

# QUICK RECYCLE & DISPOSAL GUIDE

University of Wisconsin- Eau Claire

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Material/Service	What do I do?	Notes	Whom do I contact?
<b>Acidic/Basic Solutions</b> (lab waste)	Neutralization may be performed by qualified personnel	See <a href="#">Hazardous Waste Policy</a> for guidance on neutralization.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Aerosol Cans</b>	Email EHS Manager to request pick up or ask questions.	Do NOT discharge non-empty waste aerosol cans into the air solely to empty the can.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Appliances/ Instrumentation</b>	Complete eform to request Surplus Store to pick up: <a href="https://eform1.uwec.edu/workspace.aspx">https://eform1.uwec.edu/workspace.aspx</a>	Determination as to whether collected item will go to surplus or trash resides with the Surplus Store-Inventory Control.	Central Stores-Surplus 836-5555 <a href="mailto:Surplus@uwec.edu">Surplus@uwec.edu</a>
<b>Asbestos Containing Items</b>	If you have loose or damaged floor tiling, carpeting, ceiling tiles, or other building product you suspect contains asbestos, submit a Facilities Work Request.	Asbestos trained personnel will collect sample to send to a lab for testing to determine if abatement is necessary	Greg Falkenburg 836-4412 <a href="mailto:FALKENGC@uwec.edu">FALKENGC@uwec.edu</a>
<b><a href="#">Ballasts</a></b>	If light bulb is not labeled "No PCBs," it is best to assume it contains PCBs unless it is known to be manufactured after 1979. FLBs manufactured after 1998 do not require labeling. Contact EHS Manager to request pick up.	Non-PCB ballasts are recycled as scrap metal; PCB or suspect PCBs must be disposed of by a HW contractor.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Batteries</b>	<b>Alkaline</b> batteries may be placed in the normal trash. <b>Contact EHS Manager</b> for recycling lithium and lithium ion, nickel-cadmium, nickel-metal hydride, silver oxide and mercury oxide batteries. Cover electrodes with clear tape, or place individual batteries in a plastic bag. Route <b>sealed lead acid batteries</b> to Auto Shop for recycling. Record make of battery on sheet attached to wall above battery storage.	Batteries are managed as Universal Waste.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a> Auto Shop 836-3414 <a href="mailto:seichtj@uwec.edu">seichtj@uwec.edu</a>

<b>Broken Glass and Plasticware with Sharp Edges</b> (Non-infectious only)	Package <i>non-infectious</i> items in a lined, sturdy, appropriate-sized cardboard box marked "Broken Glass." Seal with tape. Set in hallway for custodial pick-up.	Place Infectious broken glass items in a sharp's container.	Direct questions to <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<a href="#">Chemical Containers</a> (empty)	If container has a university barcode, contact the Chemical Stockroom for inventory adjustment. Rinse container, remove or obliterate the label with permanent marker and dispose of in trash or return empty 2.5 Liter and 4 Liter glass bottles to the Chemical Stockroom for possible reuse for lab waste storage. "Empty" is defined as no more than 3 percent material by weight remains inside container.	Containers of P-listed acute hazardous wastes are considered empty only after the container has been triple-rinsed or the inner liner has been removed. The rinsate generated by triple rinsing the container must be disposed of as P-listed waste. Containers of P-listed wastes that are not triple-rinsed must be disposed of as hazardous waste.	Chem Stockroom Manager 836-5369 <a href="mailto:setwyndj@uwec.edu">setwyndj@uwec.edu</a>
<b>Chemicals</b> (unused or wanted)	First, see if the Chemical Stockroom or if someone else in the department/organization could use the unwanted chemical. If not, email EHS Manager.	Be cautious of containers of reactive materials. Submit to EHS Manager by its expiration date.	Direct questions to Chem Stockrm Mgr 836-5369 <a href="mailto:setwyndj@uwec.edu">setwyndj@uwec.edu</a>
<b>Contaminated Labware</b> (gloves, wipes, pipette tips)	Collect labware, bag, and label. Identify the hazardous contaminant. Contact EHS Manager if not on routine monthly pickup.	Dispose as hazardous waste	EHS Manager 836-3999 <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Electronics: Technology and Audio/video Equipment</b> - (computers, monitors, printers, other peripherals, TVs, cameras, etc.)	<b>All</b> technology, which includes audio/video equipment like cameras TVs, DVD players, etc. must be routed through LTS for proper wiping of data if it has any, updating inventory records, etc. Email LTS Help Desk to request equipment pick up.	Do not toss electronic equipment into trash. After LTS has decommissioned it, the equipment may be sold or recycled through the Surplus Store, or sent to an electronic waste recycler.	<a href="mailto:helpdesk@uwec.edu">helpdesk@uwec.edu</a>
<b>Electronics: Lab/Office Equipment</b> - (calculators, staplers, hole punchers, etc)	Request pick up by completing an eform through Surplus Store <a href="https://eform1.uwec.edu/workspace.aspx">https://eform1.uwec.edu/workspace.aspx</a>	Do not toss electronic equipment into the trash. Equipment may be recycled through the Surplus Store, or if unusable, through our electronic waste recycler.	Central Stores-Surplus 836-5555 <a href="mailto:Surplus@uwec.edu">Surplus@uwec.edu</a>

