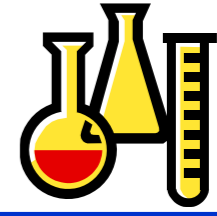


Helpful Hints for Preparing Chemical Waste for Collection



BASIC WASTE HANDLING

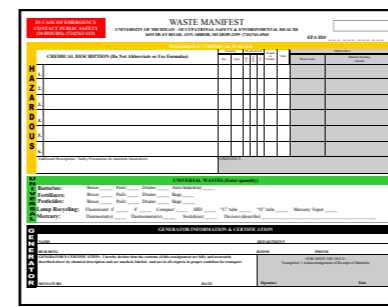
All chemical waste must be prepared for disposal as shown below. Even new, expired, or unused chemicals with the manufacturer's label attached must be prepared for disposal as shown below.



- Use containers that are in good condition and compatible with the waste
- Label your container prior to using it
- Keep container closed
- Ensure your waste is not kept for longer than 60 days



- Package your waste bottles into a labeled box
- Package only compatible chemicals together and cushion to prevent breakage
- Pails and drums do not need to be boxed



- Complete a waste manifest
- See back of manifest for instructions
- Place waste manifest(s) with the shipment



- Prior to requesting a collection, paperwork must be complete and waste properly packaged
- Call 763-4568 to request a collection

CORRECT CONTAINER LABELING AND MANIFESTING

Complete the hazardous waste section of the manifest. Identify all chemical constituents in the waste container.

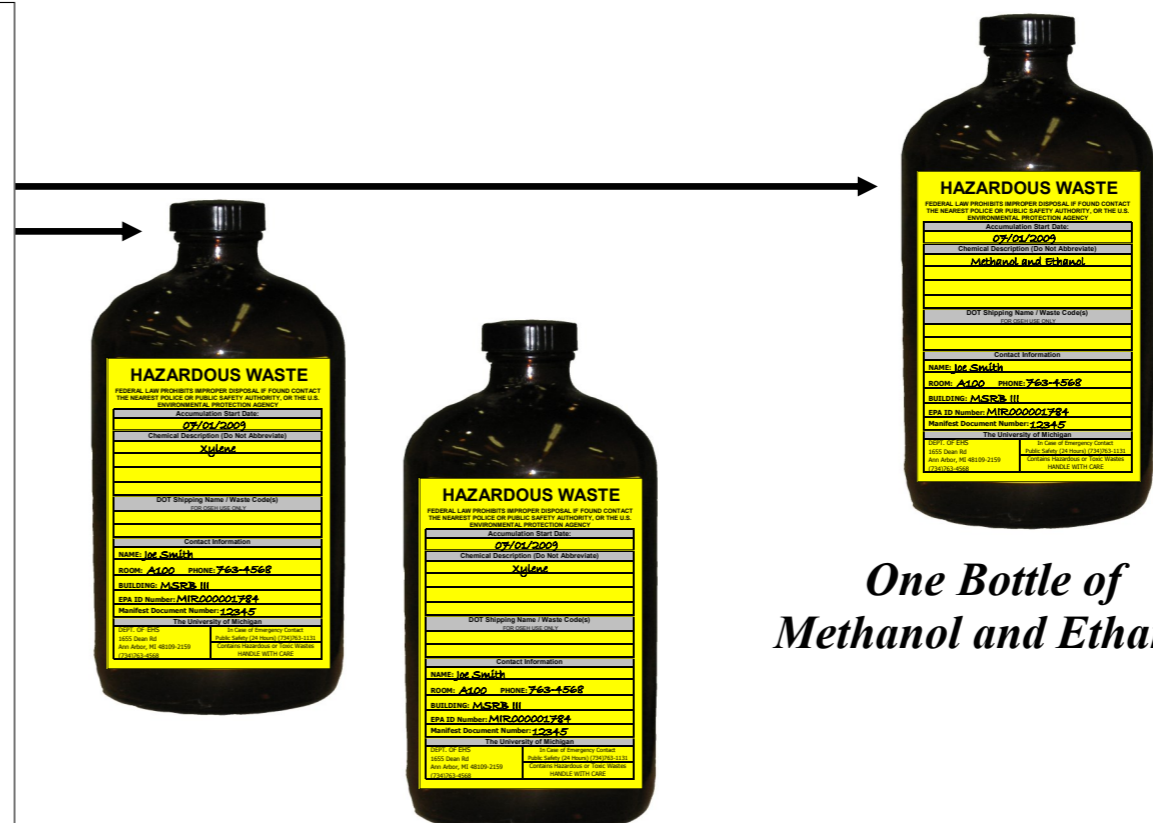
HAZARDOUS / CHEMICAL WASTES		Quantity	Weight	Unit	Waste Code	Manifest Tracking Number
CH. No.	Type	U	L	F		
1	Methanol and Ethanol	1		X	1	L
2	Xylene	2		X	2	L
3						
4						
5						
6						

