



UW Safety Office
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1000 E. University Ave.
Laramie, WY 82071
Phone: (307) 766-3277
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**Regulated Materials
Management Center**

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www.uwyo.edu/safety

DATE: May 13, 2019

TO: All Deans, Directors and Department Heads

FROM: UW Safety

SUBJECT: Disposal of sharps / broken glass, hazardous, contaminated materials, non-hazardous materials, etc.

We have had re-occurring incidents of bottoms falling out of boxes, employee injuries from hidden sharps, overweight trash containers, and unidentified leaking containers that cause considerable concern. To prevent improper or unsafe handling of specific materials generated in laboratories, offices and work areas, we request that faculty and staff properly prepare these materials for disposal. We need your help to provide a safe working environment for our employees and efficient service to our customers.

UW Policy: As of April 15, 1998, custodial staff were instructed **NOT** to pick up trash, other containers containing sharps, hazardous materials, contents weighing over 50lbs, unknowns, to clean up chemical spills or leaky chemical containers. Your cooperation will be much appreciated.

Laboratory Sharps (needles, razor blades, plastic pipettes, etc.): Place into labeled sharps containers. Containers available from the Physical Science Chemical Stockroom, Rm 20 or purchased from any laboratory supply company (container needs to be hard sided and covered) container does not have to be purchased. If not contaminated with biohazards, staff and lab personnel will remove to UW dumpster.

Broken Glass (windows, beakers, etc.): Place into a box, tape the box closed and label contents. If not contaminated with biohazards, staff and lab personnel will remove to UW dumpster.

Material in a Biohazard bag: Dispose of biohazardous material (sharps and non-sharps) through the Regulated Materials Management Center. Dispose of autoclaved material in a secondary trash bag to the UW dumpster as part of normal laboratory procedures by staff and lab personnel. Please do not leave these items in the trash container.

Hazardous Chemical Waste: Contact the Regulated Material Management Center for proper disposal, ext. 6-3697.

Chemical Leaks / Spills (chemicals, oil, unknown liquids, etc.): Contact UW Safety, ext. 6-3277) for proper clean-up methods. Absorbent materials are available in the Physical Plant Stores

Warehouse to catch and contain leaks or purchased from any laboratory supply company. Please do not ask custodians to clean up these materials.

Books: Stack by the recycling containers and label as "recycling". If there are more than a few books, please contact the Recycling Department at ext. 6-3590 to arrange for pick up.

Soil/Rocks/Concrete (or similar materials)*: Divide into smaller containers not exceeding 50lbs each. If not contaminated with biohazards. Personnel will call Service Desk, ext. 6-6225 to arrange for disposal and sufficient labor to handle the materials safely and disposal.

Non-Hazardous Material Waste*: If you wish to dispose of large quantities of a non-hazardous material. Personnel will call Service Desk, ext. 6-6225 to arrange for disposal and sufficient labor to handle the materials safely and disposal.

***City of Laramie, Public Works Landfill: The baler building system at the landfill is asking to keep out branches, rocks, concrete, large chunks of metal and large quantities of dirt/soil from trash bins. These items are more easily handled at other location within the landfill.**