
MEMO

To: Randy Chambers, Paul Heideman, Eric Bradley, Brent Owens, and Keith Griffioen
From: Paula Shank
Subject: New Procedure for removal of unwanted chemicals
Date: 2/24/09
CC: Steve singleton, Sandra prior

NEW PROCEDURE FOR REMOVAL OF UNWANTED EXPERIMENTAL CHEMICALS

Effective immediately, the hazardous waste procedures have now been changed to **Removal of Unwanted Experimental Chemicals**. Please refrain from labeling bottles with the words hazardous waste, waste, or any words that would have the meaning waste. All bottles in the laboratories must be labeled with their contents, which include the proper chemical names.

Below are the new procedures:

Procedures for Disposal of Unwanted/Experimental Chemicals

1. Complete the unwanted/experimental chemicals request form located at:
http://www/facman/safety/Documents/HW_disposal_form.doc
2. Properly label your experimental chemicals with the approved experimental chemical labels. If labels are needed contact the EH&S office. The approved label looks like the following:

Experimental Chemicals	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
Name:	_____ Phone: _____
Department:	_____
Room #	_____ Date: _____

3. Contact the EH&S office via email to request a pickup. Email the following individuals to request a pickup.

Paula Shank	pdshank@wm.edu	221-7629	office	345-9856	cellular
Steve Singleton	sasin2@wm.edu	221-2288	office	345-9634	cellular
Sandra Prior	slprio@wm.edu	221-2146	office	345-9549	cellular

4. Assemble the experimental chemicals to be discarded of in one area. The disposal form needs to be completed and with the unwanted/experimental chemicals.
5. Within 3 days of the emailed request the experimental chemicals will be picked up from your lab. If for some reason the waste needs to be removed immediately please state this in the email and follow up with a phone call.
6. If there is an emergency regarding disposal of waste (i.e. leaking, fuming, etc.) contact the EH&S office immediately at the above listed office and cellular numbers.

Please start using the new forms and labels immediately. I will drop off the new labels and forms in all the laboratories in ISC and to personnel that frequently fill out requests. If there is a need for labels anywhere else please contact me by email: pdshank@wm.edu and I will drop off the new form and labels.

If there are any hazardous waste labels left over please contact me and I will come by and pick them up.

Please distribute this memo to all personnel in your departments who are responsible for discarding of unwanted chemicals.