

## Instructions for Completing the UAB Hazardous Waste Manifest

Field	PRINT this information on the Manifest
<b>Generator Name</b>	Enter the first and last name of the principal investigator, lab director, or chemical safety coordinator who is responsible for and knows the hazards of the waste generated.
<b>Generator Number</b>	Enter the Blazer ID of person completing the manifest and preparing the waste for shipping.
<b>Building and Room</b>	Enter the building and the room number where the waste will be picked up.
<b>Telephone</b>	Enter the telephone extension for the laboratory. Use a phone number where someone will be nearby to answer it.
<b>Date</b>	Enter the date the manifest was prepared for shipment.
<b>Department</b>	Enter the name of the department generating the waste.
<b>Person Completing Manifest</b>	Enter the name of the person completing the manifest and preparing the waste for shipping.
<b>Chemical Hazard Code</b>	Enter the code found in the UAB Chemical Safety and Waste Management Manual characterizing the primary hazard of each chemical or mixture. If a Chemical Hazard Code is not available for the material, contact Occupational Health and Safety (934-2487) for assistance.
<b>Chemical Compound</b>	Enter the identity of the compound or the component of a mixture. Use <b>one line for each substance</b> . If the material is part of a mixture, enter a bracket [to the left of the components. Shock sensitive and water-reactive materials require <b>special handling</b> . <b>We will not accept abbreviations for chemical compounds</b> . Call the EH&S Support Facility Personnel at 934-3797 for instructions.
<b>Percent</b>	Enter in the amount of this component in a mixture. If you aren't sure, estimate as closely as possible.
<b>Physical Form</b>	Use <b>Liquid, Solid, or Gas</b> only. No other forms will be accepted.
<b>Amount in milliliters or grams</b>	Measure the liquids in milliliters (1 pint =473 ml). Measure the solids in grams (1 pound=454 g). <b>Other units of measurement entered will not be accepted.</b>
<b>Number of Containers</b>	Enter the total number of containers of that type.
<b>Type of Container</b>	Use known terms when entering the information here: glass bottle, plastic carboy, metal can, etc.
<b>Control Number</b>	<b>Leave this area blank.</b> The EHS Support Facility Personnel will complete it
<b>BlazerID</b>	Enter the BlazerID of the person completing the manifest and preparing the waste for shipping.

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## General Information:

1. Faxed manifests **are not accepted**.
2. Place a copy of the manifest on the outside of each box.
3. To have waste materials picked up, e-mail a copy of the manifest to [chemwasteman@uab.edu](mailto:chemwasteman@uab.edu). Keep a copy as your record of the waste disposal.
4. **Waste manifests will not be picked up unless manifests are correctly filled out.**
5. For more information concerning packing procedures or pickup, consult the UAB Chemical Safety and Waste Management Manual or contact the EHS Support Facility at (205) 934-3797 or visit the website at [www.uab.edu/ohs](http://www.uab.edu/ohs).