

Instructions for Completion of UAB Hazardous Waste Manifest

Field	Type this information into the manifest
Page __ of __	Enter the page numbers sequentially. The total number should include all pages submitted by the Generator.
Generator Name	Enter the first and last name of the principal investigator, lab director, or chemical safety coordinator who is responsible for and knows the hazards of the waste that is generated.
Building and Room	Enter the building and the room number where the waste will be picked up.
Telephone	Enter the telephone extension for the laboratory. Use a phone number where someone will be nearby to answer it.
Date	Enter the date the manifest was prepared for shipment.
Department	Enter the name of the department generating the waste.
Person Completing Manifest	Enter the name of the person actually completing the manifest and preparing the waste for shipping.
Chemical Hazard Code	Enter in the code found in the UAB Chemical Safety and Waste Management Manual characterizing the primary hazard of each chemical or mixture. If a Chemical Hazard Code is not available for the material, contact Occupational Health and Safety (934-2487) for assistance.
Chemical Compound	Enter the identity of the compound or the component of a mixture. Use one line for each substance . If the material is part of a mixture , type a [to the left of the first component and a] after the last component. Shock sensitive and water reactive materials require special handling . We will NOT accept abbreviations for chemical compounds.
Percent	Enter the amount of this component in a mixture. If you aren't sure, estimate as closely as possible.
Physical Form	Use Liquid, Solid or Gas only. No other forms will be accepted.
Amount in milliliters or grams	Measure the liquids in milliliters (1 pint =473 ml). Measure the solids in grams (1 pound=454 g). Other amounts entered will NOT be accepted.
Number of Containers	Enter the total number of containers of that type.
Type of Container	Use known terms when entering information here: glass bottle, plastic carboy, metal can, etc.
Control Number	Leave this area blank. It will be completed by the OH&S Support Facility Personnel.
Blazer ID	Enter the Blazer ID of the person completing the manifest.

General Information:

1. We **CANNOT** accept **faxes** or **handwritten forms**.
2. A copy of the manifest **MUST** be placed on the outside of each box.
3. To have waste materials picked up, e-mail a copy of the manifest to chemwasteman@uab.edu. Keep a copy as your record of waste disposal.
4. **Waste materials will not be picked up unless manifests are correctly filled out.**
5. For more information concerning packing procedures or pickup, consult the [UAB Chemical Safety and Waste Management Manual](#), contact the OH&S Support Facility at 934-3797, or visit the [OHS website](#).

