This checklist is for managing Chemical Waste in all satellite campuses such as but not limited to: Tyson Research Center, Lewis Center, North Campus, West Campus, Trinity Building, and Cortex Building. This checklist is also for off campus clinics and physician offices. The checklist should also be used for non-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.

- Determine that the material is unwanted and is not going to be reused at any time.
- Determine the container the Hazardous Waste will be stored in.
  - This container must be in good condition and be compatible with its contents.
- Apply a yellow Hazardous Waste label to the waste container at time of first filling and complete the label.
  - Ensure full chemical name is printed on the label (no acronyms).
  - Ensure location and Manager 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 waste containers according to hazard class and compatibility.
- Ensure each container is closed at all times (except when adding waste).
- Ensure that you do not exceed 1 kg (2.2 lbs) of any of the P- listed hazardous waste:
  - List available at [http://ehs.wustl.edu/resources/Pages/ResourcesSearch.aspx](http://ehs.wustl.edu/resources/Pages/ResourcesSearch.aspx)
- Ensure that you do not exceed 55-gallons or 220 lbs of waste, whichever is smaller.
- Ensure that you only have a single container per waste stream.
- Ensure that all Hazardous Waste is picked up by EH&S within 12 months or 1 year.
- Ensure all personnel who manage Hazardous Waste have initial and annual documented training.
- Ensure all personnel working in the Hazardous Waste 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 12 months or 1 year of storage, whichever comes first.
  - Use the appropriate online waste request form found on the EH&S website ([http://ehs.wustl.edu/hmm/Pages/default.aspx](http://ehs.wustl.edu/hmm/Pages/default.aspx)) under the Hazardous Material Management link.
- Do not dispose of Hazardous Wastes via drain/sewer, in trash, dumping on ground or by evaporation.
- Do not dilute chemicals in attempt to eliminate the need for disposal as Hazardous Waste.