

Write Firmly- 2 Copy Form

<b>NMSU Hazardous Waste/Material Tracking Form</b>		
<b>Contents Hazards(Circle): Flammable Reactive Oxidizer Toxic Acid Base</b>		
Container Size in (ml or L) (Print) →		
Container Type (Circle) → Glass Plastic Metal Fiber		
Contents State (Circle) → Solid Liquid Sludge Gas		
Chemical Contents (and diluent, including water, if applicable)	Concentration(% M, PPM)	vol.(mL or L)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
<b>Total Volume of Contents (mL or L) →</b>		
Generator's Name and Title		Phone #
Dept	Building	Room
<b>EH&amp;S Staff Use Only</b>		
Bay (circle) →	Flam    Poison    Acid    Base    Bio    UW	
Initials	Sub Category	Process Drum
Date received	<b>No 022757</b>	
Waste Codes:		

## NMSU CHEMICAL DISPOSAL PROCEDURES

1. Label each container to identify the contents (Use NMSU Hazardous Waste/Material Tracking Form).
  - 1.1 Circle Contents Hazards: Flammable, Reactive, Oxidizer, Toxic, Acid, Base.
  - 1.2 Write in Container Size: (250 mL, 4L, etc.).
  - 1.3 Circle Container Type: Glass, Plastic, Metal, or Fiber.
  - 1.4 Circle Chemical State: Liquid, Solid, Sludge, or Gas.
  - 1.5 Write in added chemical names (and their diluent, including water, if applicable), concentration (% molarity, or ppm), and their volume in milliliters or liters. If necessary, make an estimate based on your "knowledge of process". Do not abbreviate. Do not use chemical notations or structures.
  - 1.6 When no more waste is to be added to container, write in total volume of contents in milliliters or liters.
  - 1.7 Write in the Generator (name of person completing the form or lab supervisor), Phone #, Department, Building, and Room #.
  - 1.8 Lower portion is for Environmental Health and Safety (EH&S) use only- Leave Blank.
  - 1.9 If more chemicals need to be listed, use as many extra, separate tracking forms as needed.
  - 1.10 Containers not labeled appropriately will be returned to the generator.
  - 1.11 Secure forms to container with plastic ties or adhesive tape.
2. Compatible chemicals may be collected in a single waste container and individual containers may be packaged in secondary containers according to the subclasses listed below (not all inclusive). Call EH&S for assistance with highly hazardous materials or unknown compatibility.
  - A. Flammables (Non-Halogenated Organic Solvents: Methanol, Acetone).
  - B. Halogenated Organics (Chlorinated Solvents: Methylene Chloride, Chloroform)
  - C. Combustibles (Oils, Coolant, Latex Paint).
  - D. Poisons (Pesticides, Weak Organic Acids).
  - E. Inorganic Acids (Hydrochloric, Sulfuric).
  - F. Inorganic Bases (Sodium Hydroxide, Potassium Hydroxide).Always package separately the following high hazard compounds: Cyanide, Sulfide, Water/Air Reactive, Mercury, Organometallic, Undiluted Organic Peroxides, Strong Oxidizers, Strong Reducing Agents, Flammable Solids, Strong/Undiluted Amines, Polymerizables (Monomers), Radioactive, Biohazardous, Gas Cylinders, and Explosives.
3. Empty containers must be rinsed (a minimum of three times) with water or an appropriate solvent until less than 3% of the compound is present. Collect rinsate in the appropriate waste container. After rinsing, glass containers should be placed in a glass collection box for regular disposal. If the container is metal, plastic, or fiber, first puncture the container prior to disposal in the regular trash. If containers cannot be effectively rinsed, complete a tracking form and turn in as hazardous waste.
4. Unknowns are not acceptable. Waste components must be determined by knowledge of process or analytical method.
5. Package glass chemical containers for turn-in in a sturdy transport box with cardboard separators or packing material to prevent breakage. If you need additional boxes, notify EH&S when calling in a pick up request. Only combine compatible waste containers in a single transport box. Do not seal boxes, EH&S Personnel will inspect paper work and hazardous waste containers before transport.
6. At any one time, a research group may accumulate up to a maximum of 55 gallons of waste or one quart of Acutely Hazardous Waste in a designated Waste Accumulation Point. The storage containers must be closed (finger tight) and under the generator's control, i.e. in the same room (See NMSU Waste Accumulation Point Inspection Checklist at [www.nmsu.edu/safety](http://www.nmsu.edu/safety)).
7. After tracking forms are completed, call EH&S (646-3327) to schedule removal of chemicals. Containers should be called in for pick up when 75% full to comply with EPA regulations. Please do not overfill containers, always leave 10% headspace. Detailed hazardous waste training is provided by EH&S Staff. Please call for dates and times or visit our web site at [www.nmsu.edu/safety](http://www.nmsu.edu/safety).