

Environmental Health and Safety

Chemical Waste/ Unwanted Material Management in Laboratories on Campus- Checklist

This checklist serves as a policy and requirement for managing Chemical Waste/ Unwanted Material in laboratories on the campus of Washington University Danforth or Washington University School of Medicine. Examples of non-laboratories are pharmacies, clinics, building support functions, vehicle maintenance. Examples of locations not on Campus are Cortex Building, Tyson Research, Lewis Center and any other satellite campuses. All items must be checked.

- Determine that the material is unwanted and is not going to be reused at any time.
- Determine the container the Unwanted Material will be stored in.
 - This container must be in good condition and be compatible with its contents.
 - Apply a blue Unwanted Material label to the container at time of first filling and complete the label. If the material is in its original container it must have a blue unwanted material label applied and completed in order to submit the item for disposal. Ensure full chemical name is printed on the label (no acronyms).
 - Ensure location and Principal Investigator Name is printed on the label.
 - Ensure the start date is printed on the label.
 - Use correct generator label for your campus or building.
- Use secondary containment (trays or chemical cabinets) to segregate containers according to hazard class and compatibility.
- Ensure each container is closed at all times (except when adding Unwanted Material). See Working Container and Inline System Policies for more information.
- Ensure that you do not exceed 1 kg (2.2 lbs) of any of the following acutely hazardous material:
 - Aluminum Phosphide, Ammonium Picrate, Mercury Fulminate, Nitroglycerin, Tetranitromethane, Zinc Phosphide >10%
- Ensure that you do not exceed 55-gallons or 220 lbs total of Unwanted Material, whichever is smaller.
- Ensure that all Unwanted Material is picked up by EH&S within 6 months.
- Ensure all personnel who manage Unwanted Material have initial and annual documented training.
- Ensure all personnel working in the Unwanted Material Storage Area know emergency and spill procedures.
 - Post emergency/spill/injury procedures near the telephone
 - Ensure everyone that works in the area is familiar with the location and operation of emergency eye washes and emergency showers.
- Complete the online EH&S "Request for Pick Up" as needed, when container is almost full or upon approaching 6 months of storage, whichever comes first.
 - Use the appropriate online Unwanted Material request form found on the EH&S website (ehs.wustl.edu) under the Hazardous Material Management link.
- Do not dispose of Unwanted Materials via drain/sewer, in trash, dumping on ground or by evaporation.
- Do not dilute chemicals in attempt to eliminate the need for disposal as Unwanted Material.