

CLEAN GLASS WASTE DISPOSAL PROCEDURE

FOR CLEAN OR DECONTAMINATED GLASSWARE ONLY

Broken glass boxes are for discarding **clean/decontaminated broken or disposable laboratory glassware only**. All glassware **MUST BE** appropriately decontaminated before being discarded into broken glass boxes.

- **No needles**
- **No contaminated pipettes**
- **No contaminated containers**
- **No radioactive materials**
- **No biohazard/biological waste**
- **Once rinsed, glass chemical bottles can be discarded in a broken glass boxes**

Chemically contaminated containers MUST be discarded in the appropriate proper chemical waste container. **Glass, needles and other sharps contaminated** with chemical or biological material **MUST** be disposed of in the proper puncture-proof waste containers. Please refer to the *Chemical Waste Disposal Guidelines* (EHS-DOC-018) and *Biohazardous Waste Disposal Guidelines* (EHS-DOC-017) for more details concerning disposal of contaminated glassware and sharps.

PROCEDURE:

1. **REQUEST** a box from the EHS Office (hazardouswaste@concordia.ca);
2. **ASSEMBLE** ensuring the plastic bag liner is properly positioned;
3. **TAPE** the bottom of the box to avoid any rupture;
4. When full, **LIFT** the lid and **FLIP** the cardboard flap back under the opening to close the top of the box;
5. **TAPE** the lid of the box securely;
6. **WRITE** your lab room number (e.g. SP 300.01) on the top of the box with the word **"FULL"**;
7. **PLACE** the securely taped and labeled box in the service corridor. If the laboratory has no direct access to a service corridor, place the broken glass box beside the regular garbage inside the lab for Custodial Services to pick up.

Be considerate of cleaning staff safety. Make sure your broken glass box is:

- securely taped
- does not contain chemical or biological contaminants
- is not overfilled or too heavy
- is in good conditions (not warped or wet)
- is clearly identified

If you are unsure about the application of this procedure, please contact EHS.

Questions or inquiries:

Environment Health & Safety
 514-848-2424 ext. 4877

hazardouswaste@concordia.ca

