

PICK-UP REQUEST CHEMICAL MATERIALS

FOR USE BY ENVIRONMENTAL
HEALTH AND SAFETY ONLY
DISK# _____ FROM # _____

(PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION)

I. Brief Instructions

- A. Use this form to request pick-up of chemical materials only. For pick-up of biological materials contact the Environmental Health and Safety Department.
- B. Complete instructions for use of this form are available from the Environmental Health and Safety Department
- C. The person requesting the pick-up should complete every item applicable on this form.

Date of Request _____ Dept/Shop _____ Acad Unit _____ Tele # _____

Person who generated materials _____ Tele # _____

Person authorizing pick-up _____ Tele # _____

LOCATION OF MATERIAL FOR PICK-UP

- D. Please **do not** remove materials from area where they were generated. Be sure that each item is packaged and labeled clearly. If you do not know the chemical composition of an item you must identify it at least qualitatively. It is against State and Federal Law for the Environmental Health and Safety Department to accept unknowns into the Hazardous Materials/Waste Management Program. It is the responsibility of the generator by law to identify materials they generate. Please contact the Environmental Health and Safety Department for any needed help in this regard.

Building # _____ or Name _____ Room # _____

Do any of these materials at this location require immediate attention?

Yes No If yes, please explain why. _____

Signature of Dept/Unit Representative _____

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- E. **TURN TO THE BACK OF THIS SHEET TO LIST ITEM (S) FOR PICK-UP.** Complete instructions for use of this form are available from the Environmental Health and Safety Department, 341-4305

EXAMPLE: You have five 4-liter glass bottles of benzene with labels indicating that they were first opened 2/15/54
 And want to dispose of them because they are Old Out-dated Chemicals (OOC).

ITEM#	NAME (List constituents of mixture)	TOTAL QUANTITY	HH* YES OR NO	STATE	CLASS	CONTAINER MATERIAL	CONTAINER TYPE	NUMBER OF CONTAINERS	OTHER
EX	Benzene	20 L	Y	PL	OOC	G	B	5	
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Explanation of user abbreviations or symbols:

HH*— Is this material a Health Hazard?

ABBREVIATIONS AND SYMBOLS

STATE:

Prefix/suffix

PREFIXES

Pure
(single component-P)
Mixture-M
Solution-SO

SUFFIXES

Gas-G
Liquid w/dissolved gas(es)>>LG
Liquid-L
Liquid w/solid(s)-LS
Solid-S

>>gasses other than those found in
the atmosphere;
O₂, N₂, CO₂, the noble gasses

CLASS:

Used Chemical or Residue-UCR
Contaminated Solid Refuse-CSR
Unused Chemical (Less than 2 years old)-UNC
Old or Outdated Chemical (more than 2 years old) OOC

CONTAINER

DESCRIPTION: Material

Cardboard-CB
GLASS-G
Metal-M
Paper-PA

Plastic-P
Wood-W

Type

Bag or Sack-BG
Bottle or Jug-B
Box or Crate-BX
Can
(Capacity 5 gal or less)-C
Cylinder-CY
Drum
(Capacity 5 gal or more)-D

Special Containers: Container-Material: CB/P Type: Cube

For multiple description in either Material or Type category (or both), separate the symbols with slashes. The Material entered should be the one directly in contact with the chemical. The first Type entered should describe the types of container actually enclosing the chemical.

II. Additional Information

1. There will be no routine pick-up of Chemical materials unless special arrangements are made with the Environmental Health and Safety Department
2. Requests for the pick-up of biological materials must be made through the Environmental Health and Safety Department
3. Forms, Information and help with disposal problems are available at the Environmental Health and Safety Office

**Environmental Health and Safety
108 Campus Support Facility
341-4305**

INSTRUCTION SET FOR CHEM. PICK-UP FORM

1. List materials using only the spaces provided on the form. Do not use separate sheets of paper to list materials.
2. Make a separate entry for each difference in state, class and container description.
Example: 200g of solid potassium dichromate and 1000 mL of 1M potassium dichromate solution for Pick-up. Make two (2) entries.
3. A detailed description (components and their approximate concentrations) for all multicomponent mixtures and solutions listed on the form must be made on a separate sheet(s) of paper and included with the request form.
4. Incomplete or incorrect forms will be returned to the party requesting pick –up service for correction. Corrected forms must be returned before pick–up will be scheduled.
5. Good estimates of quantities must be reported. Do not report the container capacity as the quantity of material for pick-up. However, if a container has been filled to approximately its capacity, then this would be good estimate of the quantity of material.
6. When filling out this form, use only accepted abbreviation and symbols or those detailed on the back of this page. There is a space provided at the bottom of the form for explanation of abbreviations and symbols used by the party requesting disposal service. Definitions for all abbreviations and symbols created by the user must be provided.
7. Additional information and/or comments the party requesting pick-up would like to provide should be placed on a separate sheet(s) of paper.
8. Complete forms must be sent to: **Environmental Health and Safety**
108 Campus Support Facility
9. Pick-ups will be scheduled as soon as possible after correctly filled out forms have been received and processed.