



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

HAZARDOUS WASTE DISPOSAL PROCEDURE

Process

The purpose of this form is to enable the user to document the waste types in a manner in which Purchasing can gather competitive quotes. It will also help us gather useful data that we can use for reporting purposes and bid submittal. Once you complete this form and submit it, Purchasing will contact the suppliers for competitive quotes and provide this information to the requestor. The requestor will generate a requisition from which Purchasing will provide the P.O. to the supplier and coordinate the pickup with the supplier. Purchasing will inform the requestor via email of the date of service.

Requestor

Date

Phone Number

Email

Date of pickup

Location of Item

1. Campus

2. Bldg

3. Department

4. Room

5. Contact Person

6. Phone Number

7. Email _____

Product Identification

Item #	Waste Type	PH	Pkg	Condition	UM	#of Cont. Qty. Per Pkg	Total Qty.
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Product Identification

Item #	Waste Type	PH	Pkg	Condition	UM	# Of Cont.	Qty. Per Pkg	Total Qty.
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Comments: _____

Instructions

1. College department will enter waste information, up to thirteen waste types per form.
2. Purchasing will contact the suppliers for competitive quotes.
3. Purchasing will contact the college requestor and provide them with the supplier and price.
4. The requestor will complete a requisition for this service.
5. Purchasing will generate a PO and coordinate the pickup with the supplier and the requestor.