UNIVERSAL WASTES (Enter quantity)

Batteries: Boxes Pails Drums Auto/Industrial
 Fertilizers: Boxes Pails Drums Bags
 Pesticides: Boxes Pails Drums Bags
 Lamp Recycling: Fluorescent: 4" 8" Compact HID "U" tube "O" tube Mercury Vapor
 Mercury: Thermostat(s) Thermometer(s) Switch(es) Devices (describe)

GENERATOR INFORMATION & CERTIFICATION

NAME: Joe Smith DEPARTMENT: OSEH
 BUILDING: MSRB III ROOM: A100 PHONE: 763-4568
 SIGNATURE: Joe Smith DATE: 08/01/09



Two Bottles of Xylene

One Bottle of Methanol and Ethanol

Back of Manifest

- Back of manifest describes how to fill out the manifest
- Manifests can be ordered by calling EHS HMM at 763-4568
- Manifests can be ordered preprinted with your contact information

COMPLETING THE WASTE MANIFEST

- Enter the EPA Identification Number of the building in which the waste was generated.
- List all of the chemicals in each waste being disposed AND their approximate concentrations (%). Do not abbreviate or use formulas.
- Enter the total number of containers for each waste described on the manifest.
- Enter the appropriate abbreviation (see table #1) for the type of container used for each waste described on the manifest. (If the same waste is shipped in different containers, each type of container must be identified).
- Mark the appropriate form(s) (Solid, Liquid, Gas) for each manifested waste. Check all that apply.
- Enter the total numerical weight or volume for each waste manifested.
- Enter the appropriate abbreviation (see table #2) for the unit of measure for each waste described on the manifest.
- Enter any additional descriptions / safety precaution, special handling, transportation, treatment, storage, or disposal information or specific properties that may be unique to the waste or pose additional concerns (i.e. acutely toxic, water reactive, etc.) for each waste described on the manifest.
- Enter the total number of containers/secondary containers/articles for each Universal waste category listed.
- Enter the name of the waste generator.
- Enter the name of the Department where the waste was generated.
- Enter the name of the building in which the waste was generated.
- Enter the building room number.
- Enter the phone number at which the generator, or staff knowledgeable about the waste can be contacted.
- The generator must read and sign (by hand), the certification statement, or the waste will not be picked up for disposal.
- Enter the date the certification statement was signed.

PLACE THE WASTE MANIFEST(S) WITH THE SHIPMENT

MANIFEST ABBREVIATION TABLES

Abbreviation	CONTAINER TYPE	Abbreviation	UNIT OF MEASURE
DR	Metal drums, barrels, kegs	G	Gallons
DF	Fiberglass drums, barrels, kegs	K	Kilograms
DFP	Plastic drums, barrels, kegs	L	Liters
BCR	Small bottles, jugs, tubes, containers	P	Pounds
BCR2	Plastic bottles, jugs, tubes, containers	T	Tons
CF	Cylinders	Y	Yards
CU	Metal boxes, cartons, cases (including cart-offs)		
CP	Fiber or plastic boxes, cartons, cases		
BB	Bags, sacks, super-sacks, bags		
O	Other (Please specify)		

Hazardous Waste Label

- See label sheet for additional chemical waste guidance
- Labels can be ordered by calling EHS HMM at 763-4568
- Labels can be ordered preprinted with your contact information

HAZARDOUS WASTE

FEDERAL LAW PROHIBITS IMPROPER DISPOSAL. IF FOUND CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY, OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY.

Accumulation Start Date: 07/01/2009

Chemical Description (Do Not Abbreviate): Xylene

DOT Shipping Name / Waste Code(s):

Contact Information

NAME: Joe Smith
 ROOM: A100 PHONE: 763-4568
 BUILDING: MSRB III
 EPA ID Number: M1R000001784
 Manifest Document Number: 12345

The University of Michigan

DEPT. OF EHS
 1655 Dean Rd
 Ann Arbor, MI 48109-2159
 (734)763-4568

In Case of Emergency Contact
 Public Safety (24 Hours): (734)763-1131
 Contains Hazardous or Toxic Wastes
 HANDLE WITH CARE