HIM/NRB Waste Management Flow Chart

Updated: September 2010

NON-HAZARDOUS SOLID WASTE

Responsibility: Generator, JCI, HMS Custodial

Includes: Non-contaminated solid waste from kitchens, laboratories, offices, and other facilities spaces

Collect in non-labeled standard waste can

Compactor to trash hauler

Transfer station

Ultimate destination: Landfill

BIOHAZARDOUS WASTE

Responsibility: Generator, HMS Custodial, JCI, EH&S

Includes: Bulk blood/body fluids or items contaminated or saturated with blood/body fluids

Collect BL1 and BL2 materials in rigid biohazardous waste container provided by HMS Custodial or JCI (to obtain, contact 617-432-2923 or 617-432-1901)

Reusable Biohazardous boxes require one 3-mil thick red biohazard bag. The bag should be sealed and the box closed and placed in the corridor for pickup. Once item is prepared for pickup, call 617-432-2923.

Ultimate destination: Off-site treatment facility or incinerator

Collect BL