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# EAST TENNESSEE STATE UNIVERSITY

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## Facilities Management

**Policy Number: 700.30**

**Title: Laboratory Glassware Disposal Policy**

**Implementation Date: May 2010**

**Last Audited: December 1<sup>st</sup>, 2018**

**Last Revised: December 14<sup>th</sup>, 2018**

### **Introduction**

This policy details the minimum requirements for the safe packaging and disposal of laboratory glassware at East Tennessee State University. Laboratory glassware is any item that could puncture regular trash bags and potentially cause injury to Custodial staff members. Laboratory glassware includes clean and empty glassware, bottles, flasks, vials and glass Pasteur pipettes not used with bio-hazardous or infectious materials or highly hazardous chemicals. Intact glassware that could potentially break during waste handling activities and broken plastic-ware that has the potential to cause injury during handling is likewise included.

Compliance with the program is critical and requires full cooperation of all entities involved. The ETSU Environmental Health & Safety Office will manage and facilitate the Laboratory Glassware Disposal Policy and assist all ETSU departments in compliance with these requirements.

### **Requirements for Disposal of Laboratory Glassware**

Glassware must **NOT** be disposed of in classroom common trash receptacles. The following are two examples of approved containers:



- Discarded glassware must be placed in a small puncture resistant and leak proof container such as a plastic bucket or a cardboard box.
- Any cardboard box may be used provided it is properly labeled, has a secure lid, is sturdy and of a size that will not weigh more than 20 pounds when full.
- Label the outside of the container "Broken Glass Only." Ensure that the label is in a location that is readily visible to laboratory and custodial staff.
- Laboratory glassware cannot be contaminated with hazardous, radioactive, pathological, chemical or biological material.
- Laboratory glassware must be appropriately decontaminated prior to disposal. Triple rinse and deface labels before placing glassware into disposal container.
- The glassware must be substantially free of liquids.
- Once full, place the container next to the waste basket near door for custodial staff to pick up.

**Never use laboratory glassware containers for the disposal of the following:**

- Sharps/needles
- Syringes
- Razor blades
- Scalpels
- Biohazard materials
- Liquid wastes
- Chemically contaminated laboratory glassware
- Empty containers that contained an acutely hazardous waste

**Broken Laboratory Glassware Cleanup**

Broken glassware should immediately be cleaned up. Each laboratory should be equipped with a small brush or broom and dust pan to clean up after small accidents. If the glassware contains hazardous, biological or radiological contaminants, please contact the ETSU Environmental Health & Safety Office at 439-6028 (extension 96028) for assistance.

**Contact Person**

**Director of Environmental Health & Safety  
Environmental Compliance Manager**

**Approved by:** \_\_\_\_\_  
William Brady Rasnick, Jr., Associate Vice President, Facilities  
Management

**Date approved:** \_\_\_\_\_

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