



# HAZARDOUS WASTE CHECKLIST

Prepare for a Washington state hazardous waste inspection by answering the questions below.

## SELF-AUDIT CHECKLIST

### 1. Is your waste hazardous?

Your waste is hazardous if it is **flammable, toxic, reactive** and/or **corrosive**. Look for hazards listed on the chemical's label and/or SDS.

- For diluted mixtures, see the [sewer discharge limits](#) for a few common chemicals on the EH&S website.
- Otherwise, do the calculation listed in the UW [Laboratory Safety Manual](#) or send us an online [Chemical Waste Evaluation Request](#).
- Containers of non-hazardous solid chemicals may be designated by EH&S as solid waste.

### 2. Do you have "waste-like," legacy or unknown chemicals?

**Waste-like chemicals** have deteriorating labels, failing containers or are otherwise obviously neglected and unneeded. **Legacy chemicals** are unwanted chemicals sometimes left behind by previous occupants. Manage both as chemical waste. EH&S will arrange for testing of "unknowns" before [disposal](#).



Photos of "waste-like" chemicals.

### 3. Do you accumulate waste in a safe location?

Choose accumulation areas away from aisles, doorways and safety showers. Segregate incompatible wastes. Store waste at or near its generation point.

### 4. Are you using appropriate containers and keeping containers closed when not adding waste?

- Accumulate waste in sturdy, compatible containers with screw-top lids.
- Reuse empty chemical containers for waste accumulation if the original contents and waste are compatible.
- EH&S may be able to supply five gallon or larger containers for large amounts of waste.
- Keep containers closed when not adding waste to the container.
- Use a lidded funnel if adding waste frequently to a container.
- Use bins to contain leaks and spills.

### 5. Are your waste containers properly labeled?

Containers must be labeled with the [UW Hazardous Waste Label](#) as soon as any waste is placed in the container.

You can pick up labels at several locations on campus, print them from the [EH&S website](#) or request EH&S send labels via campus mail.

Fill labels out completely (see sample).

Deface original labels on reused containers if they previously contained different chemicals.

UNIVERSITY OF WASHINGTON  
**HAZARDOUS WASTE**

Building: Bagley	Room: 601
Contact Name: Hank Husky	
Phone: (206) 543-0000	Email: me@uw.edu
Chemical Composition:	%
ethanol	50
acetonitrile	49
chromium	1

PRIMARY HAZARD:  
**TOXIC**

## SELF-AUDIT CHECKLIST (CONT.)

### 6. Do you meet waste accumulation limits?

Accumulate no more than 200 liters (55 gallons) of chemical waste or one quart of extremely hazardous waste per waste stream. A maximum of ten gallons of flammable liquids is allowed outside a flammable storage cabinet. Avoid accumulating a lot of waste – keep areas clear.

Review the Hazardous Waste Accumulation Rules in the [UW Laboratory Safety Manual](#) for more information.

### 7. Are you prepared for spills and other emergencies?

Refer to the EH&S website for details about chemical [exposures](#), [spill kits](#) and [earthquake preparedness](#).

- For major emergencies call 9-1-1.
- If there is risk of fire or exposure outside of lab, pull the fire alarm and evacuate.
- For spill advice, call the EH&S spills line at 206.543.0467.

### 8. Do you know how to request hazardous waste collection?

For a waste that is generated routinely, fill out a [New Routine Chemical Waste Collection Request](#) to receive a “routine number.” Once you have a routine number, fill out the online [Routine Chemical Waste Collection Request](#) when you are ready for pickup.

For wastes not generated on a routine basis, please either complete an [Online Chemical Waste Collection Request form](#) or submit your request in [MyChem](#).

All forms are available on the EH&S website. There is no charge for hazardous waste collection and disposal, with the exceptions of testing of unknowns and for testing and/or stabilization of some unstable peroxide formers.

### 9. Do you have documented training?

All persons handling waste must have waste management training.

EH&S offers documented online and classroom [chemical safety training](#) which outlines chemical hazards, waste accumulation procedures, spill response and more.

[Training records](#) are available on the EH&S website.

## CHECKLIST REVIEW

Correct any deficiencies in your practices noted on the checklist. For more guidance, see Section 3 of the [UW Laboratory Safety Manual](#), which explains chemical waste requirements in detail.

The manual, waste forms, waste minimization, online training, classroom training registration and more are available on the EH&S website.

If you have questions, email EH&S at [chmwaste@uw.edu](mailto:chmwaste@uw.edu) or call 206.616.5835.

## WHO INSPECTS AND WHY?

The Washington State Department of Ecology periodically conducts hazardous waste compliance inspections as a part of their program to evaluate compliance with hazardous waste regulations.

## WHAT ARE INSPECTORS LOOKING FOR?

Inspectors may enter any laboratory, shop or other area that uses hazardous materials. The inspector asks to speak with a person in charge of hazardous waste management for that area and will want to see where waste is accumulated. The inspector will focus on the **items in this checklist**.

They may also ask if you pour any hazardous waste down the drain and, if so, if you know whether it is okay to do so. The inspector may also check for [eyewashes](#), [fire extinguishers](#), [emergency contacts](#) and [spill kits](#).

**For hazardous waste collection forms, hazardous waste labels, training registration and training records, visit [www.ehs.washington.edu](http://www.ehs.washington.edu) or call 206.543.7262.**