



## UCCS SAFE OPERATING PROCEDURE

### 27. SAFE STORAGE AND HANDLING OF HAZARDOUS WASTE

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(For assistance, please contact [Environmental Health & Safety](#))

Most used chemicals must be disposed through Environmental Safety to ensure compliance with hazardous, special, and solid waste regulations. This SOP describes the process for collecting and requesting pickup of chemicals from your workplace by Environmental Safety staff. Refer to the [UCCS Hazardous Waste Management Plan](#) for additional details regarding waste management including training, labeling and storage requirements.

An individual from each unit generating **hazardous waste** should be designated as the single point of contact for Environmental Safety. This individual will be trained and coordinate training of other hazardous materials users within the unit, will coordinate with Environmental Safety for designation of collection locations and pickups, and will assist Environmental Safety in ensuring safe operations.

#### **Hazardous Waste Collection**

A designated and identified area (called a Satellite Accumulation Facility) must be established for collection of hazardous waste from unit operations. The area must have controlled access to ensure that unidentified materials are not added to the waste stream. Individual containers must be used for each chemical category, and each container must be properly labeled and identified. A log of everything that is placed in the container must be maintained to indicate the date, amount, type of material, and the name of the generator or process creating the waste. Except when physically transferring material into the container the lid must be in place and screwed on tightly.

#### **Hazardous Waste Label**

A hazardous waste label and [waste pickup request form](#) is used to identify chemicals and containers intended for pickup. The Hazardous Waste Labels are used for a variety of materials, including used chemicals, unwanted excess chemicals, chemicals with exceeded shelf life, and chemical otherwise unsuited for use. Usually, a single label is used for each container, but very small containers (e.g., vials) of the same material that are packaged in a common outer container can be labeled with a single label.

#### **Hazardous Material Pickup Request**

When containers are full or other materials are ready to be picked up for disposal, Environmental Health & Safety will make arrangements to do so. The [Waste Pickup Request](#) will be used to notify [EH&S](#).

Last reviewed by Cynthia Norton on January 18, 2023