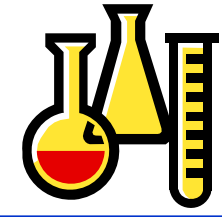
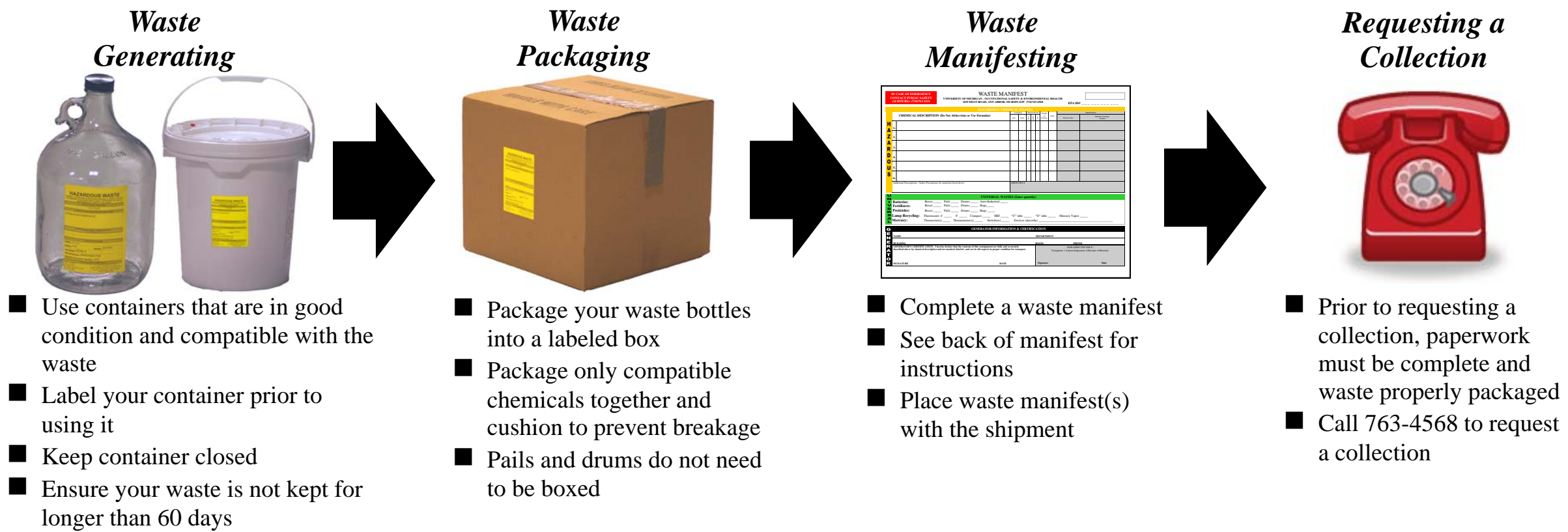


Helpful Hints for Preparing Chemical Waste for Collection



BASIC WASTE HANDLING

All chemical waste must be prepared for disposal as shown below. Even new, expired, or unused chemicals with the manufacturer's label attached must be prepared for disposal as shown below.



CORRECT CONTAINER LABELING AND MANIFESTING

Complete the hazardous waste section of the manifest. Identify all chemical constituents in the waste container.

WASTE MANIFEST
UNIVERSITY OF MICHIGAN - OCCUPATIONAL SAFETY & ENVIRONMENTAL HEALTH
1655 DEAN ROAD, ANN ARBOR, MI 48109-2159 (734)763-4568
EPA ID# M1R000001784

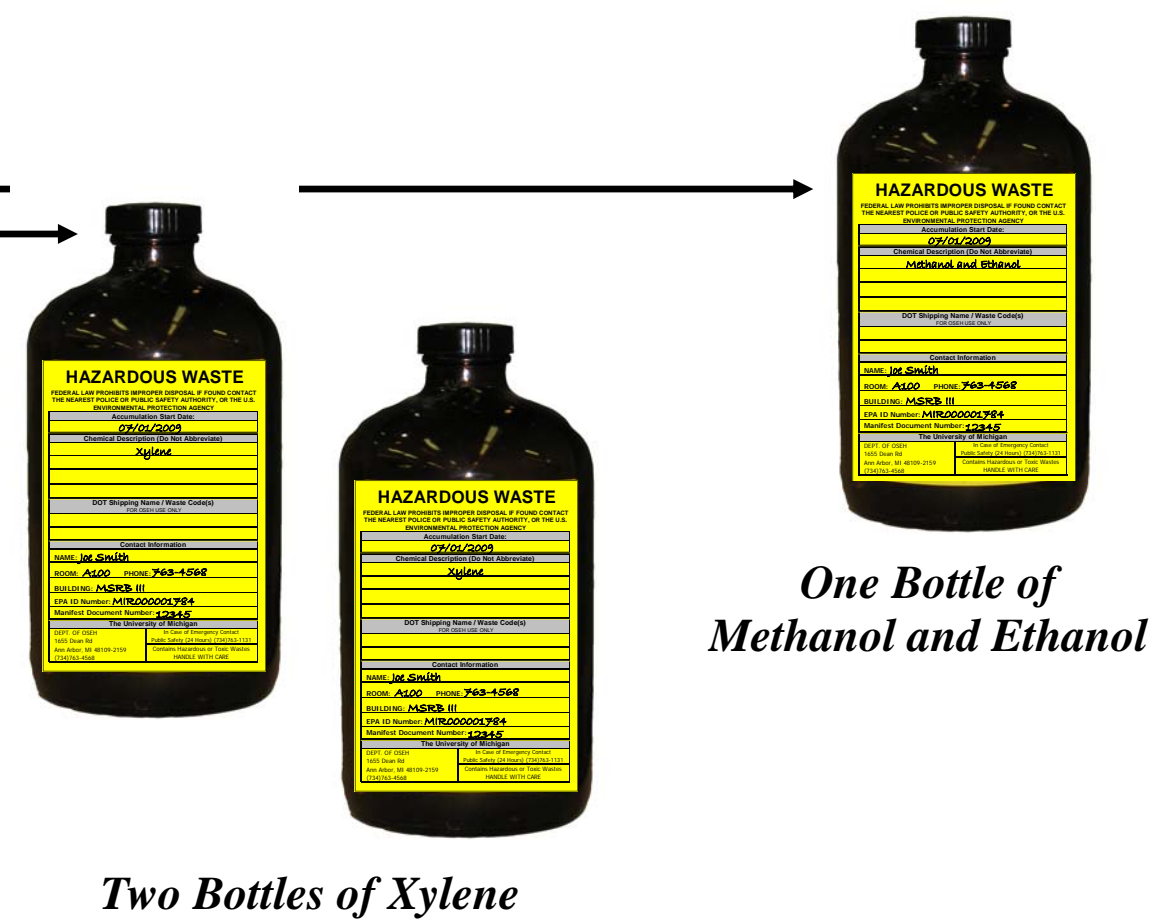
HAZARDOUS / CHEMICAL WASTES	Quantity	Container Type	Hazardous		Waste Code	Manifest Tracking Number
			1	2		
1. Methanol and Ethanol	1	BOT	X	1	L	
2. Xylene	2	BOT	X	2	L	

