

# Hazardous Waste Storage & Disposal Procedures

## Identify Waste

- When any of the following materials require disposal, contact our Hazardous Waste Disposal Preferred Vendor, Heritage Environmental Services:
  - Rags used for solvents or oils
  - Pesticides
  - Mercury-containing equipment (i.e. old thermostats, mechanical switches)
  - Light bulbs
  - Paint, including pressurized aerosol cans
  - Unknown materials
  - Batteries

## Containers & Labeling

- All hazardous waste containers must include a label stating "Hazardous Waste," the specific contents, and the collection date, which is when accumulating begins
- All containers must be placed in secondary containment
- All containers must be kept closed except when adding hazardous waste
- All waste storage areas must include signage reading "Hazardous Waste Storage Area" or "Satellite Accumulation Area"

## Weekly Inspections

- All hazardous waste containers and storage areas must be inspected weekly and documented
- Any deficiency identified must be included in the inspection and corrected
- An example of an inspection checklist can be found on Risk Management's website

## Disposal

- Provide a timeline of when the hazardous waste pick-up should be scheduled
- Heritage will provide a cost estimate
- Once approved, provide a PO for the pick-up to Heritage
- Heritage will coordinate the hazardous waste pick-up
- All hazardous waste will be handled and transported by Heritage staff during disposal

## Recordkeeping

- Upon disposal, Heritage will complete and maintain documentation regarding total quantities disposed
- All supporting documentation, such as manifests, will be maintained by Heritage

Northwestern

### Contact Information

Heritage Environmental Services  
hazardous-waste@northwestern.edu

Environmental Health and Safety  
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