

## VII. Disposal Procedures for Regulated Hazardous Wastes

Each department at SFA is responsible for the costs associated with the disposal of their hazardous waste and should budget appropriately. All SFA departments should report any waste to the EHSRM Department for proper disposal. The EHSRM Department will assist all campus departments with the removal and disposal process of their hazardous waste and should always be contacted whenever hazardous waste is being generated and disposed of. Each department should follow the disposal guidelines outlined below.

### A. Waste Tags and Request for Disposal

Before a hazardous waste can be picked up by EHSRM, a waste tag must be filled out and attached to the container. The information on the waste tag is useful in categorizing, tracking, and ensuring proper disposal of the waste. Please fill out the tag completely, accurately, and legibly. The SFA Hazardous Waste Tag is available in *Appendix E* on page 51, as well as on the EHSRM website at <http://sfasu.edu/safety>.

To fill in the Contents section of the waste tag, be specific with the full chemical name. Do not use formulas or abbreviations. Do not use vague names such as “organic waste” or “aqueous solvent waste”. This will only delay the disposal process until the actual chemical names are provided.

When your waste container is ready for disposal and properly tagged, contact EHSRM to request a pickup. Campus wide waste disposals are typically scheduled for early January of each year. Additional hazardous waste disposals may be scheduled at other times in the year as needed.

Additionally, consider the following alternatives to disposal:

1. Determine if you can reuse or recycle this waste in your laboratory. If so, there is no need to dispose of the material.
2. If you have unopened or uncontaminated containers in a usable form, you should attempt to find another user within your department. The EHSRM Department can assist you in this process.

### B. Unknown Waste

If you have an unidentified chemical waste that you want to dispose of, attempt to identify the contents by asking other faculty and staff if they produced the material or know who did. If your efforts at identifying the waste are unsuccessful, the contents will have to be analyzed at a significant cost. Please notify EHSRM as soon as an unknown waste is discovered. You cannot move or dispose of any unknown substance from your lab. Each department is solely responsible to pay for any analyzing costs and disposal fees.