

# Chemical Waste Handling Procedures for Secondary School Science Laboratories / School Workshops

(Prepared by the Chemical Waste Treatment Centre (CWTC) Contractor in collaboration with Environmental Protection Department (EPD))

## 1. Background

- 1.1 Upon the full implementation of the Waste Disposal (Chemical Waste) (General) Regulation (hereafter, the Regulation) with effect from 3 May 1993, the disposal of ‘chemical waste’ has been strictly controlled (see Annex I – Schedule 1 to the “Waste Disposal (Chemical Waste) (General) Regulation” for the list of substances and chemicals that are classifiable as ‘chemical waste’). The Regulation sets out requirements in packaging, labeling, storage, collection, transportation and disposal of chemical waste, in accordance with the Environmental Protection Department’s “Cradle to Grave” control strategy. In line with the Regulation, the Chemical Waste Treatment Centre (CWTC) at Tsing Yi, a public owned facility, provides centralised disposal service for all chemical waste producers in Hong Kong. Chemical waste producers are required to pay for the collection and disposal services offered by the CWTC. Schools can apply in writing to the EPD for reduction or waiver of charges for disposal of chemical waste by the CWTC.
- 1.2 Laboratory waste and workshop chemical waste is generally classified as chemical waste which is subject to control under the Regulation. Secondary school chemical waste is collected either as Spent Chemical Mixtures (e.g. spent alkalis and acids) or Surplus / Expired Chemicals (lab-packed). The CWTC Contractor provides a comprehensive chemical waste service package for science laboratories and school workshops of all secondary schools in Hong Kong. This package is formulated in consultation with the Education Bureau (EDB) and the EPD. The package sets out standard procedures on handling and storage of chemical wastes from science laboratory and school workshop. Such procedures, as presented in this document, should be followed by teachers and laboratory technicians of schools using the CWTC Contractor’s service package.

## 2. Service Scope

- 2.1 The CWTC Contractor collects and disposes of: (1) surplus chemicals, (2) expired chemicals, and (3) spent chemical mixtures resulting from experiments, provided that such chemicals (i) meet regulatory definition of “chemical waste”, and (ii) can be accepted by the CWTC for treatment.
- 2.2 The Regulation targets at specific substances in forms or concentrations that pose significant threat to our health and the environment. The following examples, according to the Regulation and the EPD’s guidelines, are **not** chemical wastes:

- (a) Neutralised salts that do not contain compounds listed in [Annex I](#)
  - (b) Apparatus rinse water and wiping tissue with low chemical contents
  - (c) Elemental heavy metals in stable form (e.g. lead, copper, chromium, nickel)
  - (d) Household chemicals used in laboratories / workshops for cleaning (e.g. soap, detergents)
  - (e) Dilute acids and alkalis with concentrations below those stipulated in [Annex I](#)
- 2.3 In the unusual event that a school has to dispose of any substance listed in Part A of [Annex I](#) (e.g. Fire resistant substances containing asbestos materials such as fire blankets; asbestos containing laboratory equipment; dangerous goods category 6 substances such as potassium and sodium metals; dangerous goods category 9 chemicals such as white or yellow phosphorus), the EPD must be notified using Form EPD 132 (see [Annex II](#); the form is downloadable at EPD website). Upon notification, the EPD will issue a Direction on disposal by Form EPD 131. The CWTC Contractor collects Part A chemical waste only if the school can produce a copy of Form EPD 131 citing treatment at the CWTC as an authorised disposal option.
- 2.4 The CWTC Contractor does not provide collection or disposal service for the following substances, as they are not accepted at the CWTC: (1) asbestos waste, (2) radioactive materials, (3) explosives, (4) unknown chemicals and (5) gaseous materials. The explosives include mixtures of spent chemicals that poses explosion hazard. Please consult the EPD for the proper disposal procedures of such materials.
- 2.5 The CWTC Contractor provides properly labeled 20-litre pails for collection of spent chemical mixtures. Under some circumstances, the more reactive raw chemicals are required to store securely in their original bottles or packaging at the time for collection by the CWTC Contractor. Please refer to Sections 5 and 6 for the proper disposal procedures of such chemicals.