<b>Material/Service</b>	<b>What do I do?</b>	<b>Notes</b>	<b>Whom do I contact?</b>
<b>Fluorescent Light Bulbs</b>	Refer to <a href="#">Lamp Storage and Disposal Policy</a> for temporary lamp storage locations. Direct boxes of spent lamps to Surplus Store. Place broken lamps in separate, lined container and label as "Broken Lamps." Do not drop lamps off at Surplus Store without first contacting Stores' staff and submitting an eform for pick-up. <a href="https://eform1.uwec.edu/workspace.aspx">https://eform1.uwec.edu/workspace.aspx</a>	Managed as Universal Waste. Removed by contractor for recycling.	Surplus Store - Supervisor 836-5555 <a href="mailto:Surplus@uwec.edu">Surplus@uwec.edu</a> Custodial Services 836-5817 <a href="mailto:FACMGT53@uwec.edu">FACMGT53@uwec.edu</a>
<b>Gas Lecture Cylinders (empty)</b>	Route empty lecture cylinders to the Chemical Stockroom for eventual pick up by EHS Manager.		EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Large Gas Cylinders (empty)</b>	Empty cylinders should be segregated from full cylinders. Hazard compatibility segregation still applies to empty cylinders. Contact vendor for pick up.		Chem Stockroom 836-5369 <a href="mailto:setwyndj@uwec.edu">setwyndj@uwec.edu</a>
<b>Hazardous Waste (unwanted)</b>	Store in designated satellite accumulation area. Create a list of all the chemicals (and amounts) ready for disposal and identify the generator of the waste. If not on routine monthly pick up schedule, contact Risk Management and Safety to request pick up of waste.	Full containers of hazardous waste are picked up on a routine basis. Containers should be in good condition and cap be securely in place. Label must identify all contents and be legible. No abbreviations or chemical structures are allowed. It is expensive to dispose of unknown chemicals. Attempt to identify unknown wastes.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Infectious Waste/Blood</b>	Biological or medical waste that cannot be disinfected via autoclave is disposed of by a licensed service.	EHS Manager will pick up medical waste for disposal on its regular pick up schedule or at end of semester; if earlier pickups are needed, email EHS Manager.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Laser Toner/Ink Jet Cartridges</b>	Place old toner/cartridge in the box that the new cartridge came in and place by the trash can in the hallway.	These items are removed by Custodial Services and given to Surplus Store for recycling.	Central Stores-Surplus 836-5555 <a href="mailto:Surplus@uwec.edu">Surplus@uwec.edu</a>
<b>Mercury</b>	Broken Thermometers and small mercury spills should be cleaned up immediately by the generator. Place in a sturdy, lined sealed container. Email EHS.	Broken thermometers and instrumentation are handled as hazardous waste.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Paint, Latex based</b>	Unusable latex paint should be mixed with kitty litter, vermiculite, or sand, and allowed to solidify, and then disposed of in normal trash.	Large amounts of unwanted latex paints may be routed to Surplus for resale or check with the Paint shop. Do not mix latex paint with any other chemical or it may need to be treated as hazardous waste.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>

