

Submitting Chemwaste for DRS pickup

Standard Operating Procedure

Lab: Beckman

Department: MatSE

PI: Paul V. Braun

Written By: Deborah Liu

Section 1: Overview

Type of SOP: Process Hazardous Material Hazardous Class of Materials Equipment

Synopsis:

This SOP describes the property safety precautions and the administrative process for submitting hazardous chemical waste for pickup by the Division of Research Safety (DRS)

Section 2: Risk Assessment Summary (Hazards and control measures)

Information obtained from performing a risk assessment should be entered into this section.

Materials:

Material (name, CAS #, other ID)	Hazards
Varies by waste	Varies by waste

Relevant References for Material Hazards:

www.drs.illinois.edu

Equipment Hazards:

none

Hazardous Conditions:

Be cautious when handling overfull waste containers, and always use secondary containment

Technique Hazards:

Full PPE should always be worn in case of splash contact

Personal Protective Equipment

Lab coat, safety glasses and gloves

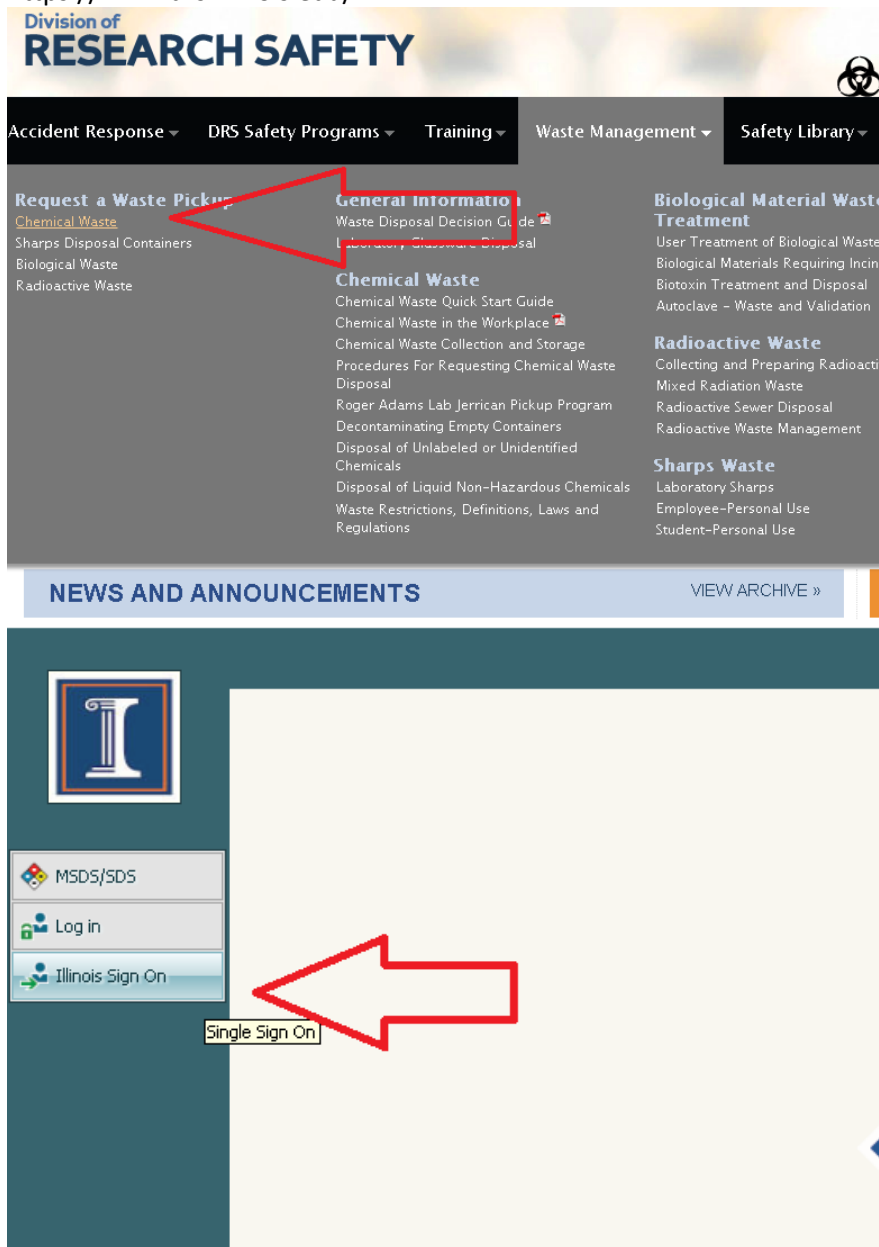
Engineering Controls

none

Section 3: Procedures

PART 1 : PROCEDURE TO SUBMITTING CHEMWASTE

1. Log in to the DRS website and navigate to submit a new request
<https://www.drs.illinois.edu/>





2. Make sure the header information is correct, including the room number. Subsequent requests will auto-fill from your last request.
3. Add a new item for each individual waste. See part 2 for finding the right UI number and how to identify each waste type.

Pickup Request

NetID: DUU314 Request #: S0641 Date: 7/14/2017

Requester's Last Name: LIU First Name: DEBORAH Request Status: IN PROGRESS

