Procedure for Temporary Waste Storage

Applies to containers in use that are not full

1. Obtain a **suitable** container (hint: should be similar to the container used to hold the original materials), call the stockroom (x3149) if you're not sure.
2. Obtain an EHS Waste Sticker from the Stockroom Rounds Area.
3. Fill in your **name, department, phone, and room no., DO NOT FILL IN THE DATE (the date is filled in when the bottle is full).**
4. Fill in the **name and concentration** (if known [M, ug/L, ppm, trace) of all chemicals that are in the bottle. Add chemical names to the label as chemicals are added, BUT DO NOT MIX WASTES. Containers should only contain mixtures generated from individual experiments. Do not use one container for waste from several experiments unless the chemical content in each experiment is the same.
5. Check any known hazards as shown on the label (acid, toxic, flammable, etc.) and check its state (solid, liquid, etc.).
6. **Store in Appropriate location**:
   There are temporary waste hoods in each prep room and research lab. Be sure that if acid waste and base waste are stored in the same waste hood that they are stored separately inside secondary containers.

Procedure for Waste Disposal/Permanent Storage

Applies to containers that will not be used again and to full containers

When a container is more than ¾ full (leave some head space):

1. **Date the label** with the current date.
2. **Check the label** to be sure it has been filled in completely.
3. Place the container in the "To Stockroom" Area of the Stockroom Rounds Station.
   Note: By law, all full containers **MUST** be sent to the stockroom waste storage area within
   3 days of becoming full.

If you have any questions, please contact Lorraine in the Stockroom at x3149.

Procedure for Chemical Storage

To safely store chemicals in the laboratory they must be:

1. **Labeled properly** and
2. **Stored separately according to their chemical class**.

Proper labeling

All labels should contain:

- The chemical name (not just the formula "HCl")
- Concentration if not concentrated/pure
- Your Name
- The Date
- The course # or research group name
- Any known hazards (flammable, toxic, corrosive, etc.)
- NFPA Diamond with Health, flammability, and reactivity #'s (usually can get from original bottle or MSDS)

Proper Chemical Storage

Chemicals should be stored separately according to their class:

- **Flammables**—in metal cabinets marked “Flammable”, Ether should be stored in a refrigerator after opening if possible.
- **Acids**-- usually under the hood in cabinet marked “Acids”, separate from Bases. **Nitric acid** should be stored separately from all other chemicals in a ventilated cabinet.
- **Bases**—usually under the hood in cabinet marked “Bases”, separate from Acids
- **Poisons**—Should be marked as such and stored in an area that is clearly labeled “Poisons” and that is away from areas where accidental exposure might occur
- **Oxidizers**—Oxidizers should be marked as such and stored separately from all other chemicals
- All other chemicals can be stored together unless the label suggests otherwise.
- **Reminder:** Pay attention to storage temperature recommendations to prolong the life of your chemicals.

When a Chemical Container Becomes Empty:

- Be sure to empty and use as much of the contents as possible (**waste not**….).
- **Do not throw the container away**.
- **Send it to the stockroom** so it can be removed from the chemical inventory and properly disposed of/reused.