

Follow these procedures for biological, chemical and radioactive materials.

## BEFORE WORKING WITH HAZARDOUS MATERIALS

1. Complete a research specific risk assessment
2. Update your chemical inventory online
3. Determine spill procedures from SDS for all chemicals
4. All UW employees and students handling hazardous materials are required to be trained in spill procedures
5. Obtain proper spill kits and clean up equipment
6. Contact UW Safety Office at [esf@uwaterloo.ca](mailto:esf@uwaterloo.ca) with any questions or for assistance

View your chemical  
inventory:



Note: All members of the laboratory must have access to the laboratory's SDS inventory. Login is completed using UW Single Sign On. Lab inventory permissions are determined by the PI or designate. Access the inventory via the QR code above or at [app.riskandsafety.com](http://app.riskandsafety.com).

## SPILLS

### Spills that could pose an immediate threat to health of building occupants

1. Leave spill area and close doors
2. Activate wall mounted fire alarm pull station located at exits
3. **Call UW Special Constable Service 519-888-4911 or Ext. 22222**
4. Report any information about the spill to UW Special Constable Service and Fire Services at building fire annunciator location (refer to UW Fire/Evacuation Poster)

### Spills that pose no immediate threat to health of building occupants

#### Smaller (can be handled by occupants)

1. Notify occupants in the immediate area of the spill
2. Use spill kits to absorb and contain according to spill procedure
3. Place material in a secure and ventilated area
4. Contact the Environmental Safety Facility at [esf@uwaterloo.ca](mailto:esf@uwaterloo.ca) disposal instructions

#### Larger (need assistance)

1. Remove sources of ignition if possible
2. Evacuate immediate area
3. **Call Special Constable Service 519-888-4911 or Ext. 22222**

## WASTE DISPOSAL

University policy requires compliance with environmental regulations. **Do not put any hazardous materials in the regular garbage or down drains.** All chemical, biological and radioactive wastes are to be disposed of at the **Environmental Safety Facility** located within/attached to your building.

ESC 151

DWE 1521A

E6 1022

PHR 1016

**OPT, BMH, RAC1, RAC2, EV1, EV2, EV3, EC4:** Request a waste pickup online.

View waste guidelines  
and resources, book  
waste appointment, or  
request waste pickup:

