

Write Firmly - 2 Copy Form

NMSU Waste/Material Tracking Form

Container Type (Circle) →	Glass	Plastic	Metal	Fiber
Container Size (ml or L) (Print):				
Contents State (Circle) →	Solid	Liquid	Sludge	Gas
Chemical Contents (and diluent, including water, if applicable)				Concentration (% M, PPM)
				vol (ml or L)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Total Volume of Contents (ml or L) →				
Generator's Name and Title				Phone #
Dept		Building		Room

BH&S Staff Use Only

DOT Class (circle) →	2	3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	8	9
Category	Bay	Date received									
Initials	Process Drum										

Waste Codes (Print):	UW	BIO
	NHW	RR
	No 038503	

NMSU CHEMICAL DISPOSAL PROCEDURES

1. Label each container to identify the contents (USE NMSU WASTE/MATERIAL TRACKING FORM).

- 1.1 Circle Container Type: Glass, Plastic, Metal, or Fiber.
- 1.2 Write in Container Size: (250ml, 4L, etc.)
- 1.3 Circle Chemical State: Solid, Liquid, Sludge, or Gas.
- 1.4 Write in added chemical names and their diluent, including water, if applicable, concentration (% molarity, or ppm), and their volume in milliliters or liters. If necessary, make an estimate based on your "knowledge of process". Do not abbreviate. Do not use chemical notations or structures.
- 1.5 When no more waste is to be added to container, write in total volume of contents in milliliters or liters.
- 1.6 Write in the Generator (name of person completing the form or lab supervisor), Phone #, Department, Building, and Room #.
- 1.7 Lower portion is for Environmental Health and Safety (EH&S) use only - Leave Blank.
- 1.8 If more chemicals need to be listed, use as many extra, separate tracking forms as needed.
- 1.9 Containers not labeled appropriately will be returned to the generator.
- 1.10 Secure forms to container with plastic ties or adhesive tape.

2. Compatible chemicals may be collected in a single waste container and individual containers may be packaged in secondary containers according to the subclasses listed below (not all inclusive). Call EH&S for assistance with extremely hazardous materials or unknown compatibility.

- A. Flammables (Non-Halogenated Organic Solvents, Alcohols, Fuels). (Separate Benzene if possible.)
 - B. Combustibles (Oils, Resins, Paints), Coolant.
 - C. Inorganic Bases (Sodium Hydroxide, Ammonium Hydroxide) (Do not mix Bleach with Ammonia.)
 - D. Halogenated Organics (Chlorinated Solvents: Methylene Chloride, Trichloroethylene).
 - E. Poisons (Insecticides, Herbicides, Carcinogens, Weak Organic Acids, Weak Organic Bases).
 - F. Inorganic Acids (Sulfuric), Inorganic Heavy Metals (Lead/Chromium). (Separate Mercury if possible.)
 - G. Compressed Gases.
- Always package separately the following high hazard compounds: Cyanide, Sulfide, Water/Air Reactive, Mercury, Organometallic, Undiluted Organic Peroxides, Strong Oxidizers, Strong Reducing Agents, Flammable Solids, Strong/Undiluted Amines, Polymerizables (Monomers), Radioactive, Biohazardous, and Explosive.

3. Empty containers must be rinsed (a minimum of three times) with water or an appropriate solvent until less than 3% of the compound is present. Collect rinse in the appropriate waste container. After rinsing, glass containers should be placed in a glass collection box for regular disposal. If the container is metal, plastic, or fiber, first puncture the container prior to disposal in the regular trash. If containers cannot be effectively rinsed, complete a tracking form and turn in as hazardous waste.

4. Unknowns are not acceptable. Waste components must be determined by knowledge of process or analytical method.

5. Package glass chemical containers for turn-in in a sturdy transport box with cardboard separators or packing material to prevent breakage. If you need additional boxes, notify EH&S when calling in a pick up request. Only combine compatible waste containers in a single transport box. Do not seal boxes, EH&S Personnel will inspect paper work and hazardous waste containers before transport.

6. At any one time, departments may accumulate up to a maximum of 55 gallons of waste or one quart of Acutely Hazardous Waste in a designated Waste Accumulation Point. The storage containers must be closed (finger tight) and under the generator's control (See NMSU Waste Accumulation Point Inspection Checklist at www.nmsu.edu/~safety/programs/haz_wst/waste_accumulation_point_checklist.htm).

7. After tracking forms are completed, call EH&S (646-3327) to schedule removal of chemicals. Containers should be called in for pick up when 75% full to comply with EPA regulations. Please do not overfill containers, always leave 10% headspace. Detailed hazardous waste training is provided by EH&S Staff. Please call for dates and times or visit our web site at www.nmsu.edu/~safety.