

Hazardous Waste Operations & Pickup Schedule

Office of Research Compliance and Safety (ORCS)

The Office of Research Compliance and Safety (ORCS) provides hazardous waste and universal waste collection services for research, teaching, and support operations across New Mexico Tech. To improve consistency, operational efficiency, and safety, ORCS utilizes a structured monthly pickup schedule organized by department and activity level.

Monthly Operational Schedule

ORCS operates using a recurring monthly cycle consisting of:

Activity Level	Weeks	Purpose
High Activity	Weeks 1 & 3	Primary hazardous waste pickup periods and increased LSR activity
Moderate Activity	Weeks 2 & 4	Secondary pickups, targeted pickups, overflow support, and follow-up activities
Low Activity	Week 5 (when applicable)	Compliance follow-ups, incident response, laboratory cleanouts, and administrative work

Standard Pickup Window

12:00 PM – 2:30 PM

Departments should ensure hazardous waste is prepared and available at the start of the pickup window.

ORCS will arrive within the assigned service window.

Departmental Pickup Schedule

Weeks 1 & 3 – High Activity

Day	Departments
Tuesday	Biology; Civil & Environmental Engineering
Wednesday	Chemistry (Teaching); Chemistry (Research)
Thursday	Chemical Engineering; Materials Engineering
Friday	Earth & Environmental Science; Mineral Engineering; Petroleum Engineering

Weeks 2 & 4 – Moderate Activity

Day	Departments
Tuesday	Bureau of Geology; Mechanical Engineering
Wednesday	Chemistry (Teaching); Physics; Langmuir Laboratory; MROI; PRRC; Electrical Engineering; CLASS
Thursday	Targeted pickups (high-risk materials, overflow, and special requests)
Friday	No scheduled pickups

Week 5 – Low Activity Period

No routine hazardous waste pickups are scheduled during Week 5 except for urgent or high-risk situations.

This period is reserved for:

- Compliance follow-ups
- Incident response
- Laboratory cleanouts
- Administrative and program management activities

Laboratory Responsibilities

Prior to pickup, laboratories are responsible for ensuring:

- Containers are properly labeled
- Containers remain closed except when adding waste

- Containers are in good condition
- Incompatible wastes are segregated appropriately
- Waste is ready at the beginning of the scheduled pickup window

Additional Pickup Requests

ORCS recognizes that some operations may require additional or unscheduled pickups.

Please contact ORCS for:

- High-risk waste streams
- Large-volume waste generation
- Time-sensitive disposal needs
- Laboratory cleanouts
- Unknown or potentially unstable materials

Universal Waste Services

ORCS also coordinates collection and management of universal waste, including:

- Batteries
- Lamps
- Aerosol cans
- Electronic waste (as applicable)

Please contact ORCS for universal waste pickup coordination or questions regarding disposal requirements.