _____

HAZARDOUS WASTE DISPOSAL REQUEST FORM INSTRUCTIONS

Container Number: You should write a number on each container of waste so that individual containers can be identified. Any number will do and it can be as simple as writing “#1”, “#2”, etc. In the space titled “Container Number” on the form enter the number that you have written on the individual container of waste.

Waste Name: Enter the type of waste in this space. Please be as specific as possible. If this information is not listed, the waste may have to undergo costly analysis prior to packing and shipping.

Quantity: Enter the quantity of waste that is contained in the container. The quantity of waste may be different from the container size if, for instance, the container is only partially filled. Waste disposal costs are based on quantity of waste regardless of container size so it is to your benefit to accurately determine quantity of waste.

Container Size: Enter the size of the container.

Physical State: Enter a one-letter code for the physical state of the waste. Enter an “L” for liquid waste; an “S” for solid waste; or a “G” for gaseous waste. If the physical state is difficult to determine (e.g. a sludge), use the best description possible for the waste.

Integrity of Container: Is there a lid on the container/package or is it able to be sealed securely so that the container/package does not leak? (e.g. Are there any holes?)

Special Notes: In this area enter any information you think may be helpful to the packager or shipper. This could include: pH, components of the waste, container integrity, or anything else that may help in the safe handling of the waste.

Filling out and signing this form does not give the right to leave the container/package next to, or around the storage area. This form must be filled out completely and returned to EHS prior to discarding your hazardous waste.

Signature _____ Date _____