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

<table>
<thead>
<tr>
<th>1</th>
<th>REGISTERED USER</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>REGISTERED USER NUMBER</td>
<td>The four-digit ID number corresponding to the RU.</td>
</tr>
<tr>
<td>3</td>
<td>CONTACT PERSON</td>
<td>The name of the person who can provide additional information about this PURF (if needed).</td>
</tr>
<tr>
<td>4</td>
<td>TELEPHONE NUMBER</td>
<td>The telephone number where the Contact Person can be reached during normal business hours.</td>
</tr>
<tr>
<td>5</td>
<td>BUILDING</td>
<td>The proper name or commonly-used abbreviation for the MU building where the materials described on the PURF are located.</td>
</tr>
<tr>
<td>6</td>
<td>ROOM</td>
<td>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).</td>
</tr>
<tr>
<td>7</td>
<td>OTHER</td>
<td>As appropriate, use this space to describe a more specific location within the designated room (e.g., cabinet, hood) or when &quot;room&quot; does not apply.</td>
</tr>
<tr>
<td>8</td>
<td>E-MAIL ADDRESS</td>
<td>The e-mail address where the Contact Person can be reached.</td>
</tr>
</tbody>
</table>

Material Description Section

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

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

Revised 10-21-2009
Additional Comments

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

SIGNATURE

The RU or Contact Person must sign the PURF except when it is submitted by e-mail.

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

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:

**ENVIRONMENTAL HEALTH AND SAFETY**  
**HAZARDOUS MATERIAL SERVICES**

RESOURCE RECOVERY CENTER (RRC) 1710 E CAMPUS LOOP COLUMBIA, MO 65211-5080  
882-3736 (OFFICE) 884-5270 (FAX) hazmat@missouri.edu  http://ehs.missouri.edu

SUBMIT PURF BY CAMPUS MAIL, FAX OR E-MAIL

REGISTERED USER  
Roger J. Giles

CONTACT PERSON  
Hugh Emerson

PICK UP LOCATION  
Building 
CRB

ROOM 101

OTHER

E-MAIL ADDRESS  
hazmat@missouri.edu

NAME OF MATERIAL  
(CAST IT APPEARS ON THE LABEL)

CYCLOHEXANE, HPLC Grade

METHYL ALCOHOL

CITRIC ACID, TRISODIUM SALT DIHYDRATE

N,N'-METHYLENE-BIS-ACRYLAMIDE

CONTAINER CODE  
GB

4 GL

1 LT

10 KG

50 GM

MANUFACTURER  
Fisher

Aldrich

Sigma

Bio-Rad

CATALOG NUMBER  
C-6204

17,995-7

C-7254

161-0201

FOR EHS USE ONLY

PURF NO

1 0 5 2

REGISTERED USER NUMBER

TELEPHONE NUMBER

882-3736

E-MAIL ADDRESS

hazmat@missouri.edu

ADDITIONAL COMMENTS:

CRB=Chemical Recycling Building

I hereby certify that the items listed above are properly documented and containerized for pick up by EHS.

SIGNATURE  
[Signature]

DATE  
05/10/04

 Revised 10-21-2009