

## **Electronic Disposal Request – Waste Generated from Process**

For those departments at USF which have implemented HITS (Hazardous materials Inventory Tracking System), you can now request a chemical waste pickup using the on-line electronic form. For those departments not yet using the HITS software, you must continue to complete the paper disposal request form (3-part tag with wire) and mail the white copy through intercampus mail to CRS 104.

### ***Waste Tag Number***

This is the red number in the upper right hand corner of the tag you will attach to the waste item. Enter this number exactly as it appears. It will be 6 digits.

### ***Total Volume***

This is the approximate volume of the product you wish to dispose of.

### ***Unit of Measure (UOM)***

Use the drop down menu for the volume in the container. Please use the proper nomenclature for the state of the waste, e.g., L, ml, for liquids and kg, g, mg, for solids.

### ***Type***

Use the drop down menu to annotate the type of container you have the waste in.

### ***State***

Use the drop down menu to annotate whether the waste is a solid, liquid, or gas.

### ***Building***

Use the drop down menu to annotate what building the Satellite Accumulation Area (SAA) is located in. The SAA is the designated location in your lab or work area where you keep waste containers.

### ***Room***

Use the drop down menu to annotate the room number the waste is located in. This is the room where the SAA is located and the waste is stored. It is also the location EH&S personnel can pick up the waste item(s).

### ***Campus Phone***

This text box is for the telephone number of the person responsible for filling out the hazardous waste information. It is usually the area or office near where the waste is located. For areas using the “974” exchange, entering “4” and then the last four digits of the telephone number is acceptable.

### ***Chemical Name***

This is the name of the chemical(s) that are in the waste container. There may be only one chemical or several in the same container. Please type in the complete name, not the chemical formula or acronym. An accurate description of the waste product is imperative as it impacts the safety of all persons that may come in contact with the container and how the waste is ultimately disposed of. If you are unsure about completing this section, call EH&S at the number on the back of the waste tag for assistance.

### ***Percentage of Total***

When disposing of only one chemical, that chemical will be 100% of the total volume. When listing multiple chemicals, each will be a % of the total volume. EH&S requests this information be accurate as possible. This determines how the product is segregated and disposed of. An example may be Acetone-50%, Methanol-50% for a total of 100%.

### ***Hazards/Precautions/Special Instructions***

Enter any additional information needed for individuals coming in contact with this particular waste item, especially EH&S personnel who will pick it up or our vendor who will transport it to the final disposal point.

Please read the certification at the bottom of the “Waste Generated from Process” form. Chemical and Biological Wastes are managed differently. All of us can help the environment through waste minimization and recycling.

Check the form for accuracy and when you feel it is complete click the “*submit*” box. **NOTE:** If you click the “*clear*” box all information will be deleted.