Checklist for Laboratory Hazardous Waste Management

BUILDING:	DEPT:	PI:
ROOM(S):	PERSON COMPLETING CHECKLIST:	DATE:

Hazardous Waste Labeled & Closed	
☐	Are UT yellow-and-red waste labels on all **h**azardous **w**aste (**HW**) containers? Call Safety Office at 4-5084 for additional labels if needed. (NOTE – if disposing of a surplus chemical in the original bottle, a HW label is not needed).
☐	If the waste container previously held other contents, are the previous labels removed or defaced? (NOTE – a single "X" with a sharpie is not sufficient; the original label must be significantly obscured such as by covering with duct tape or paint marker).
☐	Are waste containers kept closed at all times, except when adding or removing waste? Waste cannot be stored in open containers (such as flasks and beakers). Paraffin is also not allowed.
☐	Is waste container labeled as soon as the first drop of waste is added to the container?
☐	Are full chemical names spelled out on the UT HW label (abbreviations, trade names and formulas are not acceptable)? **NOTE: Do not add a date to the waste container.**
☐	From the time the container is full, is the waste container brought to EHS as soon as possible?
☐	Are waste containers in good shape, leak-resistant and chemically compatible with the waste?
☐	For liquid waste, is it in puncture-proof, sealed container such that if it gets knocked over it won't spill?
Hazardous Waste Training	
☐	Have all lab personnel received training on managing wastes in this lab? To include: • Where waste is stored in the lab • Chemical disposal procedures (what must be collected vs. can be disposed down the drain) • How waste is segregated (which chemicals can't be mixed together) • That they are responsible to keep waste containers labeled and closed • Not to use food containers to store hazardous materials • Location and use of spill kit • Location of Chemical Hygiene Plan and lab waste guidance EHS offers classroom and on-line training for general hazardous waste management requirements. For more information, please contact EHS at 4-5084.
Hazardous Waste Storage Areas (Satellite Accumulation Areas)	
☐	Are HW storage areas designated in the lab and identified with a yellow "Hazardous Waste Storage Area" sign? (Call 4-5084 if you need a sign.)
☐	Is there easy access to the HW storage area, which is not blocked by equipment or supplies?
☐	Are areas where waste is generated and stored uncluttered and cleanable if there is a spill?
☐	Is the door placard up-to-date about the chemical hazards, personnel, and phone numbers for the lab? (Call 4-5084 if you need a new door placard.)
Other Waste Management:	

☐	Is a chemical spill kit available in the lab? NOTE – The spill kit can be as simple as gloves, garbage bags, kitty litter, paper towel/blue pads, etc. in a plastic container. If you use mercury or mercury thermometers, a mercury clean-up sponge kit should be available in the vicinity. The recommended alternative is to replace mercury thermometers with red alcohol thermometers, and turn the mercury thermometers in at the next waste collection or bring to the waste room.
☐	Does everyone in the lab know where the spill kit is located and how to use it?
☐	Is there an emergency plan in case of emergencies?
☐	Do waste containers have secondary containment, such as trays or tubs to contain a spill or in case of leakage from the primary waste containers?
☐	Has the PI, lab manager, or designee periodically (at least annually, and more often if using particularly hazardous materials) reviewed the chemicals for the following hazards? • Labels that have become unreadable or fallen off • Containers that are damaged • Contents that are waste because they are no longer usable • Chemicals that become unstable or reactive with age, light, drying out, etc and are a safety hazard to keep
☐	Has the PI, lab manager, or designee periodically (at least annually, and more often if using particularly hazardous materials) looked through the lab area and under cabinets (esp. under sinks and fume hoods) for waste that has been abandoned?
☐	Is someone from the lab designated to bring the waste items to the waste room or to the waste collection?
☐	Have you investigated ways to minimize the amount or toxicity of the waste chemicals generated?

For additional guidance on hazardous waste practices review the Hazardous Waste Management Policy on the EHS website (www.ehs.utk.edu), contact EHS at 974-5084 or e-mail April Case at acase3@utk.edu.