

### HAZARDOUS WASTE PICK-UP FORM

**WORK REQUEST #**

**DATE:**  
**CONTACT PERSON:**  
**PHONE NUMBER:**  
**EMAIL:**

**CAMPUS:**  
**DEPARTMENT:**  
**OFFICE ROOM #:**  
**STORAGE ROOM #:**

**USE THIS FORM FOR HAZARDOUS WASTE ONLY**

<b>PRODUCT/MATERIAL</b>	<b>SDS*</b>	<b>PHYSICAL STATE (LIQUID, SOLID etc.)</b>	<b>UNIT SIZE (see below)</b>	<b>NUMBER OF UNITS</b>	<b>TOTAL</b>

\*Check this box if Safety Data Sheets sheets are attached.  
Describe unit size in liters, grams etc. NOT as box, can, pail etc.

**COMPLETE A SEPARATE INVENTORY FORM FOR EACH UV APPROVED CONTAINER. REMEMBER TO SAVE A COPY**

Fold the printed form in half and place in the clear envelope provided  
Make sure the Work Request # and your contact information are visible through the clear window  
Remove the backing from the envelope and attach it to the side of the UV approved container  
Send PDF copies of the completed form(s) and Safety Data Sheets to Physical Resources Service Desk

If you have questions please contact the Physical Resources Service Desk: [7710@algonquincollege.com](mailto:7710@algonquincollege.com) or Ext. 7710