

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, Hawaii Natural Energy Institute)

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 Biomed T 411)

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.

Item No #: This is an identifying number for each item (e.g., 1, 2, 3, 4). This number must be marked on the containers, so that the containers can be matched with the items on the list and placed in the proper drums for their hazard class at our facility.

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. When filling in the form online, if you have a large list of names as constituents for one line item, you can reduce the font size to 9 and this will enable you to get more items in one block on the form. You are limited to two lines of data for each block. If reducing the font size is not enough to list all of your constituents on two lines then you will have to use multiple blocks for the line item.

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. For gases indicate the number of cylinders in the quantity block. For aerosols indicate the size and number of containers (e.g., 5 x 15 oz cans).

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. Please do not write in the left margin on the form, as we use that space to enter the drum number for each item.

Generator Certification: A person currently trained as a hazardous waste generator must fill in the signature block on the form. Complete the signature block by typing in your name. This signature acknowledges your responsibility for the material. When you e-mail the form, you should receive an automatic e-mail response that your form has been received. If you do not receive an automatic response, contact EHSO as we may not have received your form.

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 (x 63198).

7/7/2016

## Weight and Volume Conversion Table

The following tables are provided for convenience to those using the waste turn in form. Numbers are approximations and have been rounded off.

### **1. Weights: grams to pounds      1 gram = 0.0022 pounds**

<5	grams.....0.01 pounds	(per instructions all weights less than 5 grams or 0.01 pounds are to be reported as 0.01 pounds)	
5	grams.....0.01 lbs.	10	grams..... 0.02 lbs.
20	grams..... 0.04 lbs.	30	grams..... 0.07 lbs.
40	grams..... 0.09 lbs.	50	grams..... 0.11 lbs.
100	grams..... 0.22 lbs.	500	grams..... 1.10 lbs.

### **2. Volumes: liters to gallons      1 liter = 0.2642 gallons**

< 40	ml..... 0.01	(per instructions volumes ≤ 40 ml are reported as 0.01 gal.)	
50	ml..... 0.01 gal	60	ml..... 0.02 gal
100	ml..... 0.03 gal	150	ml..... 0.04 gal
200	ml..... 0.05 gal	300	ml..... 0.08 gal
400	ml ..... 0.11 gal	500	ml..... 0.13 gal
600	ml..... 0.16 gal	700	ml..... 0.18 gal
800	ml..... 0.21 gal	900	ml..... 0.24 gal
1.0	liter.....0.26 gal	1.5	liters.....0.40 gal
2.0	liters.....0.53 gal	2.5	liters.....0.66 gal
3.0	liters.....0.79 gal	4.0	liters.....1.06 gal
0.5	pints (8 oz).....0.06 gallons	1.0	pint (16 oz)... 0.13 gallons
1.0	quart (32 oz)... 0.25 gallons		