

*To be completed by Supervisors***Instructions for the “Location of Waste Activities/Materials” form**

Complete this form and return it to the Hazardous Waste Coordinator for your facility.

1. In the column labeled Building/Section, list **all** areas where there is any activity that produces a waste. Look at all:
 - a) Activities that:
 - Use a product requiring a Material Safety Data Sheet (MSDS). Consider both *Manual* and automated processes.
 - Use oils of any type (e.g., petroleum, animal, or vegetable);
 - Use batteries (e.g., lead acid, NiCad, Lithium);
 - Use mercury-containing (e.g., fluorescent) or high intensity discharge (HID) lamps;
 - b) Areas:
 - that are used for holding waste materials,
 - where automated equipment discharges spent chemicals into containers or drains.

Do not eliminate any area because of very small quantities of waste materials or any infrequent activities. Examples include areas where maintenance of equipment generates a contaminated filter or media; areas where activities are not routinely performed but the equipment or reagents remain in the room; and areas where unused or waste materials have been placed, (e.g., used batteries or burned out bulbs). These areas are often selected for their convenience and are often overlooked until an inspection discovers them. Also, keep in mind that some materials that are not regulated are still very harmful and require careful handling (e.g., Ethidium Bromide). List any material that should not be disposed in the regular trash.

If all of the waste producing processes, activities, or materials are in the same building, use the “Building/Section” column to identify the department or section that produces the item, (e.g., microbiology, photography, or maintenance). If the process, activity, or material is in the same room, use a more descriptive term in the Building/Section column (e.g., HPLC-waste, Corrosives Cabinet, or Solvent drum by blue shelf).

2. In the “Rm #” column put the room number. If the room number is already clearly understood use this column for clarification. For example if you are identifying a container put 5-gal or 1-ltr.
3. The “Supervisor” column is to be used to identify the person responsible for the area. Keep in mind that this form will be returned to the Hazardous Waste Coordinator (HWC). If the Supervisor is not normally present in the area, list someone who is knowledgeable about the item on the list and is usually in the area.
4. The “Generate” column is to be used to identify the activity or material that requires special handling. Use simple terms like Acid, Paint, Solvent, Cleaners, or the name of the equipment that generates a waste stream. Put an ASTERISK * on the vertical line to the left of any item you KNOW is required to be shipped as a hazardous waste.
5. The “Store” column is used if no waste is produced (generated) in the area but is held there before being shipped off site. Examples are areas where chemicals from other areas are accumulated, light bulbs are held, used batteries, used oil collection drums, paint collection drums, etc. Areas that are designated to be used for central accumulation areas are to be listed as CAA on the form.