

LaGuardia Community College – Waste Disposal Guideline

Table Contents

▪ Aerosol Spray Cans	Page 2
▪ Batteries	Page 3
▪ Computers and Other Electronics	Page 4
▪ Correction Liquids (Whiteout or Similar)	Page 5
▪ Fluorescent Lamps or Light Bulbs	Page 6
▪ Food Warming Fuel / Chafing fuels (Sterno, etc)	Page 7
▪ Helium Tanks	Page 8
▪ Ink / Toner Cartridges	Page 9
▪ Medical and Bio Hazardous Waste	Page 10
▪ Mercury Containing Equipment	Page 11
▪ Pesticides, Herbicides, etc.	Page 12
▪ Used Chemicals and Hazardous Materials	Page 13

Aerosol Spray Cans

Aerosol spray creates an aerosol mist of liquid particles. **Pressurized cans must not simply be tossed in trash.**

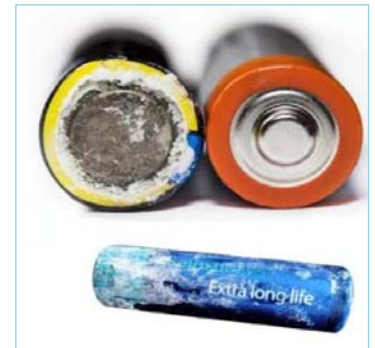
E.g. Spray paint, compressed air, WD-40 etc.



Used and non-working aerosol spray cans must be collected and handed over to housekeepers. Contact your [Department EHS liaisons](#) or the EHS office at ext. 5507 if you have any questions.

Batteries

Most Non-Alkaline Batteries contain toxic or corrosive materials, such as Mercury and Sodium, which becomes hazardous waste. They can pose a threat to our health and the environment if improperly disposed.



Alkaline Batteries	Non-Alkaline Batteries	Leaking or Damaged
Standard non-rechargeable batteries (e.g. AAA, AA, D, 9V, etc.)	Rechargeable Batteries, Ni-Cad & Lithium batteries, Lead-acid batteries (e.g. cell-phone batteries, radio batteries, laptop batteries, button batteries, etc.)	
Disposal	For Collection and Disposal	Cleanup and Disposal
Alkaline batteries can be safely disposed with common waste, but remember to tape the contact ends before you dispose.	Contact: Departmental EHS Liaison Or EHS Office ext. 5507	Contact: EHS Office ext. 5507 Or CHO ext. 5772

Computers and Other Electronic

Electronic waste or **e-waste** are discarded electrical or electronic devices. Electronic scrap components, such as CPUs, contain potentially harmful materials such as Lead, Cadmium, Beryllium, or Brominated flame retardants.



- Remove any batteries and follow battery disposal information given in this document
- Obtain and fill out a salvage form from the property management office
- Return the form to property manager to schedule a pickup and disposal
- Property manager: Ivan Correa, e-mail: icorrea@lagcc.cuny.edu, ext. 5587

Correction Liquid/ Whiteout

Most paper correction liquids, collectively referred to as white out, are highly flammable and they may have a severe toxic impact on the environment.

Some Examples of Correction Liquid Brands

Whiteout, Liquid Paper, Paper Mate Liquid Paper Correction Pen, All Purpose Correction Pen, Mini Correction Pen, AutoFlo Correction Pen, etc.



Dispose as hazardous waste. Contact Environmental Health and Safety Office, at ext. 5507, or Chemical Hygiene Officer at ext. 5772. If the liquid has been completely used up, the bottle or pen can be tossed in regular trash.

Lamps/ Light Bulbs

Most lamps/bulbs contain toxic or corrosive materials such as Mercury and Sodium, which becomes hazardous waste. They can pose a threat to our health and the environment if improperly disposed.

Non-Incandescent Bulbs

Fluorescent lamps, high intensity lamps, neon lamps, mercury vapor lamps, high-pressure sodium lamps, metal halide lamps, etc.



For Disposal

If Broken

Contact EHS at ext. 5507

If Unbroken

Contact Building Operation at ext. 5580

Incandescent and LED bulbs

Incandescent = standard, old fashion light bulbs with a filament.



Broken / Unbroken

Dispose in ordinary trash, but if attached to other electronic components, refer to e-waste section for disposal instructions

Food Warming / Chafing fuels

Food Warming Fuels are flammable. Used or unwanted flammable wastes must be disposed as hazardous waste.

E.g. Sterno Cooking Fuel, Sterno Ethanol, Diablo, etc.



If the fuel is completely used up, with no residue left in cans, they can be discarded as scrap metal. Contact the EHS office at ext. 5507 or Chemical Hygiene Officer at ext. 5772 for further instructions.

In the event of a spill: DO NOT ATTEMPT TO CLEANUP unless you have been trained at LAGCC in hazardous material cleanup. Contact the Environmental Health and Safety Office, ext. 5507 or Chemical Hygiene Officer at ext. 5772 for further instructions.

