1. Hazardous waste materials should be segregated based on the 15 general categories listed below and stored in a local designated area (temporary collection site) within the laboratory. Hazardous waste should be stored in appropriate containers and must remain tightly CLOSED (capped) between additions. **DO NOT FILL CONTAINERS TO THE TOP.** For containers without a fill line, leave approximately 2 inches of space between the top of the container and the waste. Containers should never be capped with parafilm or rubber, cork, and ground glass stoppers. Keep the outside of the container clean.

**General categories for waste materials include the following:**
- Non-halogenated organic solvents
- Halogenated solvents
- Heavy metals
- Mercury or its compounds
- Acids, organic
- Acids, mineral
- Bases, organic
- Bases, mineral
- Acyl halides
- Cyanides
- Sulfides
- Organic peroxides
- Inorganic oxidizers
- Water-reactive compounds
- Oils

**General guidelines:** Do not put acidic or basic waste (pH <3 or >9) in metal cans. Keep acids and bases separate from hydrocarbons and ethers. When possible, keep all carcinogens, mutagens, and teratogens separate from other waste. Do not consolidate waste containers from different categories.

2. Transport the full container to the collection site (Room 2113 inside Room 2115 – Stock Room) as soon as is practical.

3. Complete a yellow hazardous label card found on the door. The following data are required.
   a. The names (not formulas) of the contents, including water or any solvent.
   b. The percentage of each component (approximate, if exact amount is unknown).
   c. The total volume or weight.
d. The pH for highly acidic or basic waste (<3 or >9).
e. Name, date, and room number of the lab in which the waste was generated
f. Your signature.

4. Attach the label securely to the container using either a twist tie or packing tape. Clean the outside of the container before adhering tape. NOTE: If the container has any solvents that might render the packing tape ineffective use a twist tie to prevent the label from falling off at some later date.

5. Place the container on a shelf with containers of similar waste. If the container is too large for the shelves, place it on the floor, out of the walkway.

6. Record the hazardous waste deposit in the hazardous waste inventory found on the door.

**Notes:**
1. Labels, inventory forms, etc. needed to log the container are found on the door to Room 2113.

2. An outside vendor will pick-up hazardous waste from the department just after Fall and Spring semesters close. Any containers that are essentially full should be moved to the main collection area before that time.

Questions should be addressed