



Disposal of Laboratory Glassware Policy

Broken glassware poses a laceration hazard and should be cleaned up immediately. Each laboratory should have a small brush and dust pan ready for such incidents; forceps or tape can also be used to pick up smaller pieces of broken glass. In the event that the disposal of broken (or unserviceable) glassware in the laboratory is needed, adhere to the following guidelines:

- Alert all occupants of the laboratory of the hazard to prevent injury; cordon off area if necessary
- Discarded glassware **Must** be placed in a puncture proof, double-lined cardboard box or another container specifically designed for the disposal of glassware
- The receptacle must be properly assembled according to the instructions listed on the box
 - A puncture-resistant bag **Must** line the inside of the box before any glass is placed inside
- The box should be prepared for disposal when it is approximately 80% full
 - Under no circumstances is the box to be overflowing with glass or weigh more than 25 pounds
- If the integrity of the box comes into question before it is filled to capacity (visible bulging, contents protruding from the sides, etc) do not continue to fill it; consult with the CHO and EHSO for proper disposal measures and assemble a new box immediately to replace it
- Container must be labeled with the words **“Caution: Broken Glassware”** in bold

Laboratory Personnel Responsibility

- Once a broken glass receptacle is deemed to be full, prepare it for disposal:
 - Remove the top lid and place cardboard flap over the entry hole; replace box top.
 - Reinforce the sides of the box with duct tape if necessary.
 - With the help of a co-worker, carefully place a clear plastic liner (provided by employer) under the box, and gently lift until the box is enclosed by the bag.
 - Tie off the top of the plastic bag over the cardboard box and move to the hallway for pick-up.
 - On the outside of the plastic bag, a “Non-Infectious” certification flyer must be posted (provided by employer) on the box.
- Never use broken glassware boxes for the disposal of:
 - Hazardous waste
 - Medical waste
 - Radioactive waste
 - Sharps
 - Biohazard materials
 - Liquid wastes



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Housekeeping Staff Responsibility

- When a broken glass receptacle is placed in the hallway for pick-up, carefully examine the outside of the container before touching it
 - Make sure that the “Non-Infectious” flyer is posted and the box is covered completely by a plastic liner
 - Without straining yourself, test the weight of the box and make sure it is manageable before you attempt to move it
 - If the integrity of the box is questionable (i.e., leaking, protruding glass, emanating a strong chemical odor), **Do Not Take It**. Contact the CHO and EHSO immediately and explain the situation
- Once inspected, the box can be safely removed by staff using proper PPE (sturdy gloves as well as the use of a hand truck/ portable dumpster are strongly encouraged)
- The box is to be taken to the loading dock and can be placed directly into the dumpster

If there are any further questions or concerns regarding LaGuardia’s laboratory glassware disposal policy, please contact the Environmental Health and Safety Office at 718-482-5507 or refer to the latest edition of LaGuardia’s Chemical Hygiene Plan.

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