

## Glass Disposal Protocol

### GENERATING GLASS WASTE

1. Glass disposal containers (blue and white cardboard boxes) are collected by Facilities Services, not by EHS.
2. Only broken glassware that is NOT contaminated with potentially hazardous or toxic materials can be disposed of in these containers.
3. Broken glass contaminated with biohazardous materials MUST be disposed of into a sharps container.
4. Intact glassware 2 L or larger cannot be placed into glass disposal containers. Label container as "EMPTY," or remove/deface original label, and place out in the hallway.

### REQUESTING PICKUP FOR GLASS DISPOSAL CONTAINER

5. Stop filling the container when it is  $\frac{3}{4}$  full. Tie off the bag and tape closed. Place the lid on top of the box so that it is completely closed, then tape the lid down.
6. Fill out the form on the next page and tape to the lid.
7. Place the sealed box out in the hallway.
8. Send an email to [facilities@austin.utexas.edu](mailto:facilities@austin.utexas.edu).
  - In your email, you will need to request a pickup for a glass disposal container with the appropriate building and room number.

# Glass Disposal Container

This container is for non-infectious glass only. All glassware must meet the definition of empty as found in the University Lab Safety Manual. This container is for both broken and unbroken glass.

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## NO SHARPS ALLOWED

Sharps CANNOT go into the glass disposal container. The following items are regulated as sharps:

- Needles
- Razor blades
- Glassware contaminated with potentially infectious materials
- Syringes with attached needles
- Scalpel blades

Place all sharps into EHS provided sharps containers. For information on sharps containers call 512-471-3511.

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### Instructions for Using Glass Disposal Container:

- Complete container ID information (see below).
- Fill container with unwanted non-infectious glass that is free of any liquids. Do not over fill.
- When container is full, tape plastic liner closed, and cover with the lid provided. Lid must fully close.
- Place container in hallway for Custodial Services employees to pick-up after 5:00 p.m.
- If additional containers are needed check appropriate box on container ID label, and indicate the number of containers needed.

Container ID Information	
Building: _____	Room number: _____
Lab contact: _____	Phone: _____
Need additional glass container: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of containers needed: _____

Container will be picked up when:

- Container ID information has been completed
- Plastic liner is taped closed and lid is properly placed
- There are no signs of liquid on the container
- It is placed in the hallway

Place all glass containers, 2 liter or larger, next to the container to conserve space, and follow the instructions below.

- Bottles must be unbroken and completely free of any liquids
  - Lids and caps must be removed
  - An EMPTY label must be placed on the glass bottle
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### This container was not picked up because:

- \_\_\_\_\_ Container ID label is not correctly completed
- \_\_\_\_\_ Container is over filled
- \_\_\_\_\_ Container is not closed properly
- \_\_\_\_\_ Container is wet or otherwise damaged
- \_\_\_\_\_ Other: \_\_\_\_\_

QUESTIONS: Call Facilities Service Center at 512-471-2020