

The Manifest

- Fill out the correct manifest. Remember, the Hazardous Waste Manifest is different from the Universal Waste Manifest.
- Make sure that is filled out correctly and that all the appropriate blanks have been filled in completely.
- Turn the manifest in **before** the satellite accumulation containers are full. If something is wrong with the manifest or if the waste isn't picked up immediately, you'll still have some time left before the containers are at capacity.
- Have the manifest (or a copy) taped to the box. Writing the hazard class on the box could be mistaken for other codes. Make sure it is on the manifest instead.

The Containers

- Check the boxes against the manifest. Don't seal the boxes until you've taped the manifest (or a copy) to the box and highlighted what's in the box.
- Pack the boxes with vermiculite, shredded paper, or other appropriate packing materials. This protects you and others responsible for disposing of the waste. Clinking glass should be reserved for celebration toasts – **not** for hazardous chemical waste containers.
- Milk jugs are **never** acceptable for chemical storage, and **will not be picked up**.

No Rejects! Handling, Packing, and Pickup Tips

Checklist

- ☐ Waste is segregated according to the hazard class and packed into cardboard boxes. Do not pack different classes in the same box. (If you are not sure about the hazard class, consult the Chemical Safety and Waste Management Manual.)
- ☐ Container sizes have been matched the amount of chemical waste generated.
- ☐ Containers have at least a 10% headspace.
- ☐ Each chemical waste is in a separate screw-top container and is tightly capped.
- ☐ Dividers and/or shock absorbing materials (vermiculite) have been placed in between the containers.
- ☐ Each container is labeled as to chemical content.
- ☐ Mixtures have the approximate percentages of each chemical compound listed on them.
- ☐ Grams or liters have been used as units of measurement. Mols **should not** be used.
- ☐ Total weight for dry chemicals does **not** exceed 50 lbs (22 Kg).
- ☐ Boxes containing 4 liter bottles have no more than four (4) glass bottles or six (6) plastic bottles.
- ☐ Boxes are taped closed **before** pick-up with the exception of those containing picric acid. Boxes containing picric acid **must** be left open so that facility personnel can verify that the material is wet enough for safe transport.
- ☐ Box tops close flat with no bulges. Boxes with bulging tops will not be picked up.
- ☐ OH&S Support Facility Personnel (formerly the Hazardous Materials Facility Personnel) have been told where to pick up the waste and have access to the area.