

## Chemical Waste Manifestation

Each member of the group is required to manifest their own waste by using the following procedure. Users must first generate a waste card, and then place their waste in the appropriate pickup spot.

### A. General

1. The waste website is [http://www.dehs.umn.edu/hazwaste\\_chemwaste.htm](http://www.dehs.umn.edu/hazwaste_chemwaste.htm). Once you reach this site, log in to the waste site through the following clicks:

(‘CHEMATIX Online Hazardous Waste Pickup Request’ → Log in with your x500 ID → ‘Login to CHEMATIX’ → ‘Waste’ tab)

2. Additional Help and training Documentation are available if a refresher is required.
3. First time users: a waste location needs to be assigned first before waste can be submitted (Building name: Kolthoff hall, scroll down to look for PI’s name).

### B. Generating a Waste Card:

1. A waste card needs to be created for each waste container.
2. Fill out the container size, physical state, pH level (for aqueous waste).
3. A list of all the chemicals in the waste container being disposed has to be listed out with the quantity approximated. Amount in kilograms for solids and liters for liquids is most often used.
4. Click the ‘calculate’ button to get the total volume. The total volume should not be more than the container size.
5. If a common waste card is generated on a regular basis, the waste card can be saved to the hotlist.
6. Click the ‘generate waste card’ button only when you are ready. The waste card cannot be edited after this point. It is not necessary to print out the waste card.
7. Repeat this procedure if there are more than one waste container.
8. Submit the waste cards for pickup and fill out the location of the waste container under ‘Instructions.’
9. Deposit the waste containers in the blue bin near the door of K665/K667. For foul-smelling waste, leave them in the fumehood and indicate the location on the ‘Waste Pickup Sheet’

### C. Submitting Unknown Waste:

As a general policy, DO NOT attempt to quench or identify unknown chemicals. This could lead to an accident, and it is better to contact DEHS for disposal. If, after asking your labmates or any other person who may know the identity of the unknown, the chemical and its hazards are still unknown, use the following procedure for disposal:

1. Log in to [http://www.dehs.umn.edu/hazwaste\\_chemwaste.htm](http://www.dehs.umn.edu/hazwaste_chemwaste.htm) and access the Unknown Chemical Identification Waste Form.
2. Fill out the form, and add comments/suggestions as necessary to assist in disposal or indicate hazard (*e.g.* Used to work with Hg).
3. Print out the form and attach it to the chemical container. The container should be left in the location where it was found for pickup.

By signing below, you indicate that you have read and understand the content of this document.

Name: \_\_\_\_\_

Date: \_\_\_\_\_