



## Waste Work Area Clean-Out

The work area “clean-out” is the removal of a large quantity of chemicals or biological materials from an area. Each department is responsible to complete the following checklist in the event the current supervisor or work area personnel are no longer available to complete the work area clean-out procedures.

<b>Department:</b>	
<b>Building:</b>	
<b>Room(s):</b>	
<b>PI:</b>	
<b>Waste Evaluation Date:</b>	Monday/Wednesday
<b>Target Completion Date:</b>	

### Work Area Clean-Out Checklist

Done	Task	Completed By
	1. PI must notify the Environmental Protection waste team by completing the Work Area Clean Out Request Form on the EHS website <a href="http://www.ehs.ttu.edu">www.ehs.ttu.edu</a> .	PI or other work area or department representative
	2. Meet with Environmental Protection waste team for initial Waste Evaluation.	Work Area Personnel
	3. Remove all EHS barcodes from chemicals, affix to Barcode Return Form and mail to EHS at Mail Stop 1090.	Work Area Personnel
	4. Label all chemicals with orange waste label. If the contents are the same as reads on the manufacturer label, “same” may be written in the Contents section of the waste label.	Work Area Personnel
	5. Submit a Waste Request with approximate container quantity for EHS pick up.	Work Area Personnel
	6. Document Waste Evaluation and pick up.	Environmental Protection waste team