Requester's Phone: 825-389-7621 format: xxxx-xxxx-xxxx Supervisor: BRAUN Compl. Date:

Department: MATERIALS SCIENCE AND ENGINEERING Function: RESEARCH Approval Status: PENDING

Waste Location - Bldg: BECKMAN INSTITUTE Room: 3724 Print Label

Special Instructions

Total number of Items: Update Employee Information:

Item No.	UI #	Chemical	Cont. Size	Amt.	Unit	Color	Phase	Layer
No records found. Click here for help								

Help

- Add
- Edit
- Delete
- Copy
- Print Label

4. When done, change the dropdown menu from IN PROGRESS to COMPLETE and click SAVE. If this is not done, the request will never be processed.

Pickup Request

NetID: DLIU314 Request #: 50278 Date: 6/28/2017

Requester's Last Name: LIU First Name: DEBORAH Request Status: COMPLETED

Requester's Phone: 925-389-7621 format: xxx-xxx-xxxx Supervisor: BRAUN Compl. Date: 6/28/2017

Department: MATERIALS SCIENCE AND ENGINEERING Function: RESEARCH Approval Status: APPROVED

Waste Location - Bldg: BECKMAN INSTITUTE Room: 3724

Special Instructions

Total number of Items: 29 Update Employee Information:

Item No.	UI #	Chemical	Cont. Size	Amt.	Unit	Color	Phase	Label
152765	95112	SMALL CONTAINE...	1	0.10	Q QUARTS	OTHER	SOLID	1
152764	95112	SMALL CONTAINE...	1	0.10	Q QUARTS	OTHER	SOLID	1
152763	95112	SMALL CONTAINE...	1	0.10	Q QUARTS	OTHER	SOLID	1
152762	95112	SMALL CONTAINE...	1	0.10	Q QUARTS	OTHER	SOLID	1
152761	13217	HEXAMETHYLENE ...	25	12.50	I MILLILITERS	CLEAR	LIQUID	1

5. Wait 2-3 business days for DRS to process the request. When it is processed, you will receive an email saying when they will pick it up.