### **3. Chemical Waste Manager**

- 3.1 Each school should appoint a Chemical Waste Manager to direct and co-ordinate the handling of chemical wastes. This person should normally be either a chemistry teacher or an experienced chemistry laboratory technician. In this article, the Chemical Waste Manager or his/her delegate(s) would be referred to as 'the CWM'.
- 3.2 An acting CWM should also be appointed in case the CWM is not on duty. The names of the CWM and the acting CWM should be supplied to the CWTC Contractor as the primary and secondary contact person.

#### 4. Handling of Spent Chemical Mixtures

- 4.1 For each school, the CWTC Contractor will initially provide a set of three 20-litre pails. These are for storage of spent organics, acids and alkalis respectively. Additional pails will be made available as and when necessary (e.g. for schools with school workshops that generate large volume of solvent waste such as paint waste).
- 4.2 These pails are delivered with completed chemical waste labels and colour dot labels. The colour dot label is a useful aid for easy identification of the wastes. Examples of waste names and colour dots correspond as follows:

<i>Waste Name</i>	<i>Colour Dot Label</i>
Mixed Spent Organics	Violet 5
Mixed Spent Acids	White 11
Mixed Spent Alkalis	White 3

- 4.3 The CWM initiates a Waste Log Sheet (see [Annex III](#) for a sample) for each pail. Every waste entering the pail must be properly logged. The filled log sheet must accompany the pail at time of collection by the CWTC Contractor. The CWTC Contractor will refuse the collection of pails that do not carry a legible log sheet.
- 4.4 Spent chemicals containing the followings should never be mixed with other chemical waste, and should be stored separately in the original bottles: highly reactive compounds, water reactive compounds, concentrated strong oxidising or reducing agents. These bottles should bear an individual tracking form upon disposal (see Section 6.6), be labeled and stored as described in Sections 5.2 and 5.3.
- 4.5 Mixtures of organics and inorganics should, upon passing the compatibility test as outlined in Section 7, be stored according to the following guidelines:

<i>Mixture</i>	<i>Pail to Use</i>
Halogenated + Non-halogenated Organics	Organic
Heavy Metal Salts & Precipitates	Alkali
Water Soluble Organics	Organic
Emulsions	Organic
Polymers & Partial Polymers	Organic

For mixtures with two distinctive liquid phases, the phases should be separated for storage in respective appropriate containers. In general, non-acidic substances that are not hydrophobic should be mixed into the alkali pail, as an alkali medium is usually a chemically less reactive environment. Hydrophobic material should be mixed into the pail for organics. Solid precipitates can be mixed into the proper container for the co-existing liquid.

- 4.6 At the end of each experimental session, spent chemicals should be collected using 3 beakers of appropriate size, one for each of organics, acids and alkalis. Mixtures of these should be collected according to guidelines given in Section 4.5 above.
- 4.7 The beakers must be placed in a fume hood with the sash half lowered (i.e. below eye level). Spent chemicals should be added slowly, and in small portions, into the beakers. Stop if excess heat or gas bubbles are generated during the process. Store un-added portion separately in a bottle, compile separate log sheet for the bottle. Follow labeling and storage procedures described in Sections 5.2 and 5.3.
- 4.8 After all spent chemicals are collected in the beakers, perform a compatibility test between the contents of the beakers and respective chemical waste pails. Procedures of the compatibility test are described in Section 7. To assure proper safety precaution, check the pail log sheet against beaker content before each compatibility test.
- 4.9 Add beaker content into the corresponding pail if individual compatibility test is passed. Otherwise store separately. Follow procedures described in Sections 5.2 and 5.3 for storage of incompatible waste.
- 4.10 Upon passing the compatibility test, the new waste can be added to the pail outside the fume hood and with sufficient ventilation. For example, this can be performed near the chemical waste storage area or cupboard. If waste solvent is added to the pail, please ensure there is no naked flame around. Always check the liquid level of the waste pail before adding new waste each time. Use a funnel and a catch tray for spill prevention and control. Enter new waste information onto the log sheet. Ensure that all fields of an entry must be carefully completed in a legible way.
- 4.11 Without first performing the compatibility test, if a teacher or a laboratory technician has any doubt on mixing a new waste into a pail, the waste should be stored separately in the original bottle or container. Follow procedures described in Sections 5.2 and 5.3 for storage of incompatible waste.
- 4.12 Additional pail(s) will be provided for schools with school workshops specifically for storage of spent solvents. Compatibility test is also required before mixing of spent solvents.
- 4.13 Chemical waste pails should always be stored in stainless steel (organics) or plastic (inorganics) catcher trays, and be placed inside the storage cabinet. The storage cabinet should be kept in a cool area.

