

## Instructions for Completion of the UAB Chemical Waste Manifest

A step by step explanation of the chemical disposal service is contained in the UAB Chemical Safety and Waste Management Manual.

1. **Generator Name:** Print the first and last name of the principal investigator, lab director chemical safety coordinator who is responsible for and knows the hazards of the waste that is generated.
2. **Generator Number:** Number assigned by the Department of Occupational Health and Safety.
3. **Building and Room:** Building and room where waste will be picked up.
4. **Telephone:** The telephone extension of the laboratory.
5. **Date:** The date the manifest was prepared for shipment.
6. **Department:** The department generating the waste.
7. **Person Completing Manifest:** The name of the person actually completing the manifest and preparing the waste for shipping.
8. **Chemical Hazard Code:** Code found in the UAB Chemical Safety and Waste Management Manual characterizing the primary hazard of each chemical or mixture.
9. **Chemical Compound:** Identity of the compound or 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 cannot accept abbreviations for chemical compounds. Call the Hazardous Materials Facility (4-3797) for instructions.
10. **Percent:** Amount of this component in a mixture (estimate as closely as possible).
11. **Physical Form:** Liquid or solid.
12. **Amount in milliliters or grams:** Measure liquids in milliliters (1 pint = 473 ml), solids in grams (1 pound = 454 grams).
13. **Number of Containers:** Total number of containers of that type.
14. **Type of Container:** Glass bottle, plastic carboy, metal can, etc.
15. **Control Number:** To be assigned by the HMF.
16. **Generator Signature:** Generator Signature: Signature of responsible party.

### General Information:

- (a) We cannot accept faxes.
- (b) The bottom copy of the manifest must be placed on the outside of each box.
- (c) To have materials picked up, send the top copy of the manifest of the Hazardous Materials Facility. Keep the middle copy as your record of waste disposal.
- (d) For more information concerning packing procedures or pickup, consult the UAB Chemical Safety and Waste Management Manual or contact the HMF at 4-3797 or go to our web site at [www.Healthsafe.uab.edu](http://www.Healthsafe.uab.edu).