This checklist is 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.

- 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.
  - 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 of Unwanted Material, whichever is smaller.
- Ensure that you only have a single container per Unwanted Material stream.
- 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 (http://ehs.wustl.edu/hmm/Pages/default.aspx) 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.