Chemical Waste Collections.

A guide to raising a request for chemical disposals.

1. Raise a chemical disposal request with the Estates Customer Service Centre using the online form <https://www.ucl.ac.uk/estates/customer-helpdesk/raise-service-request> or by emailing at [efdservices@ucl.ac.uk](mailto:efdservices@ucl.ac.uk) if you are not able to log on to use the form.
2. They will send you a W number for your request. This number is used to track your request and to send you updates.
3. You will need to fill in a copy of the New Chemicals and Solvents Collection Request Form.

This form is available on the Estates Website.

<https://www.ucl.ac.uk/estates/sites/estates/files/ucl_new_chemicals_solvents_form.xlsx>

If not then it can be requested from The Estates Customer Service Centre or by emailing the Waste Manager [p.monk@ucl.ac.uk](mailto:p.monk@ucl.ac.uk) . Once you have the form downloaded you can use the file for every chemical disposal request.

1. To Fill in the form correctly follow these instructions. You only need to fill in Tab 1.
2. Complete in full the details of the location of the waste, including the department name, full address and exact location of the waste.
3. All lists must have been allocated a works order number by the UCL Estates Customer services team. **The W number must be added to the Works Order Number section and the file name retitled to the W number**.
4. Each request must include a primary contact name, along with contact telephone numbers (ideally both mobile and landline), and a valid email address for the person requesting the collection. These will be used if any clarifications are required, and also to communicate details of collection dates and times in addition to making contact on the day of collection. Please also provide a secondary contact along with their contact details.
5. Complete the chemical list as fully as possible.
6. In the Container Size column just list the volume or weight quoted on the container. You do not need to estimate how much chemical is left in the container.
7. Pure chemicals will not need additional information relating to chemical components and concentrations.
8. Any items that are not pure chemical or are only described using a trade name or product name must be supplemented with the chemical components and concentrations (all of which will be available on the product MSDS and / or label).
9. If you have any items that are of unknown composition or are unidentified, please discuss this with UCL’s Waste Manager or your Mitie Key Account Manager who will be able to advise.
10. For each item listed, please provide all Hazard Statements (H codes) that are relevant to the chemical. These will be available on the MSDS for the item.
11. If you do not know what the hazardous waste Hazard Properties (HP codes) are, this column can be left blank if we have the Hazard Statements.
12. Once you have completed your list, please review the Declaration of Hazardous Constituents, and if any of these constituents are present in any of your listed items, please mark the relevant box with “Y”.
13. Tabs 2,3,4 and 5 are for reference only if you need visibility of the full list of H or HP codes, or do not have access to the full list of “List I and List II substances” or “POPS” (persistent organic pollutants).
14. Email your New Chemicals and Solvents Collection Request Form file back to the Customer Service Centre [efdservices@ucl.ac.uk](mailto:efdservices@ucl.ac.uk)
15. Your request will be added to onto the next available collection if there is space.
16. Collections always happen on a Tuesday usually the morning and alternate fortnightly between Campus (Bloomsbury area) and Non-Campus (more remote sites such as Institute of Child health and Institute of Neurology.
17. If you are in the Chemistry Department in the Christopher Ingold Building, then your collection will be scheduled the Thursday after the Campus (Bloomsbury Area) collection and then every two weeks following.
18. You will be contacted with the date of your collection. Someone must be available on that date to show the chemist where the waste is.
19. On the day of the collection, the disposal chemist will contact you or one of the people nominated on your form to arrange a time to collect your waste.
20. When the waste is collected the disposal chemist will ask you to sign a hazardous waste consignment note.
21. This is your receipt for the waste. It is a legal document and you are required to file it and keep it for 3 years. They can be kept electronically or as a paper hard copy.
22. Your waste will be taken away and any empty containers requested will be left behind.