### Step 1 – Choose a location

Choose a location that is:

- Away from the flow of daily traffic
- Away from work areas
- Able to be secured, yet accessible to OH&S Support Facility Personnel
- Near an eye wash station and/or shower in case of an emergency (if possible)
- Protected from environmental elements (sun, rain, wind, animals, etc.)

## **Step 2 – Prepare the floor**

Before you begin placing any chemical waste on the floor, you should:

- Make sure that the floor is relatively clean (free from chemicals other than regular cleaning supplies)
- Put down a satellite containment palette that has a base to catch spills





#### Step 3 – Prepare the walls and doors

Warning people about hazardous waste is essential. In order to do that:

- Post signs near the Satellite Accumulation Area and outside on or near the door coming into the area
- One sign should say "HAZARDOUS WASTE HOLDING AREA" Another should state the chemical hazards in the area.
- Post instructions for handling the waste especially in case of an emergency.
  - This sheet should also have who to call in case of an emergency. If you don't know, there is a PDF file on this website with the information.



Post any special instructions people might need to know close by as well.

#### Step 4 - Moving In

**Before** you start moving in, make sure that:

- Containers larger than 5 gallons or 20 liters have secondary containment in case of a leak.
- Boxes, bottles, and other containers of liquid aren't leaking. If the container is leaking, don't
  try to repair the container with duct tape or anything else! Get another container and move the
  chemical to the "new" container.

# **Keep All Containers Closed and Prevent Spills**

All containers must be closed tight unless you are **actively** adding or removing waste. The EPA checks container lids on a regular basis at You can help ensure a good report for us by closing the container lid securely after use. Loose lids cause spills!

