

Step 1

Before handling hazardous chemicals, generating waste, and proceeding to Step 2, each individual must be trained. Hazardous Waste Training is included in the Annual Lab Safety Course which is available either in lecture format or online at <http://publicsafety.tufts.edu/ehs/annual-laboratory-safety-training/>

Step 2



Determine if the material needs to be collected. This will be dictated by requirements set by the EPA, DEP and University Policy. If unsure, collect the waste and contact TEHS for guidance.

Step 3

A material is considered a waste if it meets one of the following:

- Generator declares it a waste.
- Chemical exceeds the shelf-life or expiration date.
- Container is cracked, damaged or leaking.
- Chemical is obsolete due to questionable purity, visible change, it is of no value because there is no current or planned use.



Step 4

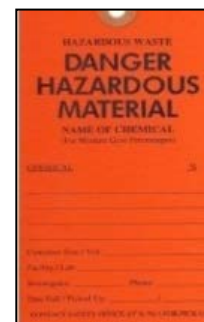
Locate the nearest Satellite Accumulation Area (SAA). Assure it is located at the "point of generation" (within the same room). All containers in secondary containment. "Hazardous Waste" sign and Hazardous Waste Labels are posted.



Step 5

Label the containers with a Tufts Hazardous Waste Label. The label should include the following information:

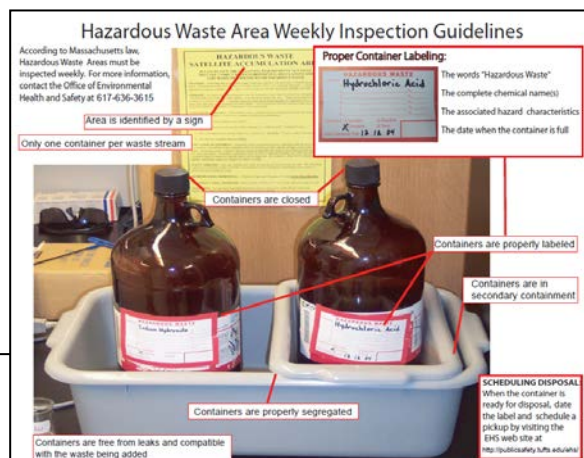
- The words "Hazardous Waste"
- Container contents (no abbr. or chemical formulas)
- Hazard Statement(s) Cheat Sheet available at <http://publicsafety.tufts.edu/ehs/files/Chemicals-mixtures-and-hazards.pdf>



Step 6

Place container in the SAA while adhering to the following requirements:

- The path to the SAA is unobstructed.
- Containers in the SAA are labeled.
- Containers are free of leaks or visible surface contamination.
- Containers are tightly closed (Parafilm or foil is not considered proper closure and items such as funnels should be removed) when not in use.
- Containers are compatible with the waste material.
- There are not multiple containers of the same waste material in the SAA.
- Containers requiring pick-up are dated and transported to a Main Accumulation Area within 3 days (Contact TEHS for assistance).
- The SAA is inspected weekly to assure the above guidelines are always met.



Step 7

1. Request a container pick-up if one of the following applies:

- The container is compromised or leaking.
- The container is no longer needed.
- The container is approximately 80-85% full.

2. Date the Hazardous Waste Label.

3. Contact EHS for a Waste Pick-up:

- Boston/Grafton/Medford/200 Boston Ave.: TEHS website or 617-636-3615
- HNRCA Building: Facilities Services (617-556-3340)