

# Standard Operating Procedure

## Title: Laboratory Waste Management

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• Flammable	• Corrosive
• Oxidising	• Biologically-damaging substances

Hazardous waste also includes packages and containers, which stored the hazardous substances.

### 2. Disposal procedure

- 2.1. Laboratory waste is disposed of into labelled plastic drums.
- 2.2. The plastic waste drums are stored in the waste cupboards near the fume cupboards, in the Laboratory. Spare plastic waste drums are kept in the laboratory storage area.
- 2.3. The labels required for labelling the plastic drums are kept near the cupboard that houses the waste containers.  
  
All existing labels on plastic drums must be removed or defaced prior to being used as waste containers.
- 2.4. When laboratory waste is created, it is disposed of into the appropriate drum via the funnel provided.
- 2.5. The waste is sorted according to chemical categories into separate 15L drums according to Chemical Waste Disposal Form (Form-290).
- 2.6. The Laboratory staff must remove waste drums when they become either full or smelly. The waste drums are to be placed on a trolley and carefully moved to the area from where these will be disposed.
- 2.7. There are Yellow safety cabinets where the waste drums should be placed. One is for any non-flammable waste (labelled Non flammable), and the second is for any flammable waste. Each cabinet is labelled accordingly. A "Hazardous Waste Logbook" is to be stored in the non- flammable waste cabinet which is then filled out with the date and type of waste that has been deposited in the cabinet.
- 2.8. An approved Contractor will remove waste approximately weekly unless quantities exceed the legal requirements, in which case they will remove the waste earlier.

### 3. Special Waste

- 3.1. If special waste is generated which is not covered under the categories discussed in Form-290, the following procedure is applied:
  - 3.1.1. Package the waste as securely as possible and label it clearly and concisely and place in the Waste Cabinet.
  - 3.1.2. Notify the EHS manager or delegate of the type and quantity of waste to be collected for disposal. (This ensures the contractor brings the necessary paperwork to carry the waste in his vehicle.)