1. Start Date – Date of when waste is first added to the container.

2. Major Hazard – The main hazard should be identified. If no primary hazards are present (e.g. sodium bicarbonate), do not check any of the boxes.

3. Chemical Name – All chemical constituents must be identified. Use the common chemical name. Do not use abbreviations or formulas/structures.

4. Quantity – Amount of chemical (volume) or concentration of chemical constituents (percentage).

5. Department – Name of Department responsible for the waste.

6. Phone Number – Phone number of person responsible for the waste. (Responsible person will only be contacted if EH&S has questions about the waste.)

7. Packed By – Name of individual responsible for the waste.

8. Bottom section to be completed **ONLY BY EH&S** upon receipt of the waste.