

Instructions for Completion of UAB Chemical Waste Manifest

Field	PRINT this information
Generator Name	Enter the first and last name of the principal investigator, lab director, or chemical safety coordinator who is responsible for and knows the hazards of the waste that is generated.
Blazer ID	Enter the Blazer ID of person actually completing the manifest and preparing the waste for shipping.
Building and Room	Enter the building and the room number where the waste will be picked up.
Telephone	Enter the telephone extension for the laboratory. Use a phone number where someone will be nearby to answer it.
Date	Enter the date the manifest was prepared for shipment.
Department	Enter the name of the department generating the waste.
Person Completing Manifest	Print the name of the person actually completing the manifest and preparing the waste for shipping.
Chemical Hazard Code	Write in the code found in the UAB Chemical Safety and Waste Management Manual characterizing the primary hazard of each chemical or mixture. If a Chemical Hazard Code is not available for the material, contact Occupational Health and Safety (934-2487) for assistance.
Chemical Compound	Enter the identity of the compound or the component of a mixture. Use one line for each substance . If the material is part of a mixture, draw a bracket [to the left of the components. Shock sensitive and water reactive materials require special handling . We will NOT accept abbreviations for chemical compounds. Call the Hazardous Materials Facility at 934-3797 for instructions.
Percent	Print in the amount of this component in a mixture. If you aren't sure, estimate as closely as possible.
Physical Form	Use Liquid, Solid or Gas only. No other forms will be accepted.
Amount in milliliters or grams	Measure the liquids in milliliters (1 pint =473 ml). Measure the solids in grams (1 pound=454 g). Other amounts entered will NOT be accepted.
Number of Containers	Enter the total number of containers of that type.
Type of Container	Use known terms when entering information here: glass bottle, plastic carboy, metal can, etc.
Control Number	Leave this area blank. It will be completed by HMF personnel.
Generator Signature	HMF will accept the signature of the responsible party only.

General Information:

1. We **CANNOT** accept faxes.
2. The bottom copy of the manifest **MUST** be placed on the outside of each box.
3. To have waste materials picked up, send the **top copy** of the manifest to the Hazardous Materials Facility. Keep the middle copy as your record of waste disposal.
4. **Manifests that are incorrectly filled out or are not printed legibly may be returned for correction.**
5. For more information concerning packing procedures or pickup, consult the *UAB Chemical Safety and Waste Management Manual* or contact the HMF at 934-3797 or visit the website at www.healthsafe.uab.edu.