## **5. Handling of Surplus or Expired Chemicals (Lab-pack Waste) which Meet the Regulatory Definition of “Chemical Waste”**

- 5.1 Leave chemical in original packing and label. If the original packing is not in

good condition and presents a risk of leakage, wrap and seal the bottle in a polythene plastic bag, or other overpack of compatible nature.

- 5.2 On each bottle, attach a second label bearing the following items: (i) name of school, (ii) name and contact telephone number of the CWM, (iii) chemical name, (iv) quantities, (v) particular risks and safety precautions. The CWTC Contractor does not collect any item without this label.
- 5.3 Store these chemicals in stainless steel (organics) or plastic (inorganics) spill catcher trays in chemical waste storage cabinet.

## **6. Disposal of Surplus or Expired Chemicals (Lab-pack Waste) which Meet the Regulatory Definition of “Chemical Waste”**

- 6.1 To initiate the collection procedures for disposal of unused or expired raw chemicals, the CWM shall inform the CWTC Contractor by completion of a Labpack Waste Profile Sheet (WPS1) (see [Annex IV](#) for a sample) that clearly reports the item number, chemical name and formula of each item, packing type (metal/plastic/glass bottles), bottle size (in mL or Litre) and gross weight (in grams or Kg) of each bottle to be disposed of at the CWTC.
- 6.2 Based upon the hazard category and compatibility nature of each chemical on the WPS1, the CWTC Contractor regroups and tabulates the chemicals by their item numbers on a Chemical Classification List (see [Annex V](#) for a sample) for the CWM.
- 6.3 Each column on the Chemical Classification List (CCL) represents a hazardous category (or waste stream) that the chemicals have been grouped into. Chemicals that are grouped in the same waste stream have a common waste name, waste code, colour dot, CWTF ID and a unique waste ‘Pre-treatment’ instruction indicated on the CCL.
- 6.4 The waste ‘Pre-treatment’ instruction on the CCL tells the CWM how to handle the surplus or expired chemicals when the CWTC Contractor provides the school with a properly labeled empty waste collection container. This instruction includes the procedures described in Sections 4 and 7 (compatibility testing) if transfer or mixing of chemicals in a container is necessary. Chemicals that are more reactive (e.g. shock or moisture sensitive) or toxic in nature are instructed to remain unopened in the original bottle, and the bottle should be packed with extra cushioning material such as paper and/or plastic bags for protection.
- 6.5 It is important that the laboratory / workshop to follow the specific ‘Pre-treatment’ instruction for each waste stream carefully. The waste ‘Pre-treatment’ instructions that are commonly used by the CWTC Contractor are summarised as follows:

- (i) Chemicals that are reactive are required to be disposed of in the original container with the lid tightly enclosed. The original container should be wrapped in a plastic bag and packed with extra cushioning material (e.g. put in a carton box) before placing into the waste collection pail.
  - (ii) Chemicals that can be disposed of similar to spent chemical mixtures described in Section 4 are instructed either to be (1) transferred directly from the original bottle, or (2) diluted in water, then transferred into the waste collection pail after passing the waste compatibility test outlined in Section 7.
- 6.6 Each 'Gold' colour dot labeled waste collection container should bear an individual Labpack Waste Tracking Form ([Annex VI](#)) that lists out each chemical that has been packed in the waste collection container according to the instruction given by the CWTC Contractor. The CWM is obligated to complete, sign and attach the tracking form on the waste collection container prior to collection by the CWTC Contractor.

## **7. Compatibility Test Procedures**

- 7.1 The compatibility test should be performed by a chemistry teacher or a laboratory technician, under a fume hood with the sash half lowered.
- 7.2 Using a pipette or other suitable sampling device, draw a 50 mL sample of the content from the target waste pail and move to a beaker. Put a thermometer in the beaker.
- 7.3 Slowly, mix in a portion of the new chemical waste that is to be added to the pail. The volumetric ratio of the test reagents should be similar to that between the original pail content and the new waste.
- 7.4 If bubbling, fuming or noticeable temperature rise of 10 °C or more occurs during mixing or within 5 minutes, stop further mixing. Store new waste separately in a bottle, compile separate log sheet. Follow Sections 5.2 and 5.3 for storage and labeling procedures.
- 7.5 If no adverse reaction occurs in 5 minutes, the new waste can be added to the corresponding pail.

