



**CHEMICAL WASTE SATELLITE ACCUMULTATION AREA INSPECTION**

This inspection is designed to assist University personnel (i.e. laboratory facilities maintenance, engineering & other operations personnel) with their weekly inspections of hazardous waste storage areas. This sheet delineates the essential inspection criteria and supplements compliance information on the green Satellite Accumulation Area sign posted throughout the University at hazardous waste storage areas. At least once a week, a representative should evaluate each hazardous waste container in their area using the criteria listed below. This required weekly inspection will help to ensure that storage practices are safe and in compliance with regulations.

**1. Are containers correctly labeled?** Ensure that all containers storing hazardous waste are affixed with a hazardous waste label (shown below) as soon as the first drop of hazardous waste is added.

**2. Do containers have a hazard box checked?** Check the content of the label to ensure that it is completely filled-in as described below.

**3. Is the correct hazard box checked?** Consult the labeling tool for guidance:

Front of Container Label

MARK DATE WHEN CONTAINER IS FILLED

REFER TO INSTRUCTIONS ON REVERSE

**HAZARDOUS WASTE**

**Federal Law Prohibits Improper Disposal CONTENTS**

USE FULL CHEMICAL NAME  
NO FORMULAS OR ABBREVIATIONS

1.	_____	%
2.	_____	%
3.	_____	%
4.	_____	%

**HAZARD**

IRRITANT     REACTIVE     TOXIC  
 CORROSIVE     EXPLOSIVE     INFECTIOUS  
 OTHER (SPECIFY) \_\_\_\_\_

**DATE** \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

INVESTIGATOR \_\_\_\_\_

Phone \_\_\_\_\_

File No. **C 0**

The primary constituents (i.e. the constituents which render waste "hazardous") must be written in words. Do not use symbols, formulas, abbreviations, etc.). Approximate % of each should be included once container is FILLED or otherwise ready for removal.

One (or more) hazard boxes must be checked to indicate the associated hazard(s) of the waste.

Ignitable=flashpoint less than 140F.  
Corrosive=pH less than 2 or greater than 12.5  
Reactive=typically unstable capable of detonating at STP; reacts violently w/water (emits toxic vapors, etc.); cyanide or sulfur-bearing  
Toxic=contains substances which pose threat to personnel/environment if mismanaged  
Infectious=contains blood & blood products, pathological, infectious agents, etc.

Fill out the date when the container becomes FILLED or otherwise ready for removal. Waste must be removed from Satellite area within 3 days of this date - contact EH&S for removal



# HARVARD

## Campus Services

ENVIRONMENTAL HEALTH, SAFETY &  
EMERGENCY MANAGEMENT

- 4. Are containers labeled with words and not formulas or abbreviations?** Chemical component(s) of waste mixture written out for interpretation by non-chemists- (eg. no abbreviations, IUPAC nomenclature or structures).
  
- 5. Are containers stored in secondary containment?** Ensure that all containers storing hazardous waste are kept in containment trays (i.e. plastic bin, tub, etc.).
  
- 6. Are containers in good condition?** Ensure that all containers storing hazardous waste are in good condition (i.e. not apt to leak/fail - no rusting, cracks, dents, etc.).
  
- 7. Are all containers closed? (Including eco funnels):** Ensure that all containers storing hazardous waste are securely closed. Funnels must not remain in containers when waste is not being added. Ensure eco funnels are snapped closed.
  
- 8. Are containers with incompatible materials separated?** Ensure that containers storing wastes which may be incompatible are adequately segregated (i.e. use trays, bins, etc.). Consult the Hazardous Waste Storage Compatibility Briefs compatibility guidance.
  
- 9. Are containers of virgin chemicals stored separately from waste?** Research chemicals not stored in same plastic tub with waste chemicals.
  
- 10. Are there any duplicate undated waste containers?** Do not create more than one waste bottle for the same waste chemicals at the same time.
  
- 11. Are there any containers past the MA three day rule?** The waste label should be dated when the container becomes filled or otherwise ready for disposal and a request for a pickup should be submitted online at. The container must be removed from the satellite area within 3 days of this date by Harvard's hazardous waste vendor.

Instances discovered which do not meet the requirements described in 1-11 should be corrected immediately. Assistance is available by contacting:

### **Cambridge/Allston Campus:**

EH&S office (617) 495-2060.

### **Longwood Campus:**

EH&S office (617) 432-1720.

**Thanks for your assistance in maintaining a safe and compliant work area!**