

Process for Tagging Hazardous Chemical Waste

1. Visit the Dakota website: <http://ehs.tamu.edu/dakotasoft>
2. Log in using lab specific log in information
 - a. If the lab is not yet registered in the system, contact ChemDisposal@tamu.edu
3. Select the Scout module
4. Select the lab the waste was generated in by right-clicking on the number and select "Add New Item Here", then "Waste Disposal Request".
5. Click "+" sign in Container Info and add content information.
6. Submit and click final submit when finished.
7. Existing entries may be edited; however, EHS must be contacted for deleting entries.
8. Attach green waste tag to hazardous waste container using cotton string.

(Attach Tag to Container With String) 274124

Chemical Waste Disposal Tag

pH	Contents	%
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For EHS use only 274124

pH: If known, enter pH of waste. This is not a required field.

Chemical(s): List ALL chemicals in the container. This includes water. Full chemical names only. Abbreviations and formulas will not be accepted.

%: If known, enter the amount in percent of each chemical in the container. This is not a required field.

Waste Containers

1. Properly deface waste containers so that the original label is illegible. Do this by removing the original label or by covering it with a blank label or tape. Label as "Hazardous Waste."
2. Liquids and solids can NOT be in the same waste container.

Request New Tags

1. Green tags and cotton string are available on the shelf outside ETB 5011.
2. Alternatively, new tags may be requested by contacting ChemDisposal@tamu.edu or by requesting tags in the "Notes" section while entering a Waste Disposal Request online.