## **8. Personal Protective Equipment**

Splash-proof goggles, chemical resistant gloves and laboratory coats must be used at all times when handling or mixing chemical wastes, irrespective of whether the operation is performed in a fume hood. For mixing of chemical waste outside a fume hood, a cartridge type respirator equipped with acid gas and organics cartridge should be used.

## 9. Collection Service

- 9.1 Initially, a set of three empty 20-litre pails will be delivered to each school.
- 9.2 Thereafter, the CWTC Contractor will schedule routine collection for each school every twelve months. Non-routine collection is scheduled only if: (i) any of the three pails are full before the scheduled routine collection, (ii) under very special circumstances, and upon the CWTC Contractor's discretion.
- 9.3 At time of collection, the CWTC Contractor's Customer Service personnel contact the CWM of each school to arrange for collection time and to obtain necessary waste information. The CWM should advise the CWTC Contractor, in the form of a telefaxed / an emailed Summary Report, the estimated volume of each pail, as well as the name, volume of each bottle of separately stored waste. The latter includes surplus chemicals, expired chemicals and spent mixtures incompatible with the bulk material. (see [Annex VII](#) for a sample Summary Report)
- 9.4 According to the information provided, the CWTC Contractor prepares the Trip Ticket (see [Annex VIII](#) for a sample Trip Ticket) in triplicate for each collection. The CWTC Contractor's collection personnel arrive with the Trip Ticket. The CWM should verify the information on the Trip Ticket before signing on the document to acknowledge the correctness of the information.
- 9.5 Before physical collection of the pails/bottles, the CWTC Contractor's collection personnel verify the Trip Ticket information against the labels on the pails and bottles. Upon collection, the CWM retains the pink copy of the Trip Ticket, and the CWTC Contractor keeps the other two copies.
- 9.6 At time of collection, the CWTC Contractor replaces each collected pail with an empty one. Bottles that are not supplied by the CWTC Contractor are, upon collection, destroyed at the CWTC, and are not returned to the school.
- 9.7 The CWM should closely monitor the filling rate, thus the remaining capacity of each pail. The CWM should contact the CWTC Contractor and agree a date for chemical waste collection before the pail is expected to fill up. The CWTC Contractor will schedule a non-routine collection.
- 9.8 The CWTC Contractor will provide additional pail(s) to laboratories that, by experience, use more than 3 pails between the twelve-month collection intervals.

## **ANNEXES**

- Annex I: Schedule 1 to the “Waste Disposal (Chemical Waste) (General) Regulation”
- Annex II: Notification under Section 17 of Waste Disposal Ordinance (Cap. 354) for ‘Part A’ Chemical Waste (Form EPD 132)
- Annex III: Secondary School Chemical Waste Log Sheet
- Annex IV: Sample of Labpack Waste Profile Sheet (WPS1)
- Annex V: Sample of Chemicals Classification List (CCL)
- Annex VI: Labpack Waste Tracking Form
- Annex VII: Secondary School Chemical Waste Summary Report
- Annex VIII: Trip Ticket



Schedule 1 to the “Waste Disposal (Chemical Waste) (General) Regulation”

**SCHEDULE OF SUBSTANCES AND CHEMICALS UNDER CONTROL**

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**Part A**

Any substance to which the Antibiotics Ordinance  
(Cap. 137) applies

Asbestos

Dangerous drugs (as defined in the Dangerous  
Drugs Ordinance (Cap. 134))

Dangerous Goods, category 2, NES

Dangerous Goods, category 6, NES

Dangerous Goods, category 9, NES

Dibenzofurans

Dioxins

Pesticides (as defined in the Register referred to in  
Section 4(b) of the Pesticides Ordinance (Cap. 133))

Poisons (Part I) (as defined in the Pharmacy and

Poisons Ordinance (Cap. 138))

