



Texas Tech University  
**Chemical Lab Procedures**



1. All containers must be clearly labeled with contents, appropriate hazard warnings, name and address of the manufacture, the date received, and the initials of the person who received the chemicals.
2. Existing labels may not be removed or defaced unless it is illegible, inaccurate, or does not conform to labeling.
3. If a label does need to be replaced, a new label should be immediately attached with all of the proper information.
4. All secondary containers must be labeled with at least the identity appearing on the MSDS and appropriate hazard warnings.
5. Proper containers for accumulating and storing hazardous waste must be provided by the person who generates the waste.
6. The best containers for waste to be stored in are the original containers of that material, however if the original container is not available, other containers, such as 5-gallon metal carboys, are acceptable as long as the container and any residue left inside are compatible with the waste. Corrosives should not be stored in metal containers.
7. All containers must have tight-fitting lids. Lids must be in place unless waste is actively being added to the container.
8. Waste that is collected must not be stored near or above drains, sinks, or any area where a spill or leak could potentially enter the sanitary sewer.
9. Waste containers should not be stored in areas that are unprotected from weather, excessive heat, or where they pose a fire hazard.
10. Never mix incompatible materials as this may cause explosions, fires, or generate flammable or toxic gasses. If in doubt, do not mix!
11. Prior to accumulating any waste, a proper Environmental Health and Safety (EH&S) label must be placed on the container.
12. All hazardous waste and waste containers must have EH&S waste labels affixed to them. Labels are provided by EH&S. Each section that pertains to the generator must be filled out completely.
13. Do not use empirical formulas to list chemicals under the contents section, chemical names must be spelled out. Both building and room number must be listed. The accumulation start date is the first day waste is put in the container. Under the 'Hazards' section, check off all applicable hazards and list any other hazards associated with the waste.
14. Hazardous wastes are picked up by EH&S personnel upon request.
15. Containers must have proper labels and the manifest form must be filled out before requesting a pick-up. Label and forms are in AFS 234 and ML110 in a notebook.
16. To schedule a pick-up call EH&S at 742-3876 or log on to there web-site at <http://www.depts.ttu.edu/ehs>.
17. If you have any questions about disposal of hazardous waste please contact EH&S.

I \_\_\_\_\_ have read and understood the above information.

Signature \_\_\_\_\_ Date \_\_\_\_\_