UNIVERSAL WASTES (Enter quantity)

Batteries: Boxes ___ Pails ___ Drums ___ Auto/Industrial ___
 Fertilizers: Boxes ___ Pails ___ Drums ___ Bags ___
 Pesticides: Boxes ___ Pails ___ Drums ___ Bags ___
 Lamp Recycling: Fluorescent: 4" ___ 8" ___ Compact ___ HID ___ "U" tube ___ "O" tube ___ Mercury Vapor ___
 Mercury: Thermostat(s) ___ Thermometer(s) ___ Switch(es) ___ Devices (describe) ___

GENERATOR INFORMATION & CERTIFICATION

NAME: Joe Smith DEPARTMENT: OSEH
 BUILDING: MSRB III ROOM: A100 PHONE: 763-4568
 SIGNATURE: Joe Smith DATE: 08/01/09



Back of Manifest

- Back of manifest describes how to fill out the manifest
- Manifests can be ordered by calling OSEH HMM at 763-4568
- Manifests can be ordered preprinted with your contact information

COMPLETING THE WASTE MANIFEST

- Enter the EPA Identification Number of the building in which the waste was generated.
- List all of the chemicals in each waste being disposed AND their approximate concentrations (%). Do not abbreviate or use formulas.
- Enter the total number of containers for each waste described on the manifest.
- Enter the appropriate abbreviation (see table #1) for the type of container used for each waste described on the manifest. (If the same waste is shipped in different containers, each type of container must be identified).
- Mark the appropriate hazard(s) (Solid, Liquid, Gas) for each manifested waste. Check all that apply.
- Enter the total numerical weight or volume for each waste manifested.
- Enter the appropriate abbreviation (see table #2) for the unit of measure for each waste described on the manifest.
- Enter any additional descriptions / safety precaution, special handling, transportation, treatment, storage, or disposal information or specific properties that may be unique to the waste or pose additional concerns (i.e. toxicity, water reactive, etc.) for each waste described on the manifest.
- Enter the total number of containers/bulk/necessary containing articles for each Universal waste category listed.
- Enter the name of the waste generator.
- Enter the name of the Department where the waste was generated.
- Enter the name of the building in which the waste was generated.
- Enter the building room number.
- Enter the phone number at which the generator, or staff knowledgeable about the waste can be contacted.
- The generator must read and sign (by hand), the certification statement, or the waste will not be picked up for disposal.
- Enter the date the certification statement was signed.

PLACE THE WASTE MANIFEST(S) WITH THE SHIPMENT

MANIFEST ABBREVIATION TABLES

Abbreviation	Container Type	Abbreviation	Unit of Measure
DM	Metal drums, barrels, kegs	Q	Quintals
DF	Fiberboard drums, barrels, kegs	K	Kilograms
DP	Plastic drums, barrels, kegs	L	Liters
DT	Steel drums, kegs, tanks, containers	P	Pounds
DFP	Plastic bottles, jugs, tubes, containers	T	Tons
CF	Cylinders	Y	Yards
CM	Metal boxes, cartons, cases (including sub-cases)		
CP	Fiber or plastic boxes, cartons, cases		
BA	Barrels, other approved kegs		
D	Other (please specify)		

Hazardous Waste Label

- See label sheet for additional chemical waste guidance
- Labels can be ordered by calling OSEH HMM at 763-4568
- Labels can be ordered preprinted with your contact information

HAZARDOUS WASTE
FEDERAL LAW PROHIBITS IMPROPER DISPOSAL IF FOUND CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY, OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Accumulation Start Date: 07/01/2009

Chemical Description (Do Not Abbreviate): Xylene

DOT Shipping Name / Waste Code(s):

Contact Information:

NAME: Joe Smith
 ROOM: A100 PHONE: 763-4568
 BUILDING: MSRB III
 EPA ID Number: M1R000001784
 Manifest Document Number: 12345

The University of Michigan

DEPT. OF OSEH
1655 Dean Rd
Ann Arbor, MI 48109-2159
(734)763-4568

In Case of Emergency Contact
Public Safety (24 Hours) (734)763-1131
Contains Hazardous or Toxic Wastes
HANDLE WITH CARE