



TEXAS TECH UNIVERSITY

Environmental Health *and* Safety

HAZARDOUS WASTE DISPOSAL

- A. In any discussion of hazardous waste, addressing the concept of waste minimization is a must. Minimizing the amount of waste generated can be accomplished in a number of ways. Some are described below.
1. Surplus chemicals can be exchanged among labs, sections, or departments. This applies not only to 'virgin' materials, but to the end products of processes or experiments which could be of use to someone else.
 2. Materials may be distilled to recover them to a point of usability, if not to the original user, to another user on campus. This is greatly facilitated by segregating potential wastes to the extent practical at the point of generation.
 3. Substitution of a less hazardous material for one requiring special handling will not only cut disposal costs, but reduce hazards in the laboratory as well.
 4. Microscale operations reduce the waste volume by proportionately reducing the amount of chemicals input for the reaction.
 5. Steps must be taken to ensure faculty and staff members do not depart until all substances in their work areas are clearly marked as to contents. Compliance with the [Texas Hazard Communication Act \(TAC § 502\)](#) will eliminate most problems of this type, however, the cost of analysis for the identification and hazard classification of unknowns is high enough to make this a cost effective endeavor.
- B. Once it has been determined that the substance can't be exchanged, recycled, or neutralized, contact EHS to arrange for it to be picked up for entry into the waste stream. Waste pickups are made on Tuesday and Thursday of each week. Wastes should not be allowed to accumulate as this presents health and environmental hazards. When requesting EHS to arrange for a waste pick up, you will need to enter in your request online at www.ehs.ttu.edu and have the following information available:
1. Name and telephone number of person requesting pick up
 2. Department and room number where waste is located
 3. Department and room number of requestor, if different than above
 4. A TTU email account
 5. Type of waste
 6. Size of container
 7. Are the containers properly labeled with an orange EHS "Waste" sticker
 8. Has the Transfer of Chemical, Bio Waste, and/or Universal Waste form been completed
 9. Any other information that you feel the person picking up the waste should know.



TEXAS TECH UNIVERSITY

Environmental Health *and* Safety

- C. EHS has developed labels in various sizes to be affixed to each container of hazardous waste once collection has begun. These labels are available from EHS at no cost. The following areas of the label shall be filled out by the generator.

Contents - List all wastes in the container. (Has to be the full name. Abbreviations and formulas are not acceptable)

Building - Your facility.

Room # - Self-explanatory.

Accumulation Start Date - The date you first placed any waste in the container.

Hazard - Check the appropriate block for the hazard(s) associated with the waste.

- D. When filling out the Request for Transfer of Chemicals form, ensure that the names used in the '*Chemical Description*' block match those on the waste container labels and that there is an appropriate entry in each column with the possible exception of '*Remarks*' and '*Transaction Number*'. The information for the '*Hazardous Characteristics*' column can usually be obtained from the original container or the MSDS; however, if the required information cannot be obtained from either of those sources or from a reference, contact EHS for assistance. All other entries are self-explanatory.