Helium Tanks

Helium is a colorless, odorless, tasteless, non-toxic, non-flammable, inert gas. Improper handling or storage may cause serious injuries.

What NOT to do:

- Do not allow anyone to inhale gas. Inhaling gas is highly dangerous & may cause DEATH
- Do not leave tank unattended
- Do not open valve without regulator attached
- Do not store tank in areas over 125° F
- Do not allow unauthorized or untrained individuals to operate tank

What to do:

- Store tank in well-ventilated area
- Secure tank to prevent falling
- Protect tank from bumping or any sudden blows
- Close Tank Valve, remove Regulator Attachment & replace Valve Cover when not in use
- Store tank in upright position
- Keep cylinder away from children
- Use a cylinder cart to transport tank(s)
- Replace Valve Cover before transporting cylinder



Contact Building Operations, at ext. 5580, for disposal or Environmental Health and Safety Office, at ext. 5507, for more information.

Ink / Toner Cartridges

There are many adverse environmental effects of just throwing away an old ink or toner cartridge. The volatile organic compounds (VOCs), and heavy metals present will pollute the soil and water when they reach landfills.



Most inkjet cartridges, laser cartridges and toner bottles can be recycled by sending it back to the manufacturer. If you have any questions or concerns contact the Environmental Health and Safety Office at ext. 5507

Return shipment preparation:

Put all toner / ink cartridges in a sealable plastic bag and place them in a cardboard box. Bring the box to the main loading dock (MB98). Please inform the receiving area staff that you have used toner cartridges to be shipped.

Cartridge Return Center
325 Weakly Road
Calexico, CA 92231

Medical and Biological Waste

Some Examples of Medical and Bio Hazardous Waste

These include, but are not limited to wastes generated from diagnosis, treatment, or immunization of human beings, and animals in research, or in the production and testing of biologicals.

Waste Disposal Guideline

Potentially infectious Materials:

This includes saliva, vomit, urine, semen or vaginal secretions, skin, tissue, cell cultures and other bodily fluids containing blood

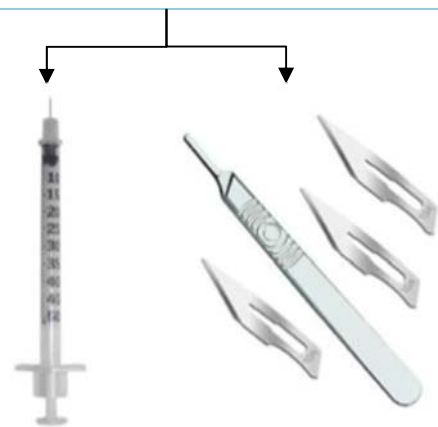


- Use appropriate protective equipment (Gloves, tongs, etc.)
- Collect in biohazard waste bags and containers
- Store in puncture / leak proof containers
- Contact EHS for collection and disposal information (Ext. 5507)



Contaminated Sharps

(i.e. Syringes, scalpel blades, razor blades, etc.)



- Use appropriate protective equipment (Gloves, tongs, etc.)
- Deposit in red, puncture resistant, sharps containers, or
- Deposit in sharps collection boxes located near the main security post in each building.



In the event of a spill: DO NOT ATTEMPT TO CLEANUP, unless you have been trained at LAGCC in hazardous material cleanup.

Contact

For labs: Contact Lab Technician | Public Safety at (718) 482 5555 | Environmental Health and Safety at (718) 482 5507

Mercury Containing Equipment

Mercury is ranked the third most toxic element or substance on the planet, next to Arsenic and Lead, that continues to be dumped into our waterways and soil, released into our atmosphere, and consumed with our food and water.

Some Examples of Equipment Containing Mercury

Mercury thermometers, thermostats, barometers, manometers, temperature and pressure gauges, mercury switches, etc.



Any equipment containing mercury must not be thrown in the trash. Contact the Environmental Health and Safety Office, at ext. 5507, or the Chemical Hygiene Officer, at ext. 5772, for disposal.

Pesticides, Herbicides, etc.

Many pesticides contain chemicals that may harm people, pets and the environment. **It is illegal to bring pesticides to the campus** (either commercial or household brands) if you are not a licensed contractor hired by LAGCC.



For disposal, contact the Environmental Health and Safety Office, at ext. 5507, or the Chemical Hygiene Officer at 5772.

Used Chemicals and Hazardous Materials

Depending on the location and type of work, you may find various hazardous substances throughout the College.

Some Examples of Used Chemicals

Adhesives, Aerosols, Cleaning products, Compressed gas cylinders, Lab chemicals, Paints, Solvents, etc.



Report Spills Immediately to Public Safety Office at ext. 5555 and EHS Office at ext. 5507

For disposal, contact the Environmental Health and Safety Office, at ext. 5507, or the Chemical Hygiene Officer at 5772.