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## **Instructions for completing the Request for Hazardous Waste Collection Form**

**Container No:** You should write a number on each container of waste so that individual containers can be identified. In the space titled “Container Number” on the form, enter the number that you have written on the individual container of waste. The number can be as simple as “#1, #2”.

**Building and Room Number**

**Waste Name:** Record the type of waste. Please be as specific as possible. If this information is not listed, the waste may have to undergo costly analysis prior to packing and shipping.

**Physical State:** Enter a one-letter code for the physical state of the waste. “L” for liquid waste; “S” for solid waste; “G” for gaseous waste. If the physical state is difficult to determine (such as sludge), use the best description possible for the waste.

**Quantity:** Enter the quantity of waste that is contained in the container. The quantity of waste may be different from the container size if, for instance, the container is only partially filled.

**Container Size:** Enter the size of the container (such as 5 gallon can, 55 gallon drum, etc.)

**Container Type:** Enter a one-letter code for the type of container holding the waste. “M” for metal container; “G” for glass container; “P” for plastic container; “F” for fiber or cardboard container.

**Comments:** In this area please enter any additional information that may be helpful to the packaging or shipping party. This could include: PH, components of the waste, container integrity, or anything else that may help in the safe handling of the waste.

If you have any questions, please contact Michael Kitahara at 5-1761. After Environmental, Health & Safety has received your completed form, you will be contacted regarding collection of your waste.