1. Complete a green Hazardous Waste tag for each waste container. Use a ball point pen to ensure carbon copy underneath original is legible. **IMPORTANT: DO NOT** use marker and/or abbreviations on labels. Peel and stick the bottom copy to the waste container. This is required for each individual item to be removed. (Labels can be requested by calling EH&S at 255-8200 or by e-mailing waste_tech@cornell.edu).

2. Place all Hazardous Waste containers into a UN rated DOT box with proper Styrofoam or cardboard inserts. DOT boxes for your use are routinely stocked at the following locations:

- **Bard / Kimball / Thurston**: B60A Bard Hall
- **Biotech / Weill / Corson Mudd**: Biotech G43
- **Baker Lab / ST Olin**: ST Olin Stock Room G75C
- **Clark Hall / Physical Sciences**: Stock Room G20 PSB
- **Emerson / Bradfield**: Bradfield Mail Room G01A
- **HEB (Human Ecology Bldg)** Room 107
- **Olin Hall**: Loading Dock
- **Plant Science**: Loading dock
- **NYS Veterinary Diagnostic**: Loading Dock
- **JA Baker Institute**: Room B18
- **Vet College Complex**: VMC loading dock C1-053
- **Martha Van Rensselaer**: HEB 107
- **Stocking Hall**: Room #185 Gas Cylinder storage Room

3. Leave the top copy of the Hazardous Waste tag in the box with the items to be removed.

4. **Submit a pickup request at:** [https://rmps-prod.hosting.cornell.edu/access/rad/ChemWasteForm.cfm?no_redirect](https://rmps-prod.hosting.cornell.edu/access/rad/ChemWasteForm.cfm?no_redirect)

5. Chemical hazardous waste pickups are generally done weekly Wednesdays and Fridays. Online requests received prior to 7am Wed & Fri will be picked up that same day.