

# SURPLUS CHEMICALS FORM

1. This form is intended for disposal of surplus or unwanted laboratory chemicals. We try to recycle as much as possible; your “waste” may be usable by others. To dispose of waste solvents in carboys, please use the green “Chemical Inventory Analysis for Waste Solvents in Carboys” form.
2. You can safely manage many chemicals, such as acids, ethidium bromide solutions and simple salts, in your laboratory. Refer to Part G of the *Chemical Safety and Disposal Guide* for further instructions.
3. Please complete this form legibly, printing is preferred. An example is provided on the reverse of this form.
4. Convert units for amount to g or L and indicate in proper column.
5. Use additional sheets as necessary.
6. When you have surplus chemicals for pickup, call the Environment, Health & Safety Department at 265-5000. You will need to give your name, phone number, building, room number and a brief description of the chemicals you have for pickup.
7. Packaging surplus chemicals is no longer necessary; our staff will come to your room and remove your surplus chemicals and carboys. We can also drop off empty carboys at this time.

NAME			ROOM NUMBER/ BUILDING			TELEPHONE NUMBER			<b>SHADED AREA OFFICE USE ONLY</b>			
FACULTY MEMBER			DEPARTMENT			DATE			PROCESSING DATE		INITIALS	
NUMBER OF CONTAINERS	WASTE TYPE	CHEMICAL NAME OR DESCRIPTION PLEASE PRINT	AMOUNT PER CONTAINER	ROUTE/ID	HWNO	SEALED	MANUF	PURITY	LOCATION	DISPOSAL DATE	BASIS CODE	
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						
			g/L			Y/N						

If you have any disposal questions contact the UW-Madison Environment, Health & Safety Department at 265-5000

# General Guidelines for Using the Environment, Health & Safety Department's On-Site Hazardous Materials Management Service

**This service is only for the removal of surplus chemicals and chemical wastes. For disposal of:**

- animal tissue, carcasses and bedding, use a pink "Animal Tissue Disposal Service" form
- biohazardous (infectious) waste, see *Guidelines for Handling Pathogenic Microorganisms*, from the UW Biological Safety Office
- radioactive waste, see Section XIX of the UW-Madison *Radiation Safety Guide* and use the pumpkin "Radioactive Waste Disposal" form or the blue "Radioactive Animal Tissue" form
- sharps (needles, pipettes and broken glass) not contaminated with chemicals, consult your laboratory manager

Prior to a visit by the Environment, Health & Safety Department, describe the chemical or waste on this form. Many department offices and stock rooms have these forms. The Environment, Health & Safety Department will mail them to you upon request. You no longer need to package surplus or unwanted chemicals or bring them to the loading dock; the Environment, Health & Safety Department will come directly to your room to pick them up. Do not leave chemicals or waste in a hallway.

## Labware Contaminated With Chemicals

Contaminated labware includes disposable gloves, aprons, bench top coverings, centrifuge tubes, pipets, pipet tips, test tubes, and unwanted glassware and other items that are contaminated with a chemical. This is a very large laboratory wastestream. Its hazard depends on the amount, toxicity, and environmental fate of the contaminant.

Many of these items are typically cleaned and reused-and this is the best way to minimize this waste. The vast majority of waste labware that is not reused can safely be disposed of in the normal trash or the appropriate sharps or glass disposal container. To minimize the amount of waste contaminated labware that needs to be disposed commercially decontaminate with an appropriate detergent or solvent. Keep contaminated labware separate from non-contaminated labware whenever possible by using separate waste collection containers.

## Example:

NAME <i>Chris Researcher</i>		ROOM NUMBER/ BUILDING <i>1000 Research Hall</i>			TELEPHONE NUMBER <i>262-8769</i>			<b>SHADED AREA OFFICE USE ONLY</b>			
FACULTY MEMBER <i>Dr. Jane Doe</i>		DEPARTMENT <i>Medicine</i>			DATE <i>6/30/08</i>			PROCESSING DATE		INITIALS	
NUMBER OF CONTAINERS	WASTE TYPE	CHEMICAL NAME OR DESCRIPTION	AMOUNT PER CONTAINER	ROUTE/ID	HWNO	SEALED	MANUF	PURITY	LOCATION	DISPOSAL DATE	BASIS CODE
<i>2</i>		<i>Phenol, solidified</i>	<i>450 g/L</i>			<i>Y/N</i>					
<i>1</i>		<i>Contaminated labware:</i>	<i>2500</i>			<i>Y/N</i>					
		<i>Benchcovers, gloves, wipes,</i>	<i>g/L</i>			<i>Y/N</i>					
		<i>pipet tips with 100 mg/L</i>	<i>g/L</i>			<i>Y/N</i>					
		<i>Ethidium Bromide in ethanol</i>	<i>g/L</i>			<i>Y/N</i>					
<i>1</i>		<i>Thermometer bulb w/ mercury</i>	<i>5 g/L</i>			<i>Y/N</i>					
			<i>g/L</i>			<i>Y/N</i>					