Polychlorinated biphenyls

**Part B**

Antimony and its compounds

Arsenic compounds

Barium compounds

Beryllium and its compounds

Boron compounds

Cadmium and its compounds

Chromium bearing solid tannery waste

Chromium and its compounds, NES

Cobalt and its compounds

Copper compounds/copper etchant

Cyanides

Dangerous Goods, Category 3, NES

Dangerous Goods, Category 4, NES

Dangerous Goods, Category 5, NES

Dangerous Goods, Category 7, NES

Dangerous Goods, Category 8, NES

Dangerous Goods, Category 10, NES

Halogenated organic solvents and compounds

Lead and its compounds

Manganese and its compounds

Mercury and its compounds

Mineral oils employed for engine lubrication

Mineral oils, NES

Nickel and its compounds

Non-halogenated organic solvents and compounds

Organo lead compounds

Organo mercury compounds

Organo tin compounds

Paints

Pesticides (as defined in the Register referred to in  
Section 4(a) of the Pesticides Ordinance (Cap. 133))

Pharmaceutical products and medicines, NES

Phosphorus compounds excluding phosphates

Selenium compounds

Silver compounds

Sulphides

Thallium and its compounds

Tin compounds

Vanadium compounds

Zinc compounds

**Acids, alkalis and corrosive compounds**

Acetic acid above 10% acetic acid by weight

Acids or acidic solutions, NES with acidity equivalent  
to above 5% nitric acid by weight

Ammonia solution above 10% ammonia by weight

Bases or alkaline solutions, NES, with alkalinity

equivalent to above 1% sodium hydroxide by weight

Chromic acid above 1% chromic acid by weight

Fluoboric acid above 5% fluoboric acid by weight

Formic acid above 10% formic acid by weight

Hydrochloric acid above 5% hydrochloric acid

by weight

Hydrofluoric acid above 0.1% hydrofluoric acid

by weight

Hydrogen peroxide solution above 8% hydrogen  
peroxide by weight

Nitric acid above 5% nitric acid by weight

Perchloric acid above 5% perchloric acid by weight

Phosphoric acid above 5% phosphoric acid by weight

Potassium hydroxide solution above 1% potassium

hydroxide by weight

Potassium hypochlorite solution above

5% active chlorine

Sodium hydroxide solution above 1% sodium

hydroxide by weight

Sodium hypochlorite solution above 5% active chlorine

Sulphuric acid above 5% sulphuric acid by weight

*NES = Not elsewhere specified*

( as defined in the  
Dangerous Goods  
Ordinance  
(Cap. 295) )

as defined  
in the  
Dangerous Goods  
Ordinance  
(Cap. 295)

**Notification under Section 17 of Waste Disposal Ordinance (Cap. 354)  
for 'Part A' Chemical Waste (Form EPD 132)**

<b>Environmental Protection Department</b> 環境保護署 <b>Waste Disposal Ordinance (Chapter 354)</b> 香港法例第 354 章廢物處置條例 <b>Notification under Section 17 for 'Part A' Chemical Wastes</b> 根據條例第 17 條的規定呈報指定 (甲類) 化學廢物通知書		<b>For Official Use</b> 本欄不用填寫 Reference No. 編號: _____																																																	
<b>A. WASTE PRODUCER (廢物產生者)</b> Full Name (全名): _____ Waste Producer No. (廢物產生者編號): [ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ]-[ ] Address for Correspondence (通訊地址): _____ Tel. No. (電話): _____		<b>C. ACTIVITY OR PROCESS WHICH PRODUCES 'PART A' CHEMICAL WASTE(S)</b> (產生甲類廢物機構經營的主要業務) Brief description of the activity(ies) or process(es). Attach flowchart or diagram if necessary. 簡介指定 (甲類) 化學廢物的生產工序, 可附上有關流程圖或圖解。																																																	
<b>B. LOCATION OR PREMISES WHERE THE WASTE IS PRODUCED (產生廢物的地點或樓宇)</b> Name of Establishment (機構名稱): _____ Major chemical waste type(s) (主要化學廢物種類): _____ Address (地址): _____ Tel. No. (電話): _____ Nature of Business (業務性質): _____ Full Name of Contact Person (聯絡人全名): _____ Capacity (職位): _____																																																			
<b>D. WASTE DESCRIPTION (廢物的描述)</b> List all 'PART A' chemical wastes which are produced at the above location or premises and which are intended for disposal. Please also indicate the frequency of production and estimated quantity for disposal. 詳列上述地點或樓宇產生的及擬予棄置的所有甲類化學廢物。請同時說明其生產的頻率及估計棄置的數量。																																																			
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<b>E. PROPOSED DISPOSAL ARRANGEMENT (處理廢物的方法)</b> Describe briefly any on-site treatment or other disposal arrangement for each waste type set out in D. 簡述在原址處理及其他棄置 D 欄內各廢物種類之辦法。																																																			
<b>F. REMARKS (註釋)</b> (Include any additional information for safe handling of the waste(s) 填上其他附加資料以確保廢物的安全處理)																																																			
<b>G. DECLARATION (聲明)</b> I hereby certify that the particulars given above are correct and true to the best of my knowledge and belief. 特此證明, 就本人所知及所信, 表格內填報的資料全屬真實無訛。																																																			
Signature (簽署) _____ * on behalf of 代表: _____	Name in Block Letters (正楷姓名) _____ Company Name and Chop as appropriate (公司名稱及印鑑) (如適用者) _____	Capacity (職位) _____ Date (日期) _____																																																	

