

**Instructions for Completing the
"Request for Removal of Hazardous Wastes" Form**

1. Fill in the name of your department, e.g., Biological Sciences.
2. Write the Campus phone extension where you can be reached.
3. Write the name of the building and the room number where the waste is located, e.g., Holt 165.
4. Write the date you completed and mailed this form to the Department of Environmental Health and Safety, Zip 019, Attention: Kenny Wahl.
5. Fill in your full name, first and last.
6. Write the name of the waste chemical. You may use the common name or the name that was originally used by the manufacturer. Do not use abbreviations or chemical formulas. If the waste is a mixture that was produced in the laboratory (or stockroom), or by the manufacturer, write all known chemicals in the mixture, and the estimated percentages that are present.
7. Fill in the accumulation start date that appears on the label.
8. Describe your waste's physical state as solid, liquid, or gas.
9. Describe the number of containers, type of container, and size. For example, you might have four one-liter glass bottles and describe them as "4, g, 1L". Use the following codes for the container used to store the waste chemical named in 6:
 - g = glass bottle
 - p = plastic bottle
 - pb = plastic bag
 - pd = plastic drum
 - md = metal drum
 - c = cardboard container
 - oc= other container. Please explain.
10. Write the amount of the waste chemical in the container (for example: 750mL) or fill in the percentage of available container space that is filled with the waste material (for example: 75%).

If you have any questions, please call Kenny Wahl at 898-5126.