



# Hazardous Waste Pick-Up Request Form

## Instructions for completing the Hazardous Waste Pick-Up Request Form:

1. Submit an electronic request or paper request for waste pick-up.  
*Electronic submission via e-mail is preferred to expedite the pick-up process*
2. Multiple containers of the same type, physical state, size, and multiple constituents can be placed on the same line. *(please note unit of measure is for the size of container not amount of waste ex.. 5 gal, 150 mg, 1L,....etc..etc)*
3. Include an electronic copy of all Haz-Waste Accumulation labels for all waste to be received by the Hazardous Waste Compliance Officer. *To the greatest extent possible make sure the Haz-Waste Accumulation label is filled out correctly and information is complete.*
4. Place a signed/dated paper copy of the Hazardous Waste Pick-up request form with the waste that is to be picked up. **Waste will not be picked up if steps 1-3 are not complete.**

If you and you have questions about how the Waste Pick-Up Form or Hazardous Waste Label should be filled out please contact Robert Clay, Hazardous Waste Compliance Officer at [Clayr2@lincolnu.edu](mailto:Clayr2@lincolnu.edu) or 681-5497 for assistance.



# Hazardous Waste Pick-Up Request Form

## Chemical Pick-Up

Requestor:					
Building:					
Room:					
Department:					
Funding Source	Coop Res.   Coop Ext.   Acad Res.   Acad Non-Res.   Other(Specify)				
Phone Number :					
	Instructor/Staff/Researcher		Class		Process in which waste was generated
1					
2					
3					
	#of Cont	Type of Cont	Physical State	Unit of Measure	Constituents
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

***Please attach an electronic copy of the Hazardous Waste Satellite Accumulation label for each applicable waste container in request.***

Comments:

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date