

GENERAL WASTE AND DISPOSAL HANDLING POLICIES

The Building Services Division comprises both Custodial Services and Integrated Solid Waste (ISW) operations. The division handles waste from the standpoint of individual generation to the approved waste or recycle containers. The only exception to that service is in handling waste streams that fall privy to regulations interpreted, defined, and enforced by the Environmental Health Services (EHS) Department. Many of those regulations are directed at hazardous waste generated by laboratory operations. Hazardous waste must be handled according to the policies and practices available from EHS, the policies for handling all other waste types are described below.

Every member of the Department shares responsibility for following appropriate policies and practices regarding generating, handling and disposing of wastes, both hazardous and non-hazardous. Policies and procedures for handling hazardous chemical waste are discussed separately in this safety manual.

Laboratory personnel are responsible for ensuring that only non-hazardous waste is disposed in these bins and that waste is properly segregated into the appropriate containers. These are the waste streams typically generated:

- Hazardous waste
- Cardboard
- Mixed recycling
- Sharps/metal
- Glassware (broken or lab glass)
- Electronic waste (E-waste)
- Regular trash

Building Service's custodial personnel have placed dedicated and marked central collection bins both inside and outside the Chemistry building. These bins are dedicated to the disposal of regular trash, mixed-recycling (blue and green bins), and sharps/metal/broken glass waste (red bins).

Proper segregation and disposal of waste streams is important with regard to health and safety but it is also a legal issue. Colorado state laws and city of Fort Collins ordinances apply to the proper disposal of cardboard and electronic waste. **FINES CAN RESULT TO ORGANIZATIONS AND INDIVIDUALS FOUND TO BE IMPROPERLY DISPOSING OF CARDBOARD AND E-WASTE IN REGULAR TRASH (THESE PENALTIES APPLY ON-CAMPUS AND AT YOUR OWN RESIDENCE).**

MIXED RECYCLING

Recycling and waste minimization are key components to making Colorado State a more sustainable campus. Recycling efforts at CSU have garnered annual awards in the university recycling competition, RecycleMania (sponsored by The National Recycling Coalition and U.S. Environmental Protection Agency). In May 2008, the Colorado Association For Recycling, or CAFR, awarded CSU the Outstanding Government Recycling/Waste Diversion Program Award.

ACCEPTABLE RECYCLING ITEMS

<i>Paper</i>	<i>Paperboard</i>
<ul style="list-style-type: none">• Junk mail (remove any non-paper items)• Newspapers and newspaper inserts• White paper• Phone books• Brown paper bags• Pastel-colored paper• Magazines, catalogs, books• File folders, index cards, envelopes	<ul style="list-style-type: none">• Cereal and pasta boxes• Wax-lined cartons (milk, ice cream)• Brown paper grocery bags
	<i>Glass & Aluminum (labels are okay)</i>
	<ul style="list-style-type: none">• Glass bottles and jars of any color• Aluminum cans (do not crush or flatten)• Steel (tin) cans• Metal jar lids and bottle caps• Empty aerosol cans (no caps)• Aluminum foil (flattened, clean foil only)
<i>Plastic (labels are okay)</i>	
<ul style="list-style-type: none">• Clean #1 - #7 plastic bottles, tubs and containers• Butter and yogurt tubs	
<i>Other recyclable items</i>	
<ul style="list-style-type: none">• Cardboard• Pizza boxes, corrugated boxes	

DO NOT RECYCLE

- Screw top caps
- Plastic bags
- Pesticide or motor oil containers
- To-go containers & Styrofoam
- Microwavable trays or food/party trays
- Broken glass
- Light bulbs
- Plate glass or cookware
- Neon or carbon paper
- Disposable utensils and plates
- Compostable cups and containers

SHARPS AND METAL WASTE

Any sharps made of metal (including, but not limited to: scalpel blades, razor blades and needles), and/or biohazard-contaminated glassware must be placed in a puncture-resistant container. When said container is full, it will be autoclaved (if necessary), sealed and placed in a cardboard box, which will in turn be sealed. The container and box will both be labeled with the laboratory PI's name, a contact phone number, the date, and the words, "Decontaminated Laboratory Sharps" written conspicuously on the top of the box.

To avoid needle stick injuries and possible exposure to hazardous agents, needles should not be recapped, bent, sheared or broken. Retractable or self re-sheathing needles should be used when appropriate. In rare instances a one-handed technique (eg., use a one-handed scoop technique, or hold the cap with a hemostat or forceps) may be used to recap needles, but this is discouraged. Used needles, as is the case with other sharps, must be appropriately disposed of in a sharps container.

