

HAZARDOUS WASTE REVIEW CHECKLIST

INSTRUCTION: The supervisor of each entomology laboratory is expected to inspect his/her own laboratory for proper storage and handling of hazardous wastes (see attached Hazardous Waste Guidelines) on a regular basis. However, it is required that the supervisor completes this review checklist at least twice per year and submits the completed checklists to the Entomology Safety Committee in June and December. After review by the Safety Committee, all review forms will be submitted to Mitch Ricketts, Environmental Health and Safety Coordinator, K-State Research & Extension.

Building _____ Room _____ Laboratory _____

Review Faculty _____ Date _____

	YES	NO	Not applicable
Containers labeled with "Hazardous Waste"			
Name of chemical (not formula) on container			
Date of first chemical addition to container			
Containers in good condition and compatible with waste			
Containers closed unless waste is being added or removed			
Incompatible wastes stored separately			
Environmental, Health, and Safety Department notified of full containers			
Not more than one container of a particular waste type in room			
Hazardous waste accumulation less than 55 gallons or acutely hazardous waste less than 1 quart			
Hazardous waste is stored in lab where it was generated			
Hazardous wastes not discarded in drain, trash, or by evaporation			
Environmental, Health, and Safety Department notified of chemicals that are outdated or no longer used			

Review Faculty Recommendations:

Hazardous Waste Guidelines

1 Every container of hazardous waste must be labeled with the words "Hazardous Waste,"

and the name of the chemical. Do not use abbreviations or chemical formulas, and do not leave unlabeled bottles of substances unattended in the lab, even if they are not hazardous. The K-State Environmental Health & Safety Office requests that you also record the date that chemicals were first added to the container. If you use the preprinted label, record this date under "Contents".

2 Containers must be in good condition, compatible with the waste, and not leaking.

3 All hazardous waste containers must be closed except when adding or removing waste (lids on tight, no open funnels).

4 Do not store incompatible wastes together.

5 When a hazardous waste container becomes full, it must be marked with the date that it became full and removed by Environmental, Health and Safety within 3 days of that date. If you use the preprinted labels, record this date under "Accumulation Start Date."

6 There must be no more than one container of a particular waste type per room. When a container is approaching full, have it picked up by Environmental, Health and Safety BEFORE starting a second container of the same chemical.

7 Do not accumulate more than 55 gallons of a particular hazardous waste or 1 quart of an acutely hazardous waste.

8 Hazardous waste must be stored in the lab where it was generated until picked up by Environmental, Health and Safety. Don't move containers from one lab to another.

9 Chemicals that are outdated or that are no longer being used must be picked up by Environmental, Health and Safety. Don't keep bottles of chemicals from past projects if they won't be used in the future.

10 Do not discard hazardous waste in the drain, trash or by evaporation.