CWM-TRK-03:

REQUEST TO ESTABLISH A NEW WASTE CHEMICAL MIXTURE

CWM-TRK-01 For chemicals and mixtures with UI#s only.
CWM-TRK-02 For chemicals without UI#.
CWM-TRK-03 For new mixtures.

Must attach CWM-TRK-01 form for pick-up of waste (reference mixture # on the form).

DRS Use Only
Date Received:_____
Pickup Request#:_____
Total Containers:_____

Date: _____ Location of Waste (Room & Building): _____

Request submitted by (print): _____ Phone: _____ By my signature, I certify that the information contained on this form is true and correct to the best of my knowledge.

Supervisor : _____ Univ. Net ID (email): _____

Campus mail address: _____ MC - _____ _____
room, building signature (required)

Mixture #1

DRS Use Only
UI# _____

Description of waste: _____

Process for generating waste: _____

pH (if aqueous): _____ Flashpoint (liquids only) °F: _____ Will this be an ongoing stream? Y N

Heavy Metals	
Metal	ppm
Arsenic	
Barium	
Cadmium	
Chromium	
Lead	
Mercury	
Selenium	
Silver	

Chemical Name	% Range	Chemical Name	% Range

Mixture #2

DRS Use Only
UI# _____

Description of waste: _____

Process for generating waste: _____

pH (if aqueous): _____ Flashpoint (liquids only) °F: _____ Will this be an ongoing stream? Y N

Heavy Metals	
Metal	ppm
Arsenic	
Barium	
Cadmium	
Chromium	
Lead	
Mercury	
Selenium	
Silver	

Chemical Name	% Range	Chemical Name	% Range

Mixture #3

DRS Use Only
UI# _____

Description of waste: _____

Process for generating waste: _____

pH (if aqueous): _____ Flashpoint (liquids only) °F: _____ Will this be an ongoing stream? Y N

Heavy Metals	
Metal	ppm
Arsenic	
Barium	
Cadmium	
Chromium	
Lead	
Mercury	
Selenium	
Silver	

Chemical Name	% Range	Chemical Name	% Range

Step by Step Instructions for completing CWM-TRK-03 form Note: Please enter all information requested. Incomplete forms may delay your waste chemical pickup.

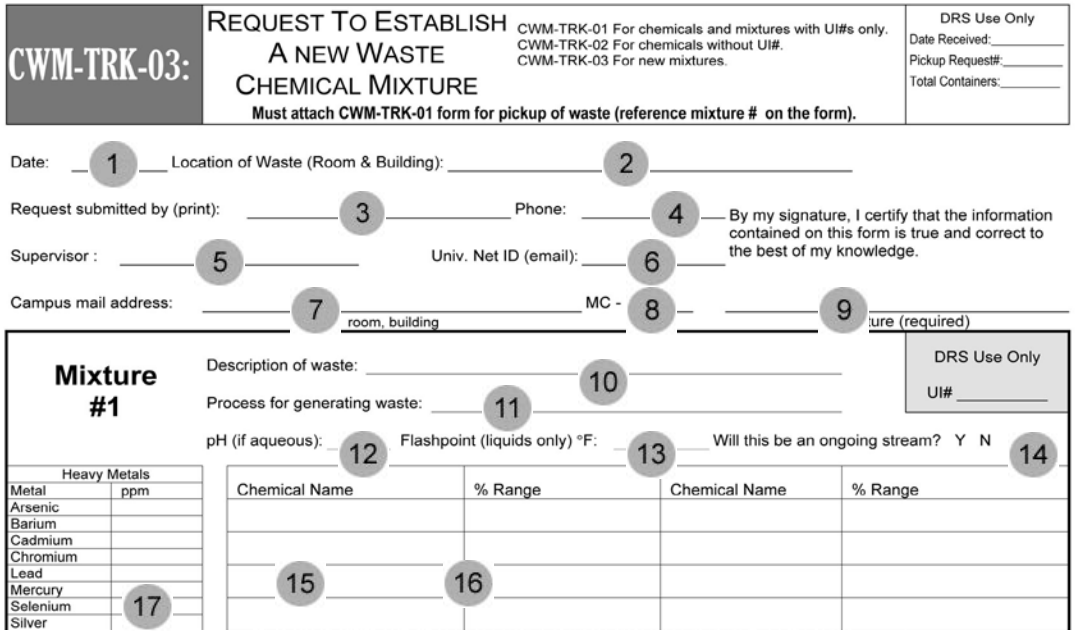
1. Enter the date (Month, Day, Year) you are filling out the form. The dates on each form need not be the same.
2. Enter the location where the waste can be found. Be sure to give both the room number and the building name or initials.
3. Print your name legibly.
4. Print your phone number.
5. Print your supervisor's name. In the case of labs, this is usually your principal investigator.
6. Print your University Net ID. Your University Net ID is what is used to log into NESSIE and is usually the first part of your University email address.
7. Print your campus mail address. This is VERY important, as we will return labels for your waste to this address via campus mail.
8. List your campus mail code. [MC stands for mail code.] Ask your departmental business manager if you do not know it.
9. Sign your name. This should be the same name printed in block 3 above. The purpose of this signature is to satisfy legal requirements for identification of waste. By signing this block, you are saying the attached information is correct, and saves the Campus from performing costly analysis on your waste.
10. Write a brief description of the mixture. The description should be unique so that when it is printed on a label, you will know which mixture it is. The Division of Research Safety (DRS) reserves the right to edit the description to conform to our database. Any changes will be noted on the copy of this form returned to you.
11. Write a brief description of the process that generates this waste such as "extraction," "cleaning glassware," "degreasing," etc.
12. If this is a water based mixture, write the pH in this space rounded to the nearest whole number.
13. If this mixture is a liquid, estimate the flashpoint in Fahrenheit degrees. If the mixture is known to be flammable, you may write "<140" if you can't estimate a better number. If the mixture is definitely not flammable you may write "NF."
14. If you will be producing this stream again (within the variance listed in space 16, described below), then circle "Y" for yes. If you will not produce this mixture again circle "N" for no.

Perform steps 15-16 for each component of this mixture. If more than 8 components, list at least all that are present at 5% or greater, including water. Attach additional information you deem helpful in categorizing your mixture.

15. Enter the chemical name. Do not abbreviate. Do not write chemical formulas.
16. Enter the range as a percent of the total mixture. The range cannot span more than 20%. For example, if 30% of the stream is acetone, you may enter "20-40%." The midpoint of all the ranges in this mixture should total 100%.
17. Enter the approximate amount (in parts per million, ppm) of each of the heavy metals, as they appear in your mixture. If one (or all) are not present, you must write "none" in that space. Failure to complete this section properly will result in rejection of your request.

Repeat steps 10-17 for each additional mixture.

Before sending in form(s), place them in the order of the form number: i.e. CWM-TRK-01 first, CWM-TRK-02, etc. Count the total number of forms and write it in the second blank line at the bottom right corner of all sheets. Then number them consecutively in the first blank in the bottom right corner.



Note: In order to request a pickup of the new mixture, a CWM-TRK-01 form can be attached to the CWM-TRK-03 form. Clearly indicate which line on the CWM-TRK-01 form corresponds to the appropriate mixture on the CWM-TRK-03 form.

If the mixture will be an ongoing wastestream, a copy of this form will be returned to you with a unique UI# in the shaded area highlighted. Use that number on future CWM-TRK-01 forms.

Staple your pages together and send them to: *ChemTrak, DRS, SMSF MC-612*