**WARNING:** Any person(s) who fails to give notice to the Director of Environmental Protection as required under Section 17 of the Waste Disposal Ordinance commits an offence punishable with a maximum fine of \$100,000 for the first offence, and a maximum fine of \$200,000 and 6 months' imprisonment for a second or subsequent offence.  
**警告:** 任何人士若不按廢物處置條例第十七條的規定通知環境保護署署長, 即屬違法, 初犯者最高可被判罰款港幣十萬元, 次犯及其後再犯最高可被判罰款港幣二十萬元及監禁六個月。

Secondary School Chemical Waste Log SheetSchool Name: \_\_\_\_\_ CWPN # 

Waste Name: \_\_\_\_\_ CWTF – ID: \_\_\_\_\_

Container # \_\_\_\_\_  
(To be filled in by the CWTC personnel)

Item	Date	Reagents	Reactions	Waste Names (Product Names)	Vol (mL)	Sign.

Sample of Labpack Waste Profile Sheet (WPS1)

Page 1 of 1

Producer Name: ABC Secondary School CWPN: A9999-01 Date: \_\_\_\_\_Producer Address:  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature / Title: \_\_\_\_\_

Phone No. : \_\_\_\_\_ FAX No.: \_\_\_\_\_ Fume hood available? YES/NO

Work area ventilation description: \_\_\_\_\_

Item No.	No. of bottle(s)	Chemical Name	Chemical Formula	Physical State *	Container Size	Container Type **	Lid / Cap Type **	Weight or Volume	Remarks (container conditions, special packing, etc.)
1	2	Uranium Acetate	C <sub>4</sub> H <sub>6</sub> O <sub>6</sub> U	S	200mL	G	P	100g	
2	3	Xylol	C <sub>8</sub> H <sub>10</sub>	L	3L	G	P	1L/2L/3L	
3	1	Benzene	C <sub>6</sub> H <sub>6</sub>	L	5L	G	P	4.5L	
4	5	Citric Acid	C <sub>6</sub> H <sub>8</sub> O <sub>7</sub>	S	500mL	P	P	500g	
5	1	Sodium	Na	S	500mL	G	P	200g	Covered with paraffin oil
6	2	Potassium	K	S	500mL	G	P	300g	Covered with paraffin oil
7	2	Phosphorus (white)	P	S	500mL	G	P	500g	Covered in water
8	2	Aniline sulphate	(C <sub>6</sub> H <sub>5</sub> NH <sub>2</sub> ) <sub>2</sub> H <sub>2</sub> SO <sub>4</sub>	S	1L	G	P	1.0kg	
9	1	Metaphosphoric Acid	HPO <sub>3</sub>	S	1L	G	P	1.0kg	
10	1	Hydrochloric Acid	HCl	L	2L	G	G	2.0L	

\*Physical State: S = solid; L = liquid, M = mixed / other (describe)

\*\*Container / Lid Types: G = glass; P = plastic; M = metal

Sample of Chemicals Classification List (CCL)

