



## **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 Num-ber” 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 have 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 Zenebe Asfir at 667-3044. Once Safety & Risk Management has received your completed form, you will be contacted regarding collection of your waste.