HAZARDOUS WASTE MANUAL

Procedure Cover Sheet

Procedure Title: Labeling Waste
Procedure Number: TSO-07-02-REV 0
Effective Date: 01 September, 2007

Approved by: 

Technical Safety Office Director

Date: 20 Aug 07
A. INTRODUCTION

Hazardous waste must be marked legibly in English, and labels must be located in a place that is clearly visible (49 CFR 172.304). In addition to clearly marking the waste, the waste should be tracked using both a hazardous waste sticker and a Chain of Custody (COC) form.

B. PURPOSE

The purpose of this procedure is to demonstrate how to complete the Chain of Custody form and the hazardous waste sticker, and to ensure labeling methods used by all TSO employees are consistent, compatible, and clear.

C. REQUIRED MATERIAL(S)

- Chain of Custody Form
- Hazardous Waste Label

D. PROCEDURE

*Chain of Custody Forms*

The numbers listed below correlate with numbered lines on the Chain of Custody form (see attachment). The proper procedure for filling in each line is explained below:

1. *Satellite Location*. For an SAA, the location is written as Building # - Room #. For example, if the SAA is located in Room 260 of the Biology Building (building #65), the satellite location would read 65-260. For a one-time pickup, the location is listed, followed by the phrase "One-time pickup."

2. *Dept*. Write out the department name. For example, Biology, Chemistry, etc.
3. *Phone.* This is the phone number that will put you in contact with the primary generators of the hazardous waste. Generally, it is the direct extension to the room that contains the SAA.

4. *Check one.* Check either hazardous or non-hazardous.

5. *ISU #.* The ISU number is unique to each individual waste item. This number is created by first writing the Room #, plus a unique number that sequentially follows the previous unique number. Therefore, the first waste item is labeled Room#-1, the second waste item is labeled Room#-2, etc. Although multiple COC’s may contain identical ISU numbers, no ISU number will be repeated on the same COC.

6. *Chemical / Physical Description.* This is simply a description of the waste. Do not write out chemical formulas; try to give the common or chemical name of the waste. For example, you could write, isopropyl alcohol and/or 3-propanol, but you should not write CH₃CHOHCH₃. This designation should be the same on the hazardous waste label.

7. *Quantity.* Enter the volume/weight of waste found in the container.

8. *Transfer Date.* This is the date that the waste was either taken from the SAA, or given a different COC number. If the waste is transported to the TAA, include the letters TAA after the date. If it is given a different COC, include the COC number for the new form on which the waste is listed.

9. *Additional Description.* This includes special situations regarding the waste on the COC. Notes in this area could include special handling instructions, SAA violations, waste conditions, etc.

10. *Relinquished by.* This can (not mandatory) be signed by the generator of the hazardous waste indicating that they are releasing the waste and are in agreement with the generator quality statement found in the same box.

11. *Received by.* When the form is removed from the SAA, the TSO employee signs here indicating they have possession of the original copy. The pink copy remains at the SAA upon removal of the waste.

12. *COC #.* This is a unique number created sequentially by TSO staff as new COC’s are needed. Each COC should have an original, non-duplicated number.
Hazardous Waste Labels

The numbers listed below correlate with numbered lines on the hazardous waste label (see attachment). The proper procedure for filling in each line is explained below:

1. **Start Date.** This should be completed by TSO personnel only. This is the date that the hazardous waste started accumulating. From this date, it can remain in the shed for 270 days according to 40 CFR 262.34(e).

2. **Chemical / Physical Description.** This is simply a description of the waste. Do not write out chemical formulas; try to give the common or chemical name of the waste. For example, you could write, isopropyl alcohol and/or 3-propanol, but you should not write CH₃CHOHCH₃. This designation should be the same on the hazardous waste label.

3. **Total Amount.** This describes the total volume/weight of waste found in the container.

4. **Physical State.** Enter the form in which the waste currently exists. For a liquid waste, write “L,” and for a solid waste, write “S.”

5. **Generator Name, Bldg., Room.** The primary generator of the waste can include their name on this line, so that if any questions about the waste arise, TSO staff can contact the generator; however, this is not mandatory. The Building # and Room # are written as explained above in Step 1 of the COC instructions.

6. **ISU #.** The ISU number is unique to each individual waste item. This number is created by first writing the Room #, plus a unique number that sequentially follows the previous unique number. Therefore, the first waste item is labeled Room#-1, the second waste item is labeled Room#-2, etc. This number should be the same as that listed on the COC.

7. **COC #.** This is the COC number that corresponds to the COC on which the waste is listed.
**CHAIN OF CUSTODY RECORD**

**GENERATOR INFORMATION**

<table>
<thead>
<tr>
<th>Satellite Location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check one:  __HAZARDOUS__  __NON-HAZARDOUS__

In an emergency contact: ISU Public Safety 208.282.2515

**SHIPPED TO:**

1. ISU TAA, BLDG 16
2. Other (list)

<table>
<thead>
<tr>
<th>ISU #</th>
<th>CHEMICAL / PHYSICAL DESCRIPTION</th>
<th>Quantity</th>
<th>Transfer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TSO USE ONLY**

**Additional Description / Discrepancy / Special Handling Instructions Space:**

<table>
<thead>
<tr>
<th>#</th>
</tr>
</thead>
</table>

**GENERATOR QUALITY STATEMENT:** I affirm that the above chemical containers have been inspected and found free of leaks, corrosion and damage, and that the contents are labeled correctly.

RELINQUISHED BY: (Generator Sig.)

Date: ________________________

RECEIVED BY: (Signature)

Date: ________________________

ORIGINAL WHITE - TSO FILES  YELLOW - TAA  PINK - GENERATOR