



Hazardous Waste Quick Guide

Collecting Hazardous Waste

- Hazardous waste must be collected based on like characteristics (i.e., ignitable with ignitable, toxic with toxic, etc.) when possible. Review chemical compatibility when preparing waste for collection. If there is a compatibility question or concern, please email safety@andrew.cmu.edu.
- Use proper containers; containers must be compatible with the waste, able to last the duration of collection, closeable and must be kept closed when not in use.
- Liquid waste containers must be kept in secondary containment that can hold the contents of the largest container if a leak occurs. Solid waste does not need secondary containment.
- Label the container with an accumulation label, as shown below, before adding any waste to the container.

HAZARDOUS WASTE			
Characteristic(s)		Contents:	%
<i>Check all that apply</i>			
		Chloroform	30%
Flammable	x	Toluene	30%
Corrosive		Isopropanol	30%
Toxic	x	Petroleum Oil	10%
Reactive		Mercury (trace)	%
Accumulation Start Date: 12/1/2023			100%
WASTE CONTAINERS MUST BE CLOSED EXCEPT WHEN ADDING OR REMOVING WASTE.			

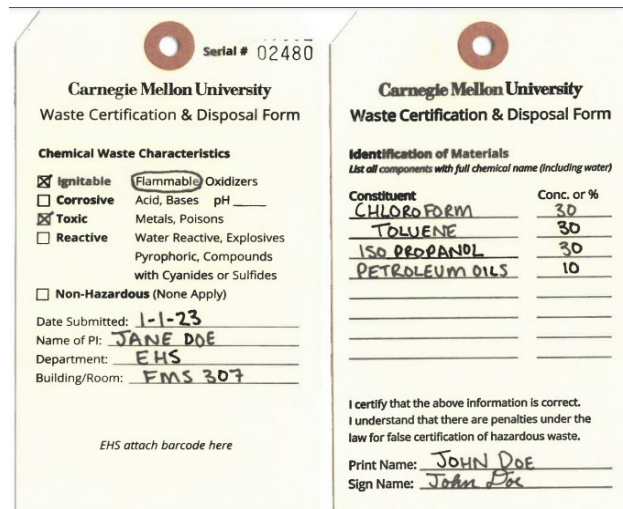
Accumulation Label Example

Storing Hazardous Waste

- Hazardous waste must be stored at a Satellite Accumulation Area (SAA). SAAs must be located at or near the point of waste generation (inside the lab).
- Waste can only be accumulated for 6 months in a SAA. In addition, if 55 gallons of regulated waste or 1 quart of acutely toxic waste is exceeded, it must be removed by Environmental Health and Safety (EHS) within 3 days.
- Secondary containment inside the SAA must be kept in good condition and must be kept clean of any spilled liquids.

Preparing Hazardous Waste for Removal

- When the waste containers are full or are 6 months old, attach a waste tag (see below) to the bottle. The waste tag should only be used when the bottle is ready for disposal.
- When filling out the waste tags:
 - List full chemical names in plain English- no chemical formulas, abbreviations, or symbols
 - Write only one constituent per line and ensure that the total adds up to 100%. If constituent is less than 0.5% of the total, label it as 'trace,' or include the ppm.
- Once the waste tag is filled out completely and correctly, attach the tag to the waste container by using the metal wire. Please note that if the waste tag is not present on the container, it will not be collected. No tag, no take.



The image shows a waste tag form from Carnegie Mellon University. It is divided into two main sections: 'Chemical Waste Characteristics' and 'Identification of Materials'. The 'Chemical Waste Characteristics' section includes checkboxes for Ignitable, Corrosive, Toxic, and Reactive, and radio buttons for Flammable and Oxidizers. The 'Identification of Materials' section includes a table for listing constituents with their concentrations. The form is filled out with handwritten information: Date Submitted: 1-1-23, Name of PI: JANE DOE, Department: EHS, Building/Room: EMS 307. The constituents listed are CHLOROFORM (30%), TOLUENE (30%), ISO PROPANOL (30%), and PETROLEUM OILS (10%). The form is signed by JOHN DOE.

Constituent	Conc. or %
CHLOROFORM	30
TOLUENE	30
ISO PROPANOL	30
PETROLEUM OILS	10

Waste Tag

Removal of Hazardous Waste

- To have waste removed, place an online ticket. You can find the link to this service on the CMU EHS website. The request must have all pertinent information on it, such as the amount and type of waste and where it is located in the lab.
- Hazardous waste is collected bi-weekly on Tuesday and Wednesday. See the printable, unified waste calendar on the EHS website for specific dates.

Requesting Supplies

Labels and Tags:

- If you are in Mellon Institute, you obtain find accumulation labels and waste tags at Mellon Stores. If you are on campus, please fill out an online request and EHS will deliver them to your lab.

Waste Containers and Secondary Containers:

- If you need empty waste containers or secondary containment, please submit an online request and EHS will deliver them.

Questions?
Email safety@andrew.cmu.edu