

Chemical Waste / Lab Waste Management in Laboratories and Art Studios/Workshops

This checklist is for managing Lab Wastes (Chemical Wastes) in science education and research laboratories, and art studios and workshops, on the main campus of Ball State University. Other generators of chemical wastes (maintenance shops, housing, dining, etc.) must follow the general chemical and hazardous waste handling procedures for waste generators under U.S.EPA/IDEM hazardous waste regulations.

- Determine that the material is unwanted and is not going to be reused at any time.
- Determine the container the Lab Waste will be stored in – contact the EHS with questions or if acceptable containers are needed:
 - This container must be in good condition and compatible with the waste.
 - Large volumes of waste should be stored in U.S. DOT approved Hazardous Material shipping containers.
- Apply a BSU *Lab Waste* label (yellow) to the container at the time of first filling and complete the label fully and accurately:
 - Ensure a descriptive chemical name is printed on the label (no acronyms).
 - Ensure location and contact name is printed on the label.
 - Ensure the *accumulation start date* is printed on the label.
 - Ensure the waste components and hazards are recorded on the label.
- Use secondary containment (trays or cabinets) to segregate containers according to hazard class and compatibility.
- Ensure each container is closed at all times (except when adding Lab Wastes). See *working container* and *inline system policies* for more information.
- Do not exceed the smaller of 55-gallons or 220 lbs of Lab Waste.
- Ensure that any Lab Wastes are removed by EHS within 6 months of the *start of accumulation date* on any container – contact the EHS for pickup.
- Require that all personnel and students who manage Lab Wastes have training.
- Ensure all personnel and students working in the Lab Waste generation and storage areas know emergency and spill procedures:
 - Post emergency/spill/injury procedures near the lab/studio door.
 - Ensure everyone working in the area is familiar with the location and operation of emergency eye washes, showers, fire extinguishers, spill control equipment.
- Contact the EHS Office to request removal of any Lab Waste containers that are nearly full or upon approaching 6 months of storage--whichever comes first.
- Do not dilute or dispose of Lab Wastes via drain/sewer, in trash, dumping on The ground, or by evaporation.**