

BUDGET CODE: _____

AUTHORIZATION: _____

CONTACT NAME: _____

BUILDING & ROOM NO.: _____

SCHOOL / DEPT.: _____

PHONE NUMBER: _____

IMPORTANT: Number each waste container to correspond with the numbers on this inventory.

DATE: _____

NO.	PRODUCT NAME:	Verify: MSDS or SDS available?	CONTAINER TYPE:	CONTAINER SIZE (LITRES, GRAMS, ETC.)	QUANTITY OF WASTE (LITRES, GRAMS, ETC.)	STATE: (SOLID, LIQUID, GAS)
__1						
__2						
__3						
__4						
__5						
__6						
__7						
__8						
__9						
__0						
__1						
__2						
__3						
__4						
__5						
__6						
__7						
__8						
__9						
__0						

INSTRUCTIONS:

- 1 Complete the waste inventory form, ensuring each waste container is numbered to correspond with the numbers on this inventory.
- 2 Select a waste carrier who is registered to carry the types of hazardous waste that you are disposing of.
- 3 Forward a copy of this waste inventory to your selected carrier.
- 4 Request that your waste carrier classify the wastes listed on the inventory. (Provide an MSDS or SDS to the carrier, on request.)
- 5 Verify with your waste carrier whether any of your wastes will require a Declaration of Dangerous Goods. If so, ensure that there is someone in your department/school who is qualified as a Transportation of Dangerous Goods consignor who will be available to sign-off the Declaration.

- 6 If additional waste classes need to be added to the College's waste generator registration, contact Public Safety & Risk Management at 475-6624.
- 7 Work with your carrier to coordinate the waste pick-up from your location.
- 8 Keep one copy of this inventory for your files.
- 9 Forward a copy of this waste inventory to Public Safety & Risk Management. The cost of the waste pick-up will be charged to the budget code that you specify above.
- 10 Once the pick-up is complete, forward the original of the waste manifest, together with any Declarations of Dangerous Goods, to Public Safety & Risk Management.