

University of Washington Template
For Use in Laboratories to Meet Required WAC 296-62-400 Regulation

Standard Operating Procedures for Chemicals or Processes	
#1 Process (if applicable)	Chemical waste handling in the Department of Chemistry. Revision 1: 5/23/07
#2 Hazardous Chemicals/Class of Hazardous Chemicals	Waste in laboratories may be routinely generated as solutions or solids. Expired chemicals may also be disposed of as "waste".
#3 Personal Protective Equipment (PPE)	Wear gloves, lab coats, and protective eyewear when working with waste.
#4 Environmental / Ventilation Controls	Waste containers may be placed in the hood when in use. Keep the container capped except when adding waste to the container.
#5 Special Handling Procedures & Storage Requirements	Any small containers of (waste) solutions generated during laboratory operations must be emptied into the appropriate satellite accumulation waste containers at the end of each day; do not store waste in small containers to be transferred at a later time into satellite containers. Once the satellite container is full a waste collection should be requested.
#6 Spill and Accident Procedures	Waste containers should be organized so that spills from the container are contained. This typically means the labeled bottle is set into a plastic tub. If the container is set inside the hood, any sink in the hood should have a lip to prevent a spill into the sink.
#7 Waste Disposal	<p>Chemicals must be in an appropriate container compatible with the waste, with a securely fastened screw top lid. As a rule, containers that were designed for solid reagents should not be used for liquids.</p> <p>All containers must be labeled with a UW Hazardous Waste Label (available at http://www.ehs.washington.edu). The label must state all components of the waste and their percentages (percentages must add up to 100%). This label is applied as soon as the container is in use.</p> <p>Complete a Chemical Collection Request Form and mail to Box 354400 or FAX to 206.685.2915, as soon as possible after the waste container is full. When filling out the form, do not use chemical abbreviations or empirical formulas. Be sure to list all components in the mixture using percentage by volume (percentages must equal 100%). You may list up to four containers of the same mixture per line on the form. Standard turn around time is 2-4 weeks. Be aware that large requests, volume, or number of containers may take longer to be collected.</p> <p>Wastes that are generated on a regular basis may be set up as a routine collection. To qualify for a routine request pickup, the composition of the waste generated must be identical each time. To set up a routine collection you will need to fill out a Setup Routine Chemical Request Form. If you have a routine set up and would like to request a pickup, please fill out a Routine Chemical Collection Request Form or call EH&S at 206.685.2848 with the routine number and quantity to be picked up.</p>
#8 Special Precautions for Animal Use (if applicable)	Not applicable.
Particularly hazardous substance involved?	YES: Blocks #9 to #11 are Mandatory
	NO: Blocks #9 to #11 are Optional.
#9 Approval Required	
#10 Decontamination	
#11 Designated Area	
Name: Tracy Harvey, Ph.D.	Title: Safety Officer, Department of Chemistry
Signature:	Date: