

Laboratory Waste Management Checklist Template

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Chemical Waste Segregation

Ensuring proper separation of different chemical waste streams.

Waste Type Identification

- ☐ Organic Solvents
- ☐ Inorganic Acids
- ☐ Bases
- ☐ Heavy Metals
- ☐ Halogenated Waste
- ☐ Unknown Waste

Volume of Waste (Liters)

Enter a number...



Date of Waste Generation

Enter date...

Description of Chemical Waste

Write something...

Container Type

- ☐ Glass
- ☐ Plastic
- ☐ Metal

Hazard Characteristics

- ☐ Flammable
- ☐ Corrosive
- ☐ Reactive
- ☐ Toxic

Sharps Waste Management

Safe handling, storage, and disposal of needles, syringes, and other sharps.

Number of Sharps Containers Used This Period

Enter a number...

Date of Last Sharps Container Replacement

Enter date...

Container Fill Level (Estimate)

☐ Less than 25%

☐ 25-50%

☐ 50-75%

☐ 75-100%

Description of Any Sharps-Related Incidents (Near Misses, Punctures)

Write something...

Container Secured Properly?

☐ Yes

☐ No

Signature confirming inspection

Biological Waste Handling

Managing infectious and potentially hazardous biological materials.

Waste Type (e.g., Cultures, Pathological, Sharps)

- ☐ Cultures & Stocks
- ☐ Pathological Waste
- ☐ Sharps
- ☐ Animal Waste
- ☐ Other (Specify)

Detailed Description of Waste

Write something...

Estimated Waste Volume (liters/gallons)

Enter a number...

Date of Waste Generation

Enter date...

Time of Waste Generation

Enter time...

Container Type (e.g., Red Bag, Biohazard Container)

- ☐ Red Bag
- ☐ Biohazard Container
- ☐ Other (Specify)

Any unusual observations or concerns?

Write something...

Radioactive Waste Disposal

Compliance with regulations for radioactive waste management.

Isotope Identification Number

Enter a number...

Waste Type (e.g., Solid, Liquid)

- ☐ Solid
- ☐ Liquid
- ☐ Gas
- ☐ Other

Waste Generation Date

Enter date...

Estimated Activity (Bq or Ci)

Enter a number...

Container Type

- ☐ Drum
- ☐ Box
- ☐ Bag
- ☐ Other

Description of Waste and Potential Hazards

Write something...

Disposal Method

- ☐ Decay-in-Storage
- ☐ Shipment to Licensed Facility
- ☐ Other

Projected Disposal Date

Enter date...

Solvent Waste Management

Proper collection, storage, and disposal of laboratory solvents.

Solvent Container Volume (Liters)

Enter a number...

Solvent Type (e.g., Acetone, Ethanol)

- ☐ Acetone
- ☐ Ethanol
- ☐ Hexane
- ☐ Methanol
- ☐ Other (Specify)

If 'Other' solvent type, please specify:

Write something...

Date Solvent Added to Container

Enter date...

pH of Solvent Waste (if applicable)

Enter a number...

Any unusual characteristics or observations regarding the solvent waste?

Write something...

Container Condition (e.g., Good, Damaged)

- ☐ Good
- ☐ Minor Damage
- ☐ Significant Damage

Universal Waste Handling (Batteries, Mercury)

Managing batteries, mercury-containing devices, and other universal wastes.

Battery Type(s) Handled

- ☐ Alkaline
- ☐ Lithium-Ion
- ☐ Nickel-Cadmium (Ni-Cd)
- ☐ Lead-Acid
- ☐ Other

Estimated Number of Batteries Collected Monthly

Enter a number...

Mercury-Containing Device Type(s) Handled

- ☐ Thermometers
- ☐ Fluorescent Lamps
- ☐ Switches/Relays
- ☐ Other

Description of Storage Procedures for Universal Waste

Write something...

Date of Last Universal Waste Container Inspection

Enter date...

Are Segregation Protocols Followed?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Upload of Waste Manifests (if applicable)

 Upload File

Waste Labeling and Documentation

Accurate labeling of waste containers and maintaining records.

Waste Container Identification Number

Write something...

Detailed Waste Description (Chemical Name, Hazard Class)

Write something...

Waste Type (e.g., Aqueous, Solid, Organic)

- ☐ Aqueous
- ☐ Solid
- ☐ Organic
- ☐ Other

Date Waste Generated

Enter date...

Estimated Waste Volume (in Liters/Gallons)

Enter a number...

Hazardous Waste Characteristics (Check all that apply)

- ☐ Flammable
- ☐ Corrosive
- ☐ Reactive
- ☐ Toxic
- ☐ Infectious

Attach Waste Manifest (if required)

 Upload File

Storage Area Security & Maintenance

Ensuring the waste storage area is secure, clean, and properly maintained.

Temperature of Storage Area (°C)

Ventilation System Status

- ☐ Functional
- ☐ Malfunctioning
- ☐ N/A

Lighting Adequacy

- ☐ Adequate
- ☐ Insufficient
- ☐ N/A

Last Cleaning Date

Notes on Storage Area Condition

Write something...

Security Measures in Place

- ☐ Locked Doors
- ☐ Security Cameras
- ☐ Alarm System
- ☐ None

Employee Training & Awareness

Verifying staff receive adequate training on waste management procedures.

Number of Employees Trained

Enter a number...

Date of Last Training Session

Enter date...

Brief Description of Training Content

Write something...

Training Method (e.g., In-Person, Online)

- ☐ In-Person
- ☐ Online
- ☐ Hybrid

Training Topics Covered (Select all that apply)

- ☐ Chemical Waste Segregation
- ☐ Sharps Handling
- ☐ Emergency Procedures
- ☐ Regulatory Compliance

Upload Training Records (e.g., attendance sheets, certificates)

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Emergency Procedures & Spill Response

Reviewing protocols for handling spills and other waste-related emergencies.

Spill Response Plan Summary

Write something...

Primary Contact Person (Spill Response)

- ☐ Name 1
- ☐ Name 2
- ☐ Name 3

Secondary Contact Person (Spill Response)

- ☐ Name 1
- ☐ Name 2
- ☐ Name 3

Quantity of Spill Kit Materials (Absorbent)

Enter a number...

Date of Last Spill Drill

Enter date...

Estimated Time to Contain a Typical Spill

Enter time...

Description of Training Provided on Spill Response Procedures

Write something...

Regulatory Compliance & Record Keeping

Maintaining adherence to local, state, and federal regulations and maintaining records.

Last Regulatory Compliance Review Date

Enter date...

Permit Number (if applicable)

Enter a number...

Applicable Regulations (Select all that apply)

☐ Local Waste Management Ordinances

☐ State Hazardous Waste Regulations

☐ Federal RCRA Regulations

☐ Other (Specify in Long Text)

Specific Regulatory Details or Notes

Write something...

Copies of Permits or Licenses

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Date of Last Waste Manifest Review

Enter date...

Number of Active Waste Manifests

Enter a number...