



**ENVIRONMENTAL HEALTH AND SAFETY  
HAZARDOUS MATERIAL SERVICES**

**PICK UP REQUEST FORM (PAPER-BASED PURF)  
INSTRUCTIONS FOR MAIL/EMAIL/FAX SUBMISSION  
(UNUSED MATERIALS ONLY)**

This version of the Pick Up Request Form (PURF) is used to request the pick up of unwanted, unused hazardous materials from MU locations. For these purposes, “unused” indicates the hazardous material is in the original manufacturer’s container with the original label intact and legible. All other materials should be listed on the Used/Unknown Materials PURF.

Please provide the requested information in the blanks as follows:

**Registered User Identification Section**

|                          |   |
|--------------------------|---|
| ① REGISTERED USER        | The name of the MU Registered User (RU) who is assigned responsibility for the materials described on the PURF and the location where they are being used/stored.                       |
| ② REGISTERED USER NUMBER | The four-digit ID number corresponding to the RU.   |
| ③ CONTACT PERSON         | The name of the person who can provide additional information about this PURF (if needed).  |
| ④ TELEPHONE NUMBER       | The telephone number where the Contact Person can be reached during normal business hours.  |
| ⑤ BUILDING               | The proper name or commonly-used abbreviation for the MU building where the materials described on the PURF are located.  |
| ⑥ ROOM                   | The room number (when applicable) where the materials described on the PURF are located. All items on the PURF must be in the same room (submit additional PURFs for additional rooms). |
| ⑦ OTHER                  | As appropriate, use this space to describe a more specific location within the designated room (e.g., cabinet, hood) or when “room” does not apply.                                     |
| ⑧ E-MAIL ADDRESS         | The e-mail address where the Contact Person can be reached.   |

**Material Description Section**

Only one container may be listed on each line. Ditto marks are permitted for multiple containers of the exact same composition.

|                          |  |
|--------------------------|--|
| ⑨ NAME OF MATERIAL       | The name of the material as it appears on the container label.   |
| ⑩ CONTAINER CODE         | Use one of the abbreviations provided on the PURF to describe the container holding the hazardous material(s). |
| ⑪ WEIGHT, MASS OR VOLUME | Provide the total weight, mass or volume of the material actually in the container including units.            |
| ⑫ MANUFACTURER           | The name of the manufacturer as shown on the container label.  |
| ⑬ CATALOG NUMBER         | The catalog number as shown on the container label.  |
| ⑭ EHS USE ONLY           | Leave blank  |

## Additional Comments

|                       |   |
|-----------------------|---|
| ⑮ ADDITIONAL COMMENTS | Use this section to provide additional information useful to EHS staff. You may also use the back of the form and/or additional pages as necessary. |
|-----------------------|---|

## Certification

|             |  |
|-------------|--|
| ⑯ SIGNATURE | The RU or Contact Person must sign the PURF except when it is submitted by e-mail. |
| ⑰ DATE      | Write the date that the PURF is completed and submitted to EHS.                    |


Submit the PURF:     By Campus Mail to:   EHS RRC  
                           By FAX:                      884-5270  
                           By e-mail:                      [hazmat@missouri.edu](mailto:hazmat@missouri.edu)

PURFs that are incomplete, illegible, or incorrectly completed may be returned to the RU for completion/correction. Improperly documented materials will be analyzed at the RU's expense.

A pick up will be scheduled within a two (2) week period after the PURF is approved by EHS. Alternative scheduling and handling procedures may be required for very large pick ups, special materials, and/or materials from off-campus locations.

For additional assistance, or if you have additional questions about hazardous materials procedures, please telephone EHS at 882-3736, or visit the web site at <http://ehs.missouri.edu>

Example:

|  |  |  |                       |            |   |
|--|--|--|-----------------------|------------|---|
|   | <b>ENVIRONMENTAL HEALTH AND SAFETY<br/>HAZARDOUS MATERIAL SERVICES</b> | <b>PICK UP REQUEST FORM<br/>(UNUSED MATERIALS ONLY)</b>                            |                       |            |   |
| <small>RESOURCE RECOVERY CENTER (RRC) 1710 E CAMPUS LOOP COLUMBIA, MO 65211-5080<br/>882-3736 (OFFICE) 884-5270 (FAX) <a href="mailto:hazmat@missouri.edu">hazmat@missouri.edu</a> <a href="http://ehs.missouri.edu">http://ehs.missouri.edu</a><br/>SUBMIT PURF BY CAMPUS MAIL, FAX OR E-MAIL</small> |  | <small>FOR EHS USE ONLY</small><br>PURFNO <input style="width: 80%;" type="text"/> |                       |            |   |
| REGISTERED USER    Roger J. Giles    ①   | ② REGISTERED USER NUMBER    1   0   3   2                              | TELEPHONE NUMBER    882-3736    ④  |                       |            |   |
| CONTACT PERSON    Hugh Emerson    ③  | PICK UP LOCATION: BUILDING    CRB    ⑤                                 | E-MAIL ADDRESS <a href="mailto:hugh@missouri.edu">hugh@missouri.edu</a> ⑧          |                       |            |   |
| ROOM    101    ⑥   | OTHER    In hood    ⑦  |  |                       |            |   |
| <small>NAME OF MATERIAL<br/>(AS IT APPEARS ON THE LABEL)</small>   |  | <small>CONTAINER<br/>CODE*</small>   |                       |            |   |
| <small>WEIGHT, MASS<br/>OR VOLUME†</small>   | <small>MANUFACTURER</small>  | <small>CATALOG<br/>NUMBER</small>  |                       |            |   |
| <small>EHS USE<br/>ONLY</small>  |  |  |                       |            |   |
| Cyclohexane, HPLC Grade    ⑨   | GB    ⑩  | 4 GL    ⑪  | Fisher    ⑫           | C6204    ⑬ | ⑭ |
| Methyl Alcohol   | GB   | 1 LT   | Aldrich               | 17,995-7   |   |
| Citric Acid, Trisodium Salt Dihydrate  | CBX  | 10 KG  | Sigma                 | C-7254     |   |
| N,N'-Methylene-bis-acrylamide  | PB   | 50 GM  | Bio-Rad               | 161-0201   |   |
| <small>*CONTAINER CODES: CBX-cardboard box, CYL-cylinder, GB-glass bottle, LECBT-lecture bottle, MC-metal can, MD-metal drum, PB-plastic bottle, PBG-plastic bag, PD-plastic drum, SC-safety can, V-vial, OTH-other (please describe)</small>  |  |  |                       |            |   |
| <small>†Please use only the following units: GL-gallon, LT-liter, ML-milliliter, LB-pound, KG-kilogram, GM-gram, MG-milligram. Estimate amount if container is not full.</small>   |  |  |                       |            |   |
| ADDITIONAL COMMENTS:<br>CRB=Chemical Recycling Building    ⑮<br>IMPROPERLY DOCUMENTED ITEMS WILL BE ANALYZED AT THE EXPENSE OF THE REGISTERED USER.<br>I hereby certify that the items listed above are properly documented and containerized for pick up by EHS.                                      |  |  |                       |            |   |
| SIGNATURE <i>Hugh Emerson</i> ⑮  |  |  | DATE    05/10/06    ⑰ |            |   |