



**Office of Environmental Health  
and Safety**

333 South Beaudry Avenue 21<sup>st</sup> FL  
Los Angeles, CA 90017  
Phone: (213) 241-3199



## Hazardous Materials/Waste Pick-up Request

- Hazardous Waste Pick-ups must be requested by creating a Maximo Work Order by the Plant Manager through Maximo/Kiosk.
- Complete this Hazardous Waste Pick-up Request Form and record the Maximo Work Order number.
- Attach the completed form to Maximo/Kiosk or if cannot, email the form with the Work Order number to [hazwaste@lausd.net](mailto:hazwaste@lausd.net)
- If you are unable to access Maximo/Kiosk, notify your Complex Project Manager.
- All fields of this form must be completely filled out.
- Check with other staff members to ensure the chemicals are no longer needed.
- List all items to be picked up.
- Store all chemicals in a secure accessible area. Keep incompatibles separate. Materials should be ready to go.
- If you have any questions or need further clarification, please contact OEHS at (213) 241-3199.

### Facility Information

School/Site: \_\_\_\_\_ Location Code: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Storage Building: \_\_\_\_\_  
Contact Title: \_\_\_\_\_ Storage Room: \_\_\_\_\_  
**Work Order No.:** \_\_\_\_\_

Material/Waste Name	Amount (ea.) Lb., oz., gal.	Container Type	Container Condition (Good, Fair, Poor)	Liquid/Solid (L or S)
Number of Replacement Containers Needed:				

## Hazardous Materials/Waste Pick-up Request cont'd

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