

# 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 make the chemical clean out as safe and efficient as possible.

## General Procedure:

- 1. Call the Safety Office before you begin (1-7759).**
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](#).
4. Email the completed chemical clean out inventory to [ndsu.wastehandlingprogram@ndsu.edu](mailto:ndsu.wastehandlingprogram@ndsu.edu).
5. The Safety Office will assist by grouping all chemicals into seven different hazard classes.
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 for separating and labeling chemicals.
  - Do not mix hazard classes.
  - Do not stack chemicals.
  - 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. Call the Safety Office at 701-231-7759 for a pick-up.