

HUMBOLDT STATE UNIVERSITY

Risk Management and Safety Services

Standard Operating Procedure: EHS005-150815

Title: Hazardous Waste Labeling Procedure

Policy Statement

Once a material has been deemed a hazardous waste, the material must be labeled accordingly, with the words "Hazardous Waste". Additionally, per regulations, the following information must be listed on the label:

1. **Accumulation start date** - this is the date when the first drop of waste hits the bottom of the container or the hazardous material is declared to be a waste.
2. **Generator's name** - this should be the name of the person who created the waste or the person most knowledgeable about the composition and nature of the waste.
3. **Generator's address** - this is the location of the site where the waste was accumulated. Include the name of the building, department and room where accumulation occurred. (Indicate where the waste can be picked up if other.)
4. **Type of Waste** - Whether the waste is chemical, radioactive or mixed (a combination of the two).
5. **The composition of the waste** - In the case of wastes that are mixtures of chemicals, the percentage of each component should be listed as accurately as can be determined. Components under 0.5% may be listed as "trace".
6. **Physical state of the waste** - gas, liquid or solid.
7. **Waste volume** - Include the container size if the container is only partially filled. (E.g. Quantity: 1 Units: liter)
8. **Hazard warnings** - warning words must clearly indicate the physical and chemical hazards associated with the waste. (E.g., corrosive, ignitable, water reactive, etc.) All hazards associated with the waste must be indicated.
9. **Unique Identification Number** – If HSU Waste Transfer Request forms are used they will have an ID number printed on them. If you are making your own waste tag each item must have its own unique numeric identifier. Check with you stockroom manager for your departments barcode numbers. If there is no barcode string associated with your department, contact RM&SS for information on how to be added to the inventory management system and obtain your own unique barcode numbers.