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.

- **Waste Generating**
  - 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

- **Waste Packaging**
  - 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

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

- **Requesting a Collection**
  - 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.

**WASTE MANIFEST**

<table>
<thead>
<tr>
<th>DOT Shipping Name / Waste Code(s)</th>
<th>Quantity</th>
<th>化学描述（不简明或用公式）</th>
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<th>Quantity</th>
<th>化学描述（不简明或用公式）</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methanol and Ethanol</td>
<td>1</td>
<td>Xylene</td>
<td>Methanol and Ethanol</td>
<td>2</td>
<td></td>
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</tbody>
</table>

**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

**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

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**HAZARDOUS WASTE**

- Federal Law prohibits improper disposal of hazardous waste. Contact the nearest police or public safety authority or the U.S. Environmental Protection Agency for more information.

- Chemical Description (Do Not Abbreviate):
  - Xylene

- EPA ID:
  - MIR000001784

- DOT Shipping Name:
  - A100

- UN Number:
  - 2159

- Quantity:
  - 07/01/2009

- Relationship to Label:
  - MIR000001784

- Accumulation Start Date:
  - 07/01/2009

- Total Number of Containers:
  - Pails 1

- Receptacle Description:
  - Metal drums, barrels, kegs

- Special instructions:
  - Handle with care

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**CONTACT PUBLIC SAFETY**

Public Safety (24 Hours): (734) 763-1131
Waste Manifest (UNIVERSITY OF MICHIGAN - OSEH ONLY)

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EHS Hazardous Materials Management Program
763-4568
www.ehs.umich.edu