

INSTRUCTIONS FOR FILLING OUT THE EHSO EXCESS HAZARDOUS MATERIAL AND HAZARDOUS WASTE TURN-IN FORM FOR UH MANOA CAMPUS ONLY

Updated July 2021

1. Department: Please indicate what department the waste was generated from (i.e. Chemistry, Engineering, Botany, Hawaii Natural Energy Institute).
2. Date: Today's date
3. Name: Name of the generator who signs the form must appear here. The name of the generator must be current in their Hazardous Waste Generator Training. Additional names can be listed if necessary for pickups arrangements.
4. Phone Number: Telephone number of the contact person.
5. Location of waste: Indicate what building and room the waste is located in. Include any details of where waste is located in the room (i.e. in flammable cabinet, where satellite waste accumulation area is located).
6. Generator's Signature: Type name of trained person responsible for the waste being submitted to EHSO, and include date. By typing in your name it is equivalent to your signature. This signature acknowledges your responsibility for the material.
7. Item No #: Mark each individual waste container in your lab/facility, with the corresponding Item No.# that is listed on the sheet. List each individual waste container on ONE line, even if there are multiple items of the same waste. Each waste container should have its own number. This will assist EHSO in matching the items to the list when we pickup the items and pack for disposal.
8. 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 or percentage should be provided (e.g. 10% hydrogen peroxide solution, or 2M hydrochloric acid, or 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. **Include the pH of any liquid waste that contains acids or bases.** If the chemical name is long, you can manually adjust the row height so the name will fit in the one cell.
9. Amount: Indicate the amount in gallons for liquids, and pounds for solids. For items less than 0.01 pounds (4.5 grams), report 0.01 pounds. For items less than 0.01 gallons

(40 ml or 1.3 ounces), report it as 0.01 gallons. For gases, indicate the number of cylinders in the quantity block. For aerosol cans, indicate the amount in gallons (convert from ounces).

10. Gallons or Pounds or Other: Choose Gallons, Pounds, or Other to indicate the units of the amount.
11. Physical State: This identifies the type of material (solid, liquid, gas/aerosol) and is important as the hazard class or EPA class code may depend on the physical state of the material.
12. For EHSO Use Only Columns: Do not write in any of these columns please. For EHSO use only.
13. EHSO Approval: Once your form is submitted, the Hazardous Materials Management Officer will review the form for completeness and conformance with the regulations. If there are any problems or questions, we will contact the generator. Upon approval of the form, the generator will be contacted and a mutually convenient time for pickup of the material will be arranged by EHSO.
14. EHSO Representative: EHSO personnel will inspect the material upon pickup of the waste, 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.
15. Save your spreadsheet as a new file name on your computer, with current date included in the file name so we know it is a current submittal. Email the waste form to hazwaste@hawaii.edu

*Please pack all waste containers into a box (do not pack incompatibles together in same box) so it is easy for our EHSO personnel to pick up and transport your waste to our facility.

If you have any questions on the proper disposal of materials or with filing out the form, please contact EHSO at 956-3198.