





## Queen's University Environmental Health & Safety

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**SOP-CHEM-01**

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### Hazardous Waste Disposal Procedures

- **Transportation Of Dangerous Goods :Biohazard Module**, available online at [Biosafety Training | Office of Risk and Safety Services](#)
- **Shipment and Transport of hazardous waste.** Available through special arrangement with EH&S, NOT required for regular online waste disposal through the EH&S website. Intended for individuals directly signing waste manifests.

### 2.0 Process

University staff will no longer be responsible for segregating and packaging hazardous waste for disposal. All hazardous waste including **chemical, biological and radioactive** waste, will be

employees. Waste needs to simply be labelled, tagged and the appropriate forms must be filled out on the Department of Environmental Health and Safety website to request a pickup.

#### In summary

1. Clearly label waste container/bag for disposal, identifying all major constituents and pH if applicable
2. Place waste in a safe, obvious pickup location within the laboratory, segregate incompatibles
3. Fill out a waste disposal form on the Health and Safety website [Waste Disposal | Office of Risk and Safety Services](#)
4. Waste will be picked up directly from the laboratory

#### **Schedule:**

All Hazardous Waste Pickups (chemical, solvent, biohazard, radioactive and empty containers) take place Tuesday & Wednesday of each week.

Please ensure waste requests are submitted no later than **Monday 1:00 PM** the week of the pickup.

Solvent containers will be returned to the laboratory the following week

### 2.0 Chemical Waste Preparation

The following procedures outline the detailed requirements and steps in preparing and requesting hazardous waste for disposal.

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#### 7.4 Radioactive waste

Keep waste in your normal storage location within the laboratory and indicate location on form. Leave tagged bags or jugs clearly visible.

#### 8.0 Pickup Request

Waste requests must be made online at [Waste Disposal | Office of Risk and Safety Services](#).

- For a large amount of chemicals, or a mix of waste types (i.e. biological, chemical, empty etc.) fill out the excel sheet provided on the webpage and upload it in section 11 of the Waste Disposal form listed directly above.

**NOTE:**

- Fill out the complete waste description including all major contaminants and corresponding concentrations. Include pH for acids and bases. Do not use trade names or formulas unless necessary.
- For empty bottles that used to contain chemicals, use the Empty Containers form.
- Clearly indicate the location of the chemical in the lab
- If a pickup is missed, waste will be picked up on the next scheduled date.

#### 9.0 W9



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### 11.0 Contact Information

Department of Environmental Health & Safety

355 King Street West  
1<sup>st</sup> floor West Wing  
Kingston, ON K7L 2X3  
Canada  
613-533-6345

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