



Processes and Procedures for disposal of waste:

- **Chemical waste (hazardous waste),**
- **Universal waste (fluorescent bulbs, batteries, and ballast),**
- **Radioactive waste,**
- **E-waste (CPUs, monitors, printers, etc.)**

Chemical waste must be submitted on the waste disposal form found on the Risk Management and Safety (RMSO) website (<http://www.uwyo.edu/serverreports/HazPickUp.aspx>). **Fill out the form as completely as possible.** Required fields include: requester's name, department and principal investigator (PI; professor in charge of lab). Describe the waste with the chemical names and percentages to the best of your knowledge. Unknowns are very expensive to dispose of and it is illegal to transport them on public roads. The more information we have the better.

After we receive your request, we must generate a Hazardous Waste Manifest for each item prior to our picking up the waste. This is the time-consuming part of the process, as the following information must be included on each Manifest: DOT proper shipping name, hazardous class, UN number, packing group and EPA waste code. On small and recurring requests, this is a fairly easy process but on large requests such as lab clean-outs and areas that have not been managed properly, more time is needed. If you do have a large list, please put them on a spread sheet and fax it to us at **307-766-3699**. Fill out the disposal form and put "fax to follow." All this information must be transferred to Hazardous Waste Manifests prior to removal of the chemicals.

All waste must be labeled prior to pick up there is a downloadable on our web site at: http://www.uwyo.edu/ehs/_files/docs/forms/labels.doc

Radioactive waste must be submitted in the same manner as Chemical waste (use the link <http://www.uwyo.edu/serverreports/HazPickUp.aspx>). All waste containers must be tightly closed before pickup. Overflowing or open containers will not be accepted; RMMC staff will not transfer or handle your waste. Waste sheets must be complete.

Universal waste must be submitted in the same manner. This includes waste from construction, paint, and electric shops. No waste will be picked up without requester's name and department. If the waste is brought to the Regulated Materials Management Center (RMMC), you will be asked to fill out the form there. NOTE: Hazardous chemicals are not allowed in the office area; come to the office, fill out the paperwork and our staff will meet you at the loading dock to take your waste.

Fluorescent bulbs must be boxed and securely closed before they are picked up. Trash or debris in the boxes add weight to the box (this includes cardboard spacers); more weight means higher disposal cost for your department. The RMMC is not responsible for the packaging of the bulbs. If you need boxes please call **307-766-3697**.

Ballast and batteries need to be in some type of container (box, bucket or drum).

E-waste disposal requests are first submitted to the Property Office using a Property Disposal Request form found at <http://uwadmnweb.uwyo.edu/PROPERTY/Forms.asp>. If Property determines that the equipment cannot be sold or re-used, the RMMC will be contacted for removal and the department will be contacted to arrange for a pickup time. The RMMC will only pick up E-waste such as monitors, CPUs, printers, etc. We will not pickup scrap metal, books or manuals, or software. The RMMC can pick up specialized equipment, on a case-by-case basis, as determined by Property.

SPECIAL NOTE:

THE LOADING DOCK AT PHYSICAL SCIENCES BUILDING IS NOT A DISPOSAL AREA. ITEMS LEFT AT THIS LOCATION WILL NOT BE REMOVED BY RMMC UNLESS PROPER PAPERWORK IS SUBMITTED.

In addition to our disposal program, we also conduct emergency response and spill clean-up, as well as assist in special projects. We also offer chemical procurement and delivery, and maintain a surplus chemical inventory (which is available to all members of the UW community, free of charge). Contact the Chemical Buyer at 766-3696 for details.

The RMMC is committed to providing services to keep the University of Wyoming a safe and healthy place to work and learn. As you can see, we wear a variety of hats and have limited manpower to carry out all our functions and responsibilities. We thank you for your cooperation. If you have any questions, please contact Hazardous Materials Supervisor at 766-3698 or Hazardous Materials Specialist at 766-3697.