

Laboratory Chemical Clean Out Procedure

Overview:

The Safety Office can help dispose of unwanted or expired chemicals during a laboratory chemical clean out. The Safety Office can help dispose of almost any labeled chemical that is in a closed container. The Safety Office can not dispose of any unknown materials.

It is critical to contact the Safety Office as early in the process as possible to ensure the chemical clean out is safe and efficient.

General Procedure:

1. Contact the Safety Office before you begin

- Phone: (701-231-7759) / Email: ndsu.wastehandlingprogram@ndsu.edu

2. Reduce waste generation whenever possible.

- Check with colleagues to ensure no one can use the unwanted chemicals before disposal.

3. Create a chemical inventory of all the chemicals to be disposed of.

- A Chemical Clean Out Inventory Template is available [HERE](#).
- If your lab uses Chimera to manage chemical inventory, generate the "Chemical Move/Disposal Report", and export to excel.
- Categorize the chemicals by hazard class (acid, caustic, toxic, flammable,...)

4. Email the completed chemical clean out inventory to ndsu.wastehandlingprogram@ndsu.edu.

5. The Safety Office will review inventories for hazard class segregation. Do not package chemicals until the Safety Office has reviewed your inventory.

6. Segregate chemicals by hazard class and package chemicals of the same hazard class into sturdy boxes.

- The Safety Office will provide boxes and hazardous waste tickets.
- Do not mix hazard classes.
- Do not stack chemicals. Add cushioning between containers for safe transport.
- Ensure all chemical containers are intact and have a tight screw lid.
- Make sure all chemicals are labeled.

7. Complete a hazardous waste ticket for each box.

8. Submit a hazardous waste pick-up [online](#).