**Site-Specific Procedures for Hazardous Chemical Waste Shipping via Contracted Carrier at** **University of Washington Bothell**

**This SOP (reviewed and updated every 3 years or sooner), developed by:**

Christy Cherrier, Science Lab Manager 10/15/13

**Name and Title Date**

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**SOP Reviewed Date**

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**Hazardous Chemical Waste** **Shipping Procedures**

**Inner Packaging of Waste**

Note: Staff responsible for inner packing of waste must complete the EH&S training class “Managing Laboratory Chemicals.”

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| **Who** | **Procedure** |
| **Lab Staff** | **Accumulate hazardous chemical waste** in a sturdy, compatible container with a screw top lid. Label all containers with a completed UW Hazardous Waste Label. Leave some headspace in the container for temperature and vapor pressure changes. Store waste in secondary containment to contain spills and leaks. Make sure the waste accumulation location is under your control (i.e. not in hallways.)  Stay under maximum accumulation limits for each type of waste (54 gallons for most chemical waste, 1 quart for extremely hazardous waste).  Do not accumulate the same type of waste into two containers at the same time. |
| **Lab Staff** | **Store accumulated waste in the location where it is generated, in a place appropriate to the hazard(s).** When ready to get waste picked up, complete and **submit a Chemical Collection Request**, either electronically or on paper. |

**Outer Packaging of Waste**

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| **Who** | **Procedure** |
| **Environmental Health and Safety Staff** | **Schedule waste pick up with contractor.** Supervise transfer of hazardous chemical waste from lab to contractor. |