## Howard University Hazardous Waste Accumulation Procedures

Part of hazardous waste accumulation is the tracking of the hazardous waste being stored in the 90-day accumulation area in your building. Using the Hazardous Waste Check-in Sheet, provide the following information:

- The date the waste was placed into the 90-day accumulation area
- The name of the personnel checking in the hazardous waste
- The room/area the waste came from
- Waste Description this should be the same contents information that is present on the hazardous waste label on the container
- Volume and quantity of containers
- Brief description of how the waste was generated this can be: clean-out of old chemicals from lab storage, spill clean-up, or something else that describes the generating process
- Do not drop-off HW without completing this Check-in Sheet. Unlabeled HW causes excessive costs to the University to characterize properly.

Please contact EHSS at <u>EHS@Howard.edu</u> or the Director of EHSS, Susan Dreyer, at 443-962-0149 if you need further assistance. EHSS appreciates your cooperation.

## **Hazardous Waste Check-in Sheet**

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Check-in Date	Name of Personnel Checking in Hazardous Waste	Room No. which waste originated	Waste Description (as provided on Hazardous Waste label)	No. of Containers	Container Volume	Generation Process (e.g., spill clean-up, lab cleanout)