**Chemical Disposal Process**

With the move to the new building underway, I would like to take this opportunity to clarify the chemical disposal process. The Science Stores area includes a room for the collection of chemical waste between disposal dates, but since the room will be utilized by other members of the university, the procedures need to be defined.

**Procedures**

1. When chemical waste is ready for disposal, complete the spreadsheet provided, and **email it** to Science Stores. No hard copies of the spreadsheet will be accepted.

2. Take the labelled waste bottles to Science Stores to be placed in the disposal room. The bottles must be clean on the outside and have proper lids.
   a. Wastes generated in the laboratory must be labelled with the *Hazardous Waste Label*, and the required information must be completed on the label. If Science is paying for the disposal, simply write *Science* in the area set aside for account number.
   b. Surplus reagents for disposal need to be labelled with the smaller waste label which requires only the name and room number of the owner. Again, use *Science* as the account number.
   c. Both types of labels are available in Science Stores.

3. Science Stores will send Health, Safety and Environment an electronic copy of the spreadsheet, and the waste will be included with the next waste disposal.

4. If the wastes generated in the laboratory are transferred to larger containers before removal by the disposal company, the original containers can be picked up from Science Stores and re-used after they have been emptied.

This process will help to reduce the quantity of wastes stored in the labs. You may still see email notifications when disposals have been arranged, but if you have already utilized the above process, you can ignore the general disposal notice.

Please contact me if you have any questions regarding this process. If there are any changes, I will let you know.

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