

Disposal of non-chemical waste.

Disposal of Glass

Pyrex and Non Pyrex (eg. lab bottles): This glass will be contaminated with either chemical or biological agents. Before disposal, laboratory staff must decontaminate the glass and completely remove the chemical label, before placing in bins at the loading dock at the rear of Old Chemistry (or yellow bins at Bio21). It will then be disposed of to land fill tips through Property & Campus Services.

Broken glass, pipettes: If they are chemical free, they can be disposed of in the same manner as glass bottles. For disposal of contaminated broken glassware, the Safety Officer should be notified. This will be disposed of with the non-standard chemical waste.

Laboratory Waste

Laboratory procedures often generate contaminated gloves, pipette tips, tubes and other consumables. The disposal of this waste and any potential hazards to personnel and cleaning contractors should be considered:

- Gloves should be rinsed before removal, turned inside out as removed and placed in bin.
- Consumables should be decanted and rinsed before disposal in normal rubbish.
- Solid contaminated waste materials such as paper towels, tips, tubes or contaminated gloves which cannot be rendered non-hazardous should be stored and disposed of via the Safety Officer in the following manner: Seal in large zip-lock bag. The waste should be clearly labelled with an accurate description of the contents. Discuss the issue of waste storage and disposal with your supervisor and the Safety Officer before you generate the waste. This will be disposed of with the non-standard chemical waste.

Disposal of Sharps

In laboratories where biological and chemical or hazardous substances work is carried out, sharps are normally contaminated with blood, other biological products or toxic chemicals and are classified as contaminated waste and must be treated as a potential health hazard. This includes items such as razor blades, uncapped syringes and needles, scalpel blades, but does not include large glass items which should be put in the appropriate container for general disposal.

Always use an approved sharps containers suitable for blades, syringes, needles etc, available from the Chemistry Store. Ensure that when disposing of sharps they follow safe work practices. Immediately after use they should be placed in a dedicated, secure approved container which is clearly labelled for this purpose and which complies with Australian Standard 4031. Do not over fill sharps containers. Note: Liquids should not be placed in sharps containers.

When delivering the sharps containers to the waste containers on the loading dock, the lid should be taped down and the departmental code should be marked on the lid of the container. The gross weight in Kg should also be marked on the container. When handling sharp containers (during the collection and transport), staff should wear heavy duty gloves.

Disposal of batteries

Spent batteries can be left in the collection box in the Amenities Room or at the Bio21 store.

Disposal of Plant or Equipment, (tagged-out or surplus)

Disposal of Refrigerators or Freezers: The Electronics Workshop staff should be consulted when a refrigerator or freezer is to be disposed of. Refrigerators or freezer units which are being scrapped should have their doors/lids removed and the power lead/plug removed. Any harmful residues should be cleaned out and if they contain an ozone depleting substances in the form of the refrigerant gas, this should be removed before disposal. Departments should contact Mechanical Services, Maintenance Department, Property Services for advice on degassing the units in a safe controlled manner as required by the regulations.

Electrical appliances or furniture etc: The Building Supervisor should be consulted when equipment or furniture is to be disposed of. Refer to the University Financial Policy and Procedures manual for requirements of equipment disposal (Section 13.8). Ensure that the Central Inventory is amended to reflect items of plant and equipment that have been disposed of, sold or transferred. Electrical appliances being disposed should have their power cord cut off. In any case, whether it is plant, electrical appliances, furniture etc, a black and yellow "Caution-Do Not Use" tag should be placed on it to warn people that it is for disposal and should not be used.

If the items being disposed off have been manufactured in the department the requirements of the 'Plant' Regulations as a manufacture/supplier must be complied with.

Equipment Containing Hazardous Products: Where equipment or plant contains asbestos or asbestos containing products or ozone-depleting substances either the Occupation Health and Safety (Asbestos) Regulations or the Environment Protection Act 1970 , Industrial Waste Management Policy (Control of Ozone-Depleting Substances) should be followed.

Disposal of computers

Prior to the disposal of computers, consult the I.T. Manager. Working computers can be sold through the University: <http://www.acs.unimelb.edu.au/disposal/>. An asset disposal form must first be filled out when disposing or selling a computer:
<http://themis.unimelb.edu.au/forms/DisposalTransferUpdate.pdf>