

Completing the Chemical (Hazardous) Waste Label

Standard Operating Procedure

Date: 07/11/17

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The Hazardous Waste Label

The hazardous waste label **must** be on every container of chemical waste. It helps researchers properly manage their waste and stay in compliance with federal, state, and local rules and regulations.

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:

Chemical Description (Do Not Abbreviate)

DOT Shipping Name / Waste Code(s)
FOR OSEH USE ONLY

Contact Information

NAME:

ROOM: PHONE:

BUILDING:

EPA ID Number:

Manifest Document Number:

The University of Michigan

DEPT. OF OSEH
1005 Dwan Rd
Ann Arbor, MI 48109-2159
(734)763-4568

In Case of Emergency Contact:
Public Safety (24 Hours) (734)763-1132
Contains Hazardous or Toxic Wastes
HANDLE WITH CARE

The hazardous waste label:

- Identifies the constituents in a container.
- Helps prevent incompatible waste combinations.
- Informs personnel handling the waste of the hazards involved with the waste.
- Alerts emergency responders to the presence of hazardous materials in the event of a leak or spill and to follow the appropriate accidental release measures.
- Helps track the waste.

Supplies Available through Hazardous Materials Management

Hazardous Materials Management (HMM) supplies the hazardous waste label. To order hazardous waste labels, call (734) 763-4568 or complete the online [Waste and Supply Request](#) form.

NOTE: HMM can provide pre-printed hazardous waste labels with the contact information.

Procedure: Completing the Chemical (Hazardous) Waste Label

To complete the hazardous waste label:

1. In the **Accumulation Start Date** field, write the date the first drop of waste is placed into the container.
2. In the **Chemical Description (Do Not Abbreviate)** field, write the **complete** name all of the chemicals.
3. Leave the **DOT Shipping Name/Waste Code(s) FOR OSEH USE ONLY** field blank unless directed by an HMM staff member to complete it.
4. In the **Contact Information** field, write the following information:
 - Name
 - Room and building
 - Phone number that HMM can contact regarding questions about the waste.
 - Building's [EPA ID Number](#).
5. When the waste is ready to be collected, refer to the procedure [Completing the Waste Manifest for Hazardous Waste](#).