

CHEMICAL WASTE SATELLITE ACCUMULATION AREA (SAA)

Do you know your responsibilities for proper handling of chemical waste?

TRAINING:

Environmental regulations require training of individuals who generate or handle chemical waste (Hazardous Waste). Training must take place within six months of date-of-hire; and annually thereafter, and is included in the general lab safety and general facilities safety trainings.

Training is offered online by the Harvard Environmental Health and Safety (EH&S) Department.

CHEMICAL WASTE SAA INSTRUCTIONS:

Each chemical waste container must be properly labeled, closed, and stored in a satellite accumulation area.

1. **Set Up** – chemical waste containers must be stored in a designated Satellite Accumulation Area (SAA).
 - a. This green sign should be posted near where you are planning to collect chemical waste.
 - b. Containers for liquid waste must have secondary containment (Containment bin or a spill pallet).
 - c. The SAA must be under the control of the individual generating the waste and must be at or near the point of generation.
2. **Labeling** – Each container must be tagged with a Chemical Waste/Hazardous Waste label.
 - a. Fill out the label using full chemical names (**NO chemical formulas or abbreviations are permitted: i.e. H₂O**).
 - b. Check the correct hazard box; at least one hazard box must be checked off.
For Assistance: <http://ehs.harvard.edu/chemical-waste-labeling-tool>
3. **Storage** – Containers must be closed, in good condition, and segregated from incompatibles.
 - a. Containers and lids must be free of rust or breakage.
 - b. The lid must be closed so that if it were knocked over the chemicals would not leak out (**Regulations do not permit open funnels in waste containers. "Eco-funnel" lids must be shut and latched**).
 - c. Stock virgin chemicals must be stored separately from waste chemicals.
 - d. Only fill one container of the same type of waste at one time (**No duplicate waste streams**).

WEEKLY INSPECTIONS:

All persons who generate chemical waste are responsible for visually inspecting their SAAs weekly; looking for leaks and for deterioration (caused by corrosion or other factors) of containers and secondary containment and ensuring labeling requirements are compliant with the regulations as listed above.

CHEMICAL PICKUP REQUESTS:

When a container is full; write in today's date and submit a pickup request online or via phone. If the container is not picked up within 3 days, immediately notify EH&S at the phone number below:

CAMBRIDGE CAMPUS: 617-496-3322

LONGWOOD CAMPUS: 617-432-1720

ONLINE: <http://ehs.harvard.edu/tools>