CWPN: A9999-01		Chemical Classification List					12/22/2005 (m/d/y) File Name: A9999-01		
Waste name	Rejected due to radioactive	"PART A" waste	Unwanted Labpack Waste, lab			Unwanted Solid Organic, lab	Unwanted Non-halo organic, lab	Spent Acid, lab	
Waste code			M00			S43	L43	L48	
Container code			I/J			I	B	A	
Pre-treatment			These items will be packed by the waste producer. Please group and pack the items according to the waste name on the right side.	Metals (Water Reactive)	Phosphorus	Wrap each bottle w/ plastic bag & then put the bottle into our pails. (any metal and glass cap/lid must be removed from the bottles)	Transfer liquid waste into our pails	Dissolve & dilute w/water into ~10% (i.e. waste:water = 1:10) and then transfer into our pail	
Color Dot			GOLD 4			BURGU	Burg 1	White 11	
CWTF ID:			10120000			10120002	10120003	10120004	
Item NO.:	01	05 (Cat. 6)	05	05	07	04	02	09	
		06 (Cat. 6)	06	06		08	03	10	
		07 (Cat. 9)	07						
WPS1 date:									
08/08/2005									
Total items:									
10 items									
Labpack:									
3 items									

Remarks for waste packing (pretreatment) instruction:

The waste producer will be responsible for packing the chemicals according to a new packing instruction given by the CWTC Contractor.

For items 5, 6, 7:

- (i) Check to ensure items 5 & 6 are covered with paraffin oil, and 7 is covered with water in the bottle. Add more oil or water if necessary.
- (ii) Close the lid and seal up each bottle with adhesive tape.
- (iii) Wrap each bottle with a plastic bag and place it into a carton box provided by the CWTC Contractor.
- (iv) Seal the carton box with tape and place the box into the waste collection pail.

Labpack Waste Tracking Form

CWTFID : \_\_\_\_\_ (to be advised by the CWTC Contractor)

Chemical Name	Chemical Formula	Number of Bottles	Weight of Each Bottle (Kg)

- Note : (1) This tracking form is a packing list designated for each container.  
(2) The waste generator is obligated to follow the packing instruction(s) given by the CWTC Contractor and to **sign** and **attach** this tracking form onto the container prior to collection.  
(3) The weight of each bottle is for indicative only.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_ (in block letter)

Post : \_\_\_\_\_

Date : \_\_\_\_\_

Secondary School Chemical Waste Summary Report

Date: \_\_\_\_\_

School Name: \_\_\_\_\_ CWPN #

Address:  
 \_\_\_\_\_  
 \_\_\_\_\_

Laboratory Name & Location:  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Tel: \_\_\_\_\_

Item	Chemical Name(s)	Quantities (Litres, Kg)	Packing	Remarks (e.g. Particular Precautions, Incompatibility, etc.)
	(CWTFID: )			
	(CWTFID: )			
	(CWTFID: )			

Note:

1. Please complete this form and email/fax to Customer Service Department, CWTC Contractor (Email address: [cs.ecospace@veolia.com](mailto:cs.ecospace@veolia.com); Fax no.: 2497 4290)
2. Please state out special requirements on the 'Remarks' column

CWPN – Chemical Waste Producer Number  
 CWTFID – Chemical Waste Treatment Facility Identity

Trip Ticket

Please carefully read the instructions overleaf before completing this form. 請細讀背頁所載指示以正確地填寫此表格。

WASTE Import 入口  Part A 甲類   
DECLARATION: (廢物聲明) Export 出口  Part B 乙類

Environmental Protection Department  
環境保護署  
Waste Disposal Ordinance (Chapter 354)  
香港法例第354章廢物處置條例

