

PURPOSE

Supporting those responsible in carrying out their tasks, in particular with the aim of complying with waste law requirements for the disposal of hazardous waste.

GENERAL REGULATIONS

- The areas in which hazardous waste is provided for disposal must always be kept under lock and key; they must only be accessible to authorised persons.
- As a rule, waste containers are provided by the contractually bound specialist waste management company.
- Only correctly labelled containers may be stored.
- Containers must always be closed and stored on or in collecting trays.
- Original sealed containers must be labelled. The contents of these containers are to be used by others as far as possible.
- Prohibitions on storage together must be observed, i.e. e.g. no storage of substances that could react with each other on a common collecting tray or in a common collecting chamber!
- Filling and emptying operations should only be carried out in collecting trays.
- When handling flammable liquids, ground the container during filling and emptying operations if necessary or take other measures for explosion protection.
- Collect dripping liquids or small leaks or leaked material quantities with binding agent and dispose of correctly.
- Maximum permissible total storage volume: 1,000 l
- Escape and rescue routes must not be obstructed and must always be kept clear!
- Unnecessary fire loads (e.g. packaging) must be avoided!

DISPOSAL PROCEDURES

Please send an e-mail to Sonderentsorgung@FU-Berlin.de or call Mr. Bertram (phone +4930 838 52655) or Ms. Heufelder (phone +4930 838 64273) or use our form to request ([Formular zur Anforderung einer Sonderentsorgung](#)) on our website.

The Sustainability and Energy Unit then commissions the contractually bound specialist waste management company to collect the waste provided.

The waste must be handed over under constant supervision. Those responsible for handing over the waste check the waste accompanying document for completeness:

- Correct waste producer number entered?
- Correct waste code number entered?
- Correct quantity of waste entered?

After **inspection**, the **takeover/accompanying certificate** is signed. The copy intended for the waste producer is **forwarded** by internal post **to** the Sustainability and Energy Unit or by e-mail to Sonderentsorgung@FU-Berlin.de.