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 Label Image]

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**.