LABORATORY PERSONNEL ARE RESPONSIBLE FOR SAFELY DEPOSITING SHARPS WASTE USING APPROVED CONTAINERS INTO THE CENTRAL COLLECTION BINS. If bins are full and they cannot immediately deposit the waste into the bin, they should return the waste to their lab temporarily and notify the Facilities Dispatch operator at (970) 491-0077 of the situation. Only two types of containers are approved by EHS for this waste. Labs must either use approved disposable (single use) sharps containers or a sturdy, double box (cardboard) system that is taped shut at the time of disposal and will fit into the designated bins provided in their buildings. Bin size is 23" by 19" (mouth) by 33" high. Five gallon buckets will not be acceptable to EHS and must be disposed of after placing sharps in one of the approved containers. Place sharps in one of the approved containers until they are full and then tape them shut securely before taking to the designated bin. Building

Services will not handle containers left anywhere except inside the designated bins.

GLASSWARE (BROKEN AND LAB GLASS)

Lab glass should be boxed up for disposal. Most labs utilize broken glass collection boxes (these are available in the main stockroom D110). Regular cardboard boxes may be used, but they must be clearly marked "Broken Glass" and the box should fit within the red sharps collection bins. When a broken glass collection box is ready for disposal, tape the box securely shut. Lab personnel should then place full and securely taped glass boxes directly into the red sharps collection bins. **FACILITIES WILL NOT PICK UP AND DISPOSE OF ANY BOXES OF BROKEN GLASS THAT ARE NOT TAPED UP SECURELY AND PLACED WITHIN THE BINS.**

CARDBOARD

WITHIN THE CITY OF FORT COLLINS, A LOCAL ORDINANCE BANS CARDBOARD FROM TRASH BINS FOR ALL BUSINESSES, FAMILY RESIDENCES AND CONSTRUCTION SITES – AND IMPOSES A FINE IF CARDBOARD IS FOUND IN A TRASH CAN.

Colorado State University Facilities Management is asking all faculty, staff and students to comply with the ordinance by recycling cardboard on campus, helping the university avoid fines. Cardboard can be recycled on campus in blue recycling containers usually located at most desks, in 'single stream' collection receptacles, in designated large receptacles in buildings across campus and at most building dock areas.

CSU Facilities Management needs your help to keep cardboard out of the trash. Please use designated collection receptacles in your building or place cardboard in single-stream collections. Facilities Management will no longer be able to collect waste in receptacles that are not in compliance with the ordinance, with the exception of cardboard boxes containing sharps for disposal.

Within the building, cardboard which has been broken down and flattened will be picked up by Facilities. Place flattened boxes in the hallway outside room doors for pickup.

ELECTRONIC WASTE (E-WASTE)

IT IS A VIOLATION OF SOLID WASTE REGULATIONS FOR RESIDENTS OF COLORADO TO DISPOSE OF ELECTRONIC WASTE IN THEIR TRASH. While it has been for many years and continues to be violation of the hazardous waste regulations for industry, businesses, and government agencies to dispose of any electronic waste that exhibits one or more characteristics of hazardous waste in municipal solid waste landfills, Senate Bill 12-133 bans landfill disposal of certain electronic wastes from households. Under limited conditions, a Board of County Commissioners may vote to temporarily exempt its residents from the ban.

Some common electronics that are banned from disposal include:

- Computers
- Computer monitors
- Laptops, notebooks
- Ultrabooks, netbooks & tablets
- Peripherals such as keyboards, mice & speakers
- Printers
- Fax machines
- Televisions
- DVD & VCR players
- Video game consoles
- Radios & stereos

CSU's Surplus Property supports an e-cycling or electronic recycling program on campus. It accepts CSU property as well as personal electronics from faculty, staff and students.

If you have CSU owned E-waste, it must be disposed of through CSU Surplus Property. This includes computers, appliances, and any lab equipment (small or large). For more information please contact CSU Surplus Property at (970) 491-1918.

Surplus electronics, which includes appliances, computer systems/peripherals, and lab equipment, can be disposed by completing an Equipment Accountability Change Request (EACR). EACR's must be completed and submitted online at <http://eacr.colostate.edu>. An additional Refrigerator, Freezer, Laboratory Equipment Declaration Form (RFLE DEC Form) is also required for any refrigerator, freezer, or laboratory equipment that has been in contact with chemical, biological, or radioactive material. These items must be cleaned and decontaminated prior to surplus removal. All items for surplus must be clearly labeled "Surplus" and made safely accessible to Surplus property workers (this is often done by short-term placement of surplus items in the hallway outside active lab areas).

Information contained within this document has been extracted in part from the Colorado State University, Department of Chemistry, Safety Manual.