

Instructions for completing the Request for Hazardous Waste Collection Form

*If you are completing this form electronically, some columns may have a drop down menu with choices (indicated with an * asterisk).*

- Container No.:** You should write a number on each container of waste so that individual containers can be identified. In the space titled “Container Number” on the form, enter the number that you have written on the individual container of waste. The number can be as simple as “#1, #2.”
- Waste Name:** Record the type of waste. Please be as specific as possible. If this information is not listed, the waste may be to undergo costly analysis prior to packing and shipping.
- *Physical State:** Enter a one-letter code for the physical state of the waste. “L” for liquid; “S” for solid waste; “G” for gaseous waste. If the physical state is difficult to determine (such as sludge), please use the best description possible for the waste.
- Quantity:** Enter the quantity of waste that is contained in the container. The quantity of waste may be different from the container size if the container is only partially filled.
- Container Size:** Enter the size of the container (such as 5 gallon can, 55 gallon drum, etc.).
- *Container Type:** Enter a letter code for the type of container holding the waste. “M” for metal container; “G” for glass container; “P” for plastic; “CB” for cardboard; or “CL” for cloth.
- Manufacturer:** Enter the name of the manufacturer of the material that is now being declared a waste.
- Age of Waste:** It is helpful to know the age of a waste when determining how to handle or dispose of it. The age of the waste should be based upon when the material was first purchased or formulated.
- Remarks:** In this area please enter any additional information that may be helpful to the packaging or shipping party. This could include: PH, components of the waste, container integrity, or anything else that may help in the safe handling of the waste.

If you have any questions please contact Amy Thomas at 667-3035. Once Safety & Risk Management has received your completed form, you will be contacted regarding collection of your waste.