Barker, Shad M

to Deborah, Kali

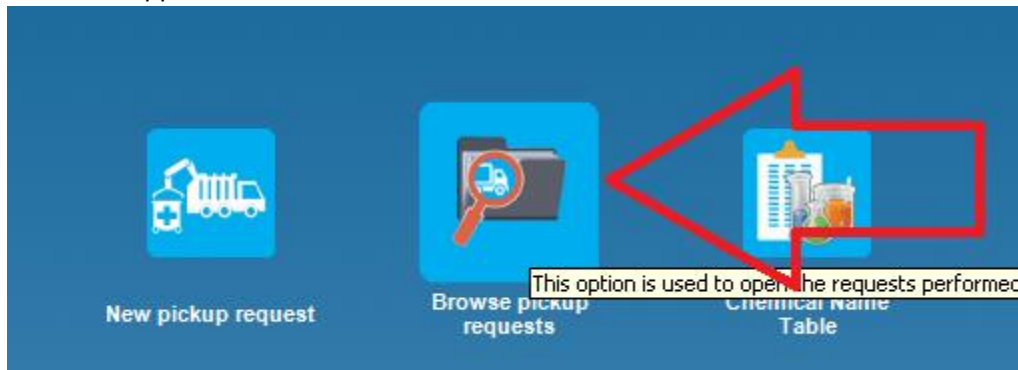
Jul 13 (1 day ago) ☆ Reply

Afternoon Deborah,

Your waste pickup request #50591 has been scheduled to be collected on **Tuesday July 18th between 9:00am - 11:00am.**

1. You will need to log into the [Chemical Safety Software](#).
2. Click on the middle button "Browse pickup requests"
3. Look for the Request #(s) listed in the Subject Line of this email OR that have the most recent PICKUP DATE.
4. The APPR. STATUS should be "APPROVED"
5. Click on the ">" symbol to the right of the word "APPROVED" to open the request
6. Click on the "Print Label" button directly below the Approval Status drop down (which must be "APPROVED").
7. Make sure to use a LASER printer as the labels from ink jet printers tend not to scan.
8. If you are unable to see the PDF after clicking the "Print Label" button, you may need to disable your browser's blocker.
9. Attach the label(s) from the PDF using clear tape, **making sure not to obscure the number and BARCODE** on the hand side of the label, to the matching chemical waste container before the pickup date.

6. Navigate back to this request, and click 'Print Label'. A PDF formatted for printing on Avery labels will appear. Labels are available at Kali's desk.



7. Label ChemWaste vertically, with the barcode facing up, and do not obscure the original label. If the jar is too small, place it in a plastic bag and label the bag.



PART 2: FINDING THE RIGHT UI NUMBER FOR SUBMISSION

Chemwaste comes in ~5 types

1. Excess pure chemical
2. Mixture, known components
3. Mixture, unknown components
4. Contaminated solid debris (kimwipes, gloves, pipettes etc)
5. Small organic vials

Pickup Request Item

Waste Name: ...

UI #: ...

Waste Phase:

Request Item DRS use only

No. of identical containers:

Item ID: Color:

Container Size: Units: Layers:

Approx. % full:

Check if this is an unused, unopened container of excess product.:

Note:

Waste description:
(new product or mixture only)

In almost all cases, it is easiest to FIRST fill in the UI number. Waste name and phase will then autofill.

TYPE 1
Use this list to look up excess pure chemical:
<https://www.dr.illinois.edu/chemicalwastelists/AppendixA.aspx>
It is always easier to look up by CAS number instead of name. Many chemicals have several names, and many common components names are part of the name of many other chemicals (For example, searching for "acid" turns up 1,698 entries as of 7/14)

TYPE 2
UI number for a new mixture is **1. List the components in the waste description box.**
Common mixtures of solvents in this lab are 800620 and 80014.

TYPE 3
Unless waste is explicitly labeled as aqueous, it is safe to assume that all waste in the lab is flammable. Test the pH of the waste with pH paper.

- If flammable and pH = 3-11: UI#7080
- If flammable and pH = 2 or less: UI#7083
- If flammable and pH = 12 or more: UI#7084
- If not flammable (or solid) and pH = 2 or less: UI#7081
- If not flammable (or solid) and pH = 12 or more: UI#7082
- If not flammable (or solid) and pH = 3-11: UI#7085"

TYPE 4

Common types of contaminated items are listed here:

<https://www.drillinois.edu/chemicalwastelists/AppendixD.aspx>

TYPE 5

The UI number is 95112. DRS may write back and ask what the contents of the vials are. Give them as much detail as you know.

Section 4: Waste Disposal/Cleanup

n/a

Section 5: Emergency Response

Follow protocol depending on chemical

Section 6: Additional Information

Advice:

1. *n/a.*

Checklist:

- Identify chemical waste*
- submit chemical waste to DRS*
- Label waste prior to DRS pickup with DRS-provided labels*

References:

n/a