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The Environmental, Health, and Safety (EHS) Department assists in waste disposal services at South Texas College. Waste is scheduled for pickup at the end of every fall, spring, and summer semester. Each department is responsible for the following:

- Filling out online waste pick up request form.
- Completing and attaching an approved and current waste inventory sheet to the online form.
- Submit the request form and inventory log attachment in a timely manner.

The request must be completed and turned in by the first day of finals week at the end of each semester. The request form is located on our school website under Environmental, Health, and Safety. Scroll down to the Environmental and Occupational Safety tab and the form will be located under “Documents” as “Waste Pickup Form”.

If the request form is not completed and turned in by the designated time, waste will have to be picked up at the end of the following semester. Since this will affect disposal space, please ensure that the pick-up form is completed and turned in with ample time.

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### Disposal Procedures

- Waste must be divided into three different groups which are the following:
  - Hazardous Waste
  - Biohazardous Waste
  - Universal Waste
- All chemicals or waste must be identified with a label indicating its category. Utilize common chemical names, no abbreviations. Each waste label should contain the following:
  - Name
  - Lab room number
  - Phone number or extension
- After labeling the waste you will dispose of it in its correct container and fill out the [Waste Pickup Request Form](#). Ensure to fill out all areas of the form:
  - Date
  - Name
  - Department
  - E-mail
  - Phone Number
  - Campus/ Building/ room
  - Type of waste
- Once all steps are completed, the EHS program will proceed to request waste disposal services, ensure waste is picked up, and disposed of accordingly.
- If there are any questions or concerns, please contact us at [ehs@southtexascollege.edu](mailto:ehs@southtexascollege.edu) or 956-872-3718.