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Waste Disposal Procedures

Group contact person: **Dr. Chris Burns**, email: ctburn02@louisville.edu

University contact person: **Cathy Price**, email: cathy.price@louisville.edu,
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Emergency Contact: Department of Public Safety, phone: 852-6111

Liquid waste—Waste solvents should be collected in 5 gallon plastic jugs that are clearly labeled with red "Hazardous Waste" labels. Halogenated and non-halogenated solvents should be collected separately. Spent acid waste should be collected separately. Always use a funnel to avoid spilling. Each 5 gal jug has a waste log notebook and a Waste Concentration Form from the Department of Environmental Health and Safety. The notebook should be filled out each time waste is added with: date, chemical(s), amount, running total, and initials of the person disposing of the waste. **Note, when listing a chemical in the notebook the chemical's name should be written out do not use a chemical formula of any type.** When a jug of liquid waste is full (to the fill line) use the notebook to fill out the Waste Concentration Form and contact the Department of Environmental Health and Safety. They will pick up waste solvents at no charge. Do not remove the full waste jug from the hood. Only trained personnel (James Rose) from the Department of Environmental Health and Safety or Dr. Chris Burns can remove the jugs from the hood. Some dangerous liquids/solids should be kept separate in smaller appropriate containers (e.g. Hg). If you have a question about which container to use do not hesitate to ask Dr. Burns.

Solid waste—Place any solid waste (organic and inorganic) in the pail labeled "organic solids" that is located on the floor of the waste hood. The solid waste pail has a waste log notebook and a Waste Concentration Form from the Department of Environmental Health and Safety. The notebook should be filled out each time waste is added with: date, chemicals, amount, running total, and initials of the person disposing of the waste. Once the pail is full, close it and contact the Department of Environmental Health and Safety for pickup.

Broken glass—Broken glass cannot be thrown into regular trash since it can injure janitorial staff. Throw all broken glassware—which should not be excessively chemically contaminated—into a dedicated broken glass disposal carton labeled "Broken Glassware". Once a carton is full, seal it with tape, place it in the hall for pickup, and notify Dr. Burns.

Sharps—Dispose all needles and razors into the red containers labeled "Sharps" that are located on four of the six benches in room 340. Never force sharps into the container as this might cause serious injury. Instead, just drop needles and razors into the container. Even needles in their protective cover must be disposed in the "Sharps" container, since there is a risk of them coming out of the protective cover and injuring janitorial staff. Once the container is full, tape the top shut and notify Dr. Burns.

Paper—Unneeded paper should be recycled and not thrown into regular trash. For recycling, use blue departmental recycling bins in the lab. Minimize the use of paper in the first place by (1) storing your documents electronically, and (2) printing double-sided whenever possible.