

LINE BY LINE INSTRUCTIONS FOR FILLING OUT THE EHSO EXCESS
HAZARDOUS MATERIAL AND HAZARDOUS WASTE TURN IN FORM

Department/Organization: The source of the material (e.g. Chemistry, Engineering, Botany, and Cancer Center of Hawaii, Hawaii Institute of Marine Biology)

Date: Today's date.

Name: Name of the generator who signs the form must appear here. Additional names can be listed as necessary. For example, John Smith, contact Harry Brown for Pick-up.

Phone No: Telephone number of contact person.

Location: Location where material can be picked up (e.g. Bilger 214 or Look Laboratory)

List of Materials: Each material is to be listed on a separate line. This information is critical for us to properly handle and dispose of the material. Unknowns are extremely difficult and expensive to dispose of. Try to identify the material in a broad category such as "unknown acid" or "unknown flammable solvent". If the material is truly unknown write "unknown" in the Chemical Name space on the form. Note; your department will be charged \$70 for each container of unknown material.

Chemical Name: This is the name on the container label. Do not use chemical formulas or abbreviations. If the material is not pure then the concentration should be given (e.g. 10% hydrogen peroxide solution, Acid waste: 2 Molar hydrochloric acid, waste solvent: 60% isopropyl alcohol, 40% acetone.) The more information that you can supply, the easier and less expensive it will be for us to handle the material. Also, when you list ten (10) or more items list each item with a number and also mark the corresponding number on the container. This will assist EHSO in matching the items to the list when we pickup the items and pack for disposal.

Quantity: Indicate the approximate amount in pounds for solids and gallons for liquids. For items less than 0.01 pound (4.5 grams) report 0.01 pounds. For items less than 0.01 gallons (40 ml or 1.3 ounces) report 0.01 gallons.

Physical State: This identifies the type of material (solid, liquid, gas/aerosol) and is important as the hazard class or EPA waste code may depend on the physical state of the material. Use "S" for solids, "L" for liquids and "G" for gases or aerosols.

For EHSO Use: EHSO uses this space to record the DOT hazard class and the EPA waste code for the material.

Generator Certification: A person currently trained as a hazardous waste generator must sign the form. This signature acknowledges your responsibility for the material.

EHSO Approval: The Hazardous Materials Management Officer (HMMO) will review the form for completeness and conformance with the regulations. If there are any problems or questions, the HMMO will contact the generator. Upon approval of the form by the HMMO the generator will be contacted and a mutually convenient time for pickup of the material will be arranged by EHSO.

Material Acceptance: EHSO personnel will inspect the material, prior to accepting it. Any material that does not match the material on the approved form or that does not conform to the requirements for labeling, packaging and container condition will not be accepted. The EHSO Representative signature verifies that the generator has complied with the applicable requirements.

If you have any questions on the proper disposal of materials or on the form, please contact EHSO (63202 or 63198).

9/11/2002