1. Collect waste in a screw cap container and keep the cap on except when waste is being added.

2. Do not mix incompatible materials and keep halogenated solvents separated whenever possible.

3. Put on and fill in a hazardous waste label when you start collecting the waste. Add to the label as necessary as more waste is added.

   A. A generic waste name (e.g. chlorinated solvents) -- optional

   B. Each chemical present – required (no chemical formulas, structures or abbreviations)

   C. The hazard of the waste (flammable, oxidizer, corrosive, toxic, reactive) – required -- If the waste is not flammable (flash point \( \leq 140^\circ F \)), an oxidizer, corrosive (pH \( \leq 2 \) or \( \geq 12.5 \)) or reactive, check toxic.

   D. When the container is full, write in the date (month, day, and year).

4. Keep all waste bottles in secondary containment. The waste containment tray should only contain waste.

5. Do not let multiple bottles of waste accumulate in the laboratory. Only one bottle of a particular type of waste is allowed.

6. Request a pick-up when the container is nearly full, or on the same day the container is filled and dated. Contact Naya Gabriel, Lab Manager (cbgNS, x 5386) or Sarah Steely, Lab Technician (slsNS, x 5774) for pick-up.

7. For more information, contact Environmental Health & Safety (x 6620, EHS@hampshire.edu).