Missouri State University

Laboratory Waste Submission

HELP PAGE
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Step-by-Step Guide

To get started, go to: https://www.missouristate.edu/environmental/
Click on Waste Submittal Form link
Log in using Bearpass ID
The Waste Submittal Form

Looks very similar to satellite waste container labels

Ability to include photo of waste container
Container size

Select most appropriate container size from dropdown box

Includes most common sizes

Important for transporting

Remember; 1 gal = 4 L

Use the ‘Comments’ section or include a picture to provide additional information
Image of container (Photo)

*Optional*

Can attach picture of waste container

Helpful if container is unusual

Show where container is stored in lab
Department

Optional

Useful if lab is not near rest of department

Helpful if there are questions
Location (Building & Room)

First select the building the lab is located in

**Waste Submittal Form**

- **Container Size:** Select Size...
- **Image of Container:** (Optional) Choose File: No file chosen
- **Department:** (Optional) Select Department...
- **Building:** Select Building...
- **Room:** First Select a Building
- **Contact Person:** (Optional) Search for a person by Full Name...

Room numbers menu populated after building selected

Room numbers aren’t available until a building is selected
Contact Person

*Optional*

Use when submitting for professor, lab coordinator

Search for faculty or staff by name

Cannot search for students
# of Containers

Normally = 1

Helpful if you have multiple containers of same type (weekly lab)

Duplicates MUST be submitted w/in 2 days of starting new container
pH level

Used to determine if waste is corrosive hazard type

Important for safe transportation/management

Not required for solid wastes

Accuracy counts
Date accumulation started

Date first drop of waste goes into the container

Pulls up calendar; scroll to find correct month/year

Waste MUST be submitted after 1 year
Hazard type(s)

Waste may have all, some, or none
- Should be noted on waste label

Corrosive – pH<2.0 or pH>12.5

Flammable – Notable percentage of constituents are flammable (SDS)

Reactive – Oxidizing, water-reactive, explosive, etc.

Toxic – Check SDS for details
Chemicals

Enter name of chemical then select the percentage in solution

Use technical name, not formula, abbreviations

Add Another Chemical – Adds a new row for a new chemical

Percentages *MUST* add up to 100%

Fill Remainder – Creates a new chemical entry, fills total to 100%

- Must specify what the remainder is
Chemical Percentage

Percentage can be approximate
- Within 10% is reasonable

<table>
<thead>
<tr>
<th>Chemical 1:</th>
<th>Hydrochloric acid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage:</td>
<td>10</td>
</tr>
<tr>
<td>Chemical 2:</td>
<td></td>
</tr>
</tbody>
</table>

Percentage: Percent...%

Total: 10%

Fill Remainder  Add Another Chemical  Remove Last Chemical

Removes last chemical you entered

Trace or 1
2
3
4
5
6
7
8
9
10
15
20
25
30
35
40
.
.
100
Comment

Optional

Use to:
- Explain where waste container is stored
- Request waste labels
- Provide other clarifying information
- Say “hello” or “thank you”

Limit of 2000 characters