Waste Disposal Site's  
(Original) Copy  
廢物處置設施(原本)存根

Part A Waste  
Notification  
Reference No.  
(甲類化學廢物  
通知書編號): \_\_\_\_\_

Waste Disposal (Chemical Waste) (General) Regulation  
廢物處置(化學廢物)(一般)規例

TRIP TICKET  
運載紀錄

Ticket Number  
(運載紀錄編號): **SAMPLE**

<b>A. WASTE PRODUCER (廢物產生者)</b>		I certify in my best knowledge and belief that the information given in the Waste Declaration, A, D(i), and E(i) sections is correct and the waste described in D(i) has been properly labelled and consigned to the waste collector at B.  據本人所知及所信，在廢物聲明、A、D(i)及E(i)欄內填報的資料，全屬真實無訛，而D(i)欄開列的廢物是已作適當的標識及委託B欄的廢物收集者付運。此證。
Full Name 全名	Contact Person 聯絡人姓名	
Address 地址	Capacity 職位	
	Tel. No. 電話	
Waste Producer Number 廢物產生者編號		Signed _____ Co. Chop _____ 簽名：_____ 公司印鑑：_____
<b>B. WASTE COLLECTOR (廢物收集者)</b> (* State the appropriate one 選擇適用者)		I certify in my best knowledge and belief that I have checked and then collected the waste set out in D(i), and the information given in B, D(ii), and E(ii) is correct.  據本人所知及所信，本人經核對後已收集D(i)欄載列的廢物，而B、D(ii)及E(ii)欄內填報的資料，全屬真實無訛。此證。
Company Name 公司名稱	Operator 運載員姓名	
Address 地址	Tel. No. 電話	
	Vehicle Registration or Vessel Licence No. * 車輛登記編號或船隻牌照編號	
Waste Collection Licence Number 廢物收集牌照編號		Signed _____ Co. Chop _____ 簽名：_____ 公司印鑑：_____
Intended Disposal Site 擬運往的處置設施		Name _____ Date _____ Time _____ 姓名：_____ 日期：_____ 時間：_____
<b>C. RECEPTION POINT (廢物收集處)</b>		I (Reception Point Manager) certify that the waste set out in D(i) has been received by this reception point and the information given in C, D(ii) and E(ii) is correct.  本人(收集處經理)證實本收集處已接收在D(i)欄載列的廢物，而C、D(ii)及E(ii)欄內填報的資料，全屬真實無訛。此證。
Company Name 公司名稱	Contact Person 聯絡人姓名	
Address 地址	Capacity 職位	
	Tel. No. 電話	
Waste Disposal Licence Number 廢物處置牌照編號		Signed _____ Co. Chop _____ 簽名：_____ 公司印鑑：_____
		Name _____ Date _____ Time _____ 姓名：_____ 日期：_____ 時間：_____

D. WASTE DESCRIPTION (廢物資料)		(* State the appropriate one 選擇適用者)												
Item 廢物項目	(i) Waste Type/Chemical Name 廢物種類/化學名稱	Waste Identification 廢物鑑定		Physical Form* 廢物形態		Containers 容器			Quantity Notified 報稱的數量 (Part A Waste only) (只適用於甲類化學廢物)		(ii) Quantity Collected 收集的數量		(iii) Quantity Received 接收的數量	
		Waste Code 廢物代號	Dangerous Goods (Category) 危險物品(類別) (if applicable) (如適用者)	Solid 固體	Liquid 液體	No. 數目	Type 種類	Capacity 容量 (L or kg)* (升或公斤)	(L or kg)* (升或公斤)	(L or kg)* (升或公斤)	(L or kg)* (升或公斤)	(L or kg)* (升或公斤)	(L or kg)* (升或公斤)	
1.							L 升	L 升	L 升	L 升				
							kg 公斤	kg 公斤	kg 公斤	kg 公斤				
2.							L 升	L 升	L 升	L 升				
							kg 公斤	kg 公斤	kg 公斤	kg 公斤				
3.							L 升	L 升	L 升	L 升				
							kg 公斤	kg 公斤	kg 公斤	kg 公斤				
4.							L 升	L 升	L 升	L 升				
							kg 公斤	kg 公斤	kg 公斤	kg 公斤				

E. REMARKS (註釋) (Include any additional information necessary for safe handling of the waste.)  
(包括確保廢物安全處理的其他附加資料。)

- (i) Waste Producer  
廢物產生者:
- (ii) Waste Collector  
廢物收集者:
- (iii) Reception Point  
廢物收集處:

In handling Part A chemical waste, Waste Producer, Waste Collector and Reception Point must strictly follow the Directions for Disposal issued by the Director of Environmental Protection under Section 17 of the Waste Disposal Ordinance. 廢物產生者、廢物收集者及廢物收集處在處理甲類化學廢物時，必須遵守環境保護署署長根據廢物處置條例第17條所簽發的指令。

WARNING: Any person(s) who knowingly or recklessly provide incorrect or misleading information or omit material particulars or information or knowingly or recklessly certify as correct anything which is incorrect, in relation to any requirement in the Regulation, commits an offence punishable with a maximum fine of \$200,000 and imprisonment for 6 months.

警告：根據廢物處置(化學廢物)(一般)規例的規定，任何人士填報本表格時故意或罔顧後果地提供不確或誤導資料或遺漏重要事項，又或故意或罔顧後果地證明任何不確事項為正確，即屬違法，最高可被判罰款港幣200,000元及入獄6個月。

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