**Chemical Waste Log Sheet**

Remark for user:

1. **Each** chemical waste log sheet is representing **ONE waste drum ONLY**.
2. All required information in the following tables MUST be filled.
3. Columns in the table 3 should be filled every time when chemical waste is added.

**Safety Office Staff ONLY**

**Ref no.**

To: Safety Office (Email: [chemical@hku.hk](mailto:chemical@hku.hk))

**Table 1 General Information**

|  |  |
| --- | --- |
| **Department** |  |
| **Building** |  |
| **Room** |  |
| **\*Requested by** |  |
| **\*Tel no.** |  |

\*Please see Personal Information Collection Statement overleaf

**Table 2 Waste Type (\* Each chemical waste log sheet is for ONE waste drum ONLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Waste Type** | **Waste Code** | **CWTF-ID** | **Tick (✔) the related box** |
| Non-Halogenated solvent | T03-L43 | 10036603 |  |
| Halogenated Solvent | T03-L49 | 10036605 |  |
| Acid | T03-L48 | 10036606 |  |
| Alkali | T03-L58 | 10036607 |  |
| Silica Gel | T03-S43 | 10152410 |  |
| Organic Gel | T03-M43 | 10036618 |  |
| Film / Photo developer / Fixer | P31-L58 | 10036717 |  |
| Others: |  |  |  |

**Table 3 Waste Composition**

|  |  |  |  |
| --- | --- | --- | --- |
| **Order of waste added** | **Date** | **Major Reagents** | **Volume (L)** |
| Example. 1st | 01/01/2019 | Acetone | 3 |
| 1st |  |  |  |
| 2nd |  |  |  |
| 3rd |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Overall Volume (≤18): | | |  |

The University of Hong Kong Safety Office Personal Information Collection Statement, Chemical Waste Collection. The personal data you may choose to provide in your request for service will be used solely by members of the Safety Office Dangerous Goods Team to facilitate communication and arrangements for provision of Safety Office services in connection with Chemical Waste. The personal data will not be transferred and disclosed to the University’s faculties/schools/departments/other offices and work units/staff members. It will not be transferred or disclosed to other organisations, agencies and persons in or outside Hong Kong (e.g. service providers engaged by the University). In handling the personal data provided, the requirements of the Personal Data (Privacy) Ordinance (“Ordinance”) and other applicable legal requirements of other jurisdictions will be strictly complied with. You have the right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Please visit the University’s Privacy Policy Statement for enquiries or further details. If you choose to provide personal data in connection with your request for service you will be agreeing to the above statements.