<b>Paint, Oil based</b>	Email EHS Manager to request pick up.	Dispose of as hazardous waste.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Peroxide forming chemicals</b> (see link for listing)	<b>Date chemicals upon receipt. Remove from lab when chemical reaches its date of expiration.</b> Check condition of container before disposal. If solid appears around the neck DO NOT HANDLE. If container appears to be in good shape, dispose of as hazardous waste.	<b>Peroxide-forming chemicals can be very dangerous and expensive to dispose/handle.</b> Purchase in small quantities and use shortly after purchasing.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Photographic fixer</b>	Collect fixer in container(s) provided by EHS Manager. Call EHS for pick-up.		EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Radioactive waste</b>	Radiation Safety Officer (RSO) prepares radioactive waste by checking radioactivity, applying label & radioactive sticker, & assisting with making entry in EHS logbook. Contact EHS Mgr for removal to Radioactive Storeroom.	EHS Manager will provide labels upon request. RSO to provide ample time for EHS to purchase containers, if necessary.	RSO <a href="mailto:hatis@uwec.edu">hatis@uwec.edu</a> EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Sharps</b>	Dispose of in a red plastic sharps container. When full, contact EHS Manager for pick up. All discarded sharps (contaminated or not) such as hypodermic needles, scalpel blades, lancets and syringes with needles attached are considered infectious waste. <b>Do not toss in normal trash.</b>	Custodial Services monitors and collects sharps containers located in restrooms (mostly on first floor) and submits to EHS. EHS collects those in labs and Student Health Services.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a> Custodial Services 836-5817 <a href="mailto:FACMGT53@uwec.edu">FACMGT53@uwec.edu</a>
<b>Solvent-Contaminated Wipes</b>	Collect rags soaked with solvents, dyes, oils and paints. Store in full closed, fire-resistant containers. Seal bag prior to offering to EHS for disposal.	Solvent-contaminated wipes will be removed at end of semester or sooner, if necessary.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Surplus Equipment</b> (furniture, office supplies, etc.)	Request pick up by completing an eform through Surplus Store <a href="https://eform1.uwec.edu/workspace.aspx">https://eform1.uwec.edu/workspace.aspx</a>	Do not toss into the trash. Furniture and office supplies may be recycled through the Surplus; if unrepairable, then it will be disposed. For questions, contact Surplus.	Central Stores-Surplus 836-5555 <a href="mailto:Surplus@uwec.edu">Surplus@uwec.edu</a>
<b>Used Oil or Antifreeze</b>	These materials are collected in Facilities Auto Shop. <b>Do not mix used oil or antifreeze with any other waste.</b> Contact EHS Manager for lab pick up.	These materials are regulated as universal waste/special waste. However, if either material is mixed with another waste, it may become contaminated and will need to be disposed of as hazardous waste, making disposal costly.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>
<b>Waste Solvent</b>	Place solvent in pre-labeled containers in SAA. Prep for movement to Central Accumulation Area by referencing the Hazardous Waste section above. Remove foreign objects dropped in container. Do not exceed 90% capacity of container.	Halogenated and Non-halogenated solvents as well as common solvents used in painting/stripping are bulked to reduce shipping costs.	EHS Manager <a href="mailto:EHS@uwec.edu">EHS@uwec.edu</a>

