

## Completing the Chemical (Hazardous) Waste Label

### Standard Operating Procedure

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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.

**Hazardous Characteristics(s)**

IGNITABLE       REACTIVE  
 CORROSIVE       TOXIC  
 OTHER

**Chemical Description (Do Not Abbreviate)**

Example Call  
763-4568 to Order

**Waste Code(s)**

**Chemical Description (Do Not Abbreviate)**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ROOM: \_\_\_\_\_  
BUILDING: \_\_\_\_\_  
EPA ID Number: \_\_\_\_\_  
MANIFEST DOCUMENT NUMBER: \_\_\_\_\_

**The University of Michigan**

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 **Hazardous Characteristics(s)** field, check all of the hazardous that apply. Use the **Other** field, write any additional hazardous that apply.
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 EHS 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](#).