**HAZMAT Pick Up Instructions**

When you need a waste pick up from HAZMAT please fill out the appropriate form, and email the completed form to [hazmat@nmt.edu](mailto:hazmat@nmt.edu).

Requests must be received at least two days before the weekly scheduled pick up date for processing. Requests received later will be added to the next pick up date.

* For **Chemical Hazardous Waste**: [Click Here](file:///C:\Users\Ben%20Thomas\OneDrive\Desktop\OneDrive\Desktop\NMT%20Hazmat%20Webpage%20Forms\HAZMAT%20Chemical%20Pick%20Up%20Request%20Form%202023.pdf) for a Form Fillable PDF.
* For **Universal Waste** (Batteries, Bulbs, Used Oil, etc.): [Click Here](file:///C:\Users\Ben%20Thomas\OneDrive\Desktop\OneDrive\Desktop\NMT%20Hazmat%20Webpage%20Forms\HAZMAT%20Universal%20Waste%20Pick%20Up%20Request%20Form%202023.pdf) for a Form Fillable PDF.
* For **Radioactive Waste**: [Click Here](file:///C:\Users\Ben%20Thomas\OneDrive\Desktop\OneDrive\Desktop\NMT%20Hazmat%20Webpage%20Forms\HAZMAT%20RAD%20Pick%20Up%20Request%20Form.pdf) for a Form Fillable PDF.

Please note:

1. All chemical and radioactive waste must have a detailed waste label legibly filled out. Contact HAZMAT if you need labels. **See below for directions on completing a hazardous waste label**.
2. All chemicals and radioactive materials must be in sealed containers. It is illegal to move a chemical/radioactive material on any road unless it is in a sealed container. Contact HAZMAT if you need containers.
3. All battery terminals must be taped prior to pick up except AA/AAA batteries.

Please submit forms and questions to:

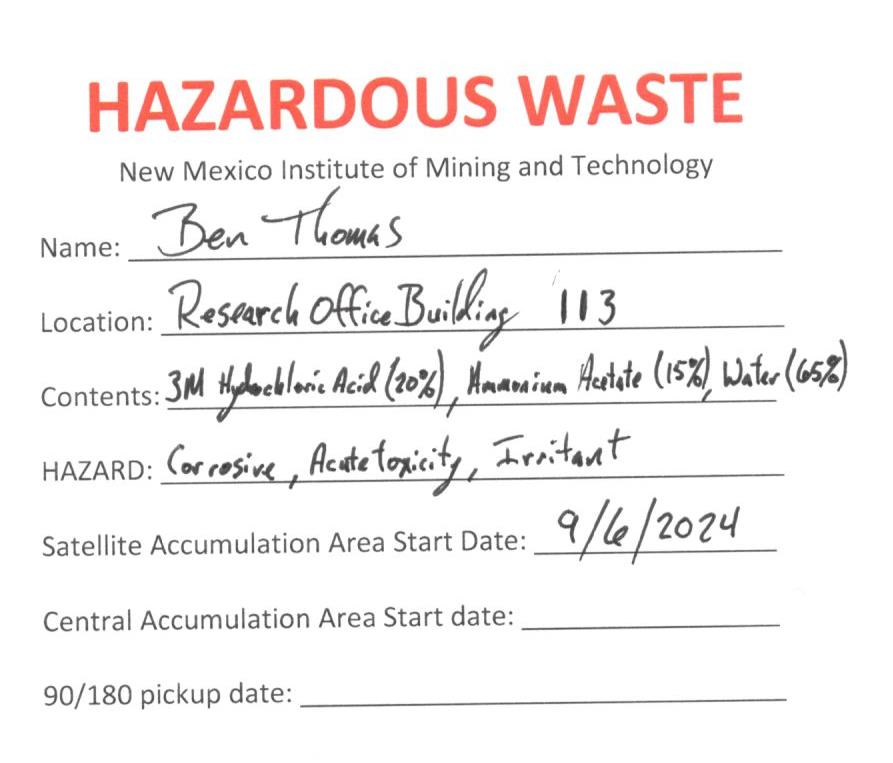
[hazmat@nmt.edu](mailto:hazmat@nmt.edu) or [ben.thomas@nmt.edu](mailto:ben.thomas@nmt.edu)

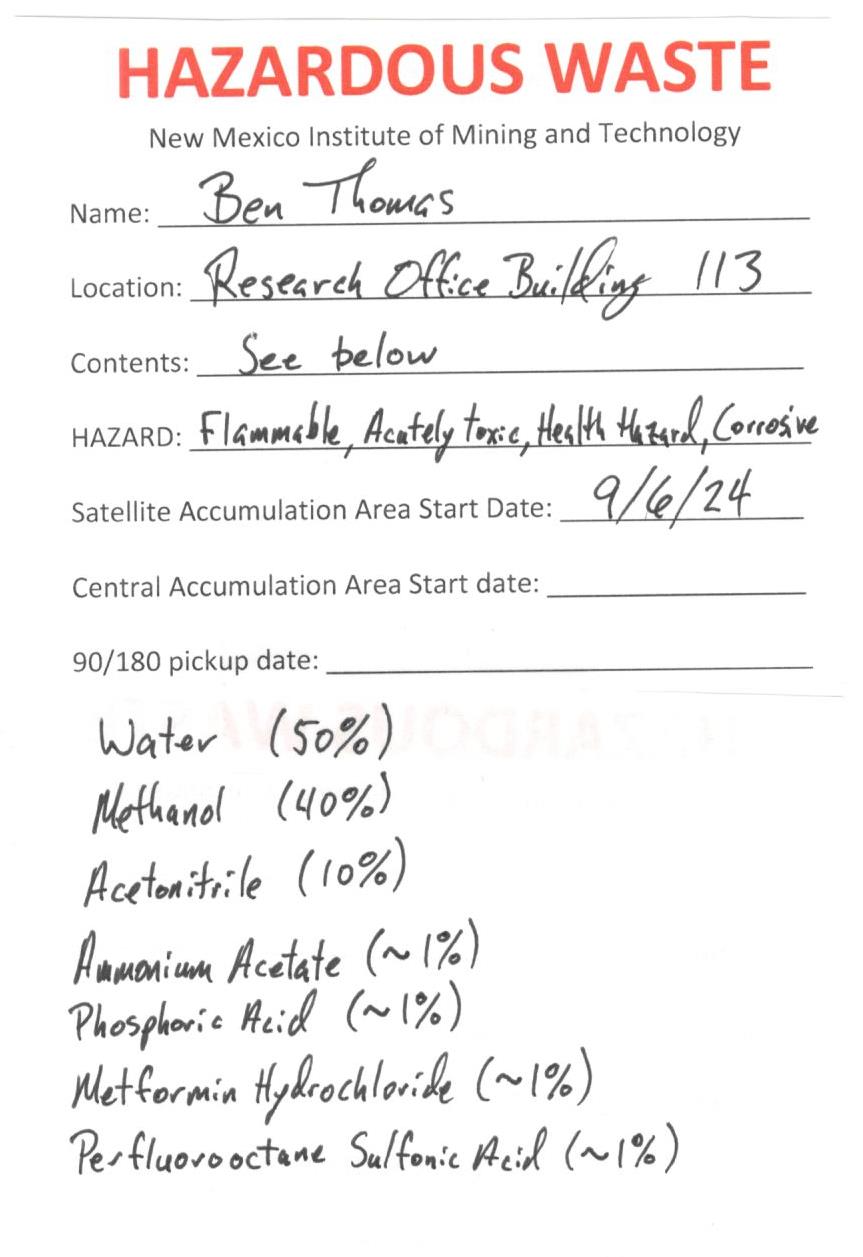
**How to fill out a Hazardous Waste Label**

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| **HAZARDOUS WASTE**  **New Mexico Institute of Mining and Technology**  **Name:** First and last name of the responsible party­  **Location:** Building name and room number  **Contents:** Complete list of chemical constituents with  concentration/percentages of each component.  Write the chemical name, not the formula! Use  another blank sticker (Hazmat recommends using  blank Avery 8164 shipping labels) if contents will  not fit in this space legibly. The label must be  physically attached to the container.  **HAZARD:** List hazard classifications in the order they appear  on the safety data sheet (SDS).  **Satellite Accumulation Area Start Date:** Add the date that  waste was initially  added to the  container.  **Central Accumulation Area Start date:** Leave blank! Hazmat  will fill this out when  the waste is removed  from your lab.  **90/180 pickup date:**  Leave blank! Hazmat will fill this out  when the waste is removed from your  lab. |

All information on a label needs to be written legibly. These labels need to accurately reflect their hazards to all individuals that will be handling it from the point of generation, to the point of treatment. This is crucial for the safety and wellbeing of all parties involved. Below is an example of what information is required for a hazardous waste label before Hazmat will pick up the container.

**Examples of Completed Hazardous Waste Labels**

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