

## HMRI DISPOSING OF BROKEN LABORATORY GLASS PROCEDURE

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### DISPOSING OF BROKEN LABORATORY GLASS PROCEDURE

#### 1. GENERAL

##### 1.1. PURPOSE

The purpose of this document is to provide step by step best practice to laboratory staff as to how to dispose of broken laboratory glass in the HMRI Building.

#### 2. SMALL BROKEN GLASS ITEMS

##### 2.1 CLEAN OR BIOLOGICAL CONTAMINATION:

Glass that is clean or contaminated with biological material can be placed in the bench top sharps bins.



##### 2.2 CHEMICAL CONTAMINATION:

For small glass items known to be contaminated with chemicals take the following specific approaches to disposal:

- if contaminated with volatile solvents place glass pieces in a suitable container (e.g. glass beaker), and evaporate the solvent in a fume cupboard before transferring pieces to a bench-top sharps bin.
- If contaminated with other chemicals place in a puncture-proof lidded plastic bucket (see note) and label "Contains broken glass contaminated with [state chemical]" and put aside for chemical waste collection, following the correct chemical waste removal process.



### 3. LARGE BROKEN GLASS ITEMS

#### 3.1 CLEAN GLASS:

Place in a puncture-proof lidded plastic bucket (see note), label "Broken glass" and place in the general rubbish bin located in the General Waste Room on Level 1 East (Room 1607). Laboratory glassware cannot be re-cycled. See link to Clean-up Australia glass re-cycling fact sheet: <http://www.cleanup.org.au/PDF/au/cua-glass-fact-sheet.pdf>

#### 3.2 CONTAMINATED GLASS:

##### 3.2.1 BIOLOGICAL CONTAMINATION:

- Don appropriate PPE.
- Contain any spill; Disinfect using bleach, 70% ethanol or other disinfectant suitable for disinfecting the biological material.
- Add absorbent material.
- Use tongs or thick gloves to carefully pick up larger broken glass that cannot easily be swept up, smaller pieces can be swept up along with absorbent material, and place it all in an autoclave-able plastic box held in the Wash Up Room on Level 1 East (see HMRI Technical Officer). Autoclave to sterilise biological material then treat as clean broken glass for disposal.
- Fill out an HMRI incident report and an employer (UoN or HNEH) incident form.
- If you are in doubt as to how to deal with a chemical spill, seek assistance from your laboratory manager or HMRI Facility Management.

##### 3.2.2 CHEMICAL CONTAMINATION:

- Don appropriate PPE (NOTE – what you need depends on the type of chemical and size of spill).. Contain spill.
- Apply loose absorbent material from the spill kit.
- Use thick chemical resistant gloves to pick up larger broken glass pieces and place in a puncture-proof lidded plastic bucket (see note) with some loose absorbent material from the spill kit.
- The smaller pieces can be swept up with the sawdust material used to absorb the spill.
- Place the lid on the bucket, tape lid down.
- Label "Broken glass contaminated with [insert name of chemical]" and place with other chemicals for waste chemical collection.
- Fill out an HMRI incident report and an employer (UoN or HNEH) incident report
- If you are in doubt as to how to deal with a chemical spill, seek assistance from your laboratory manager or HMRI Facility Management.



**NOTE** - Plastic buckets with lids can be obtained from the Wash Up Room on Level 1.  
All laboratory staff should undertake Chemical Spills Training.

**AUTHORITIES AND DOCUMENT CONTROL**

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	Add images of buckets and bench bins	G.Gunner		14.10.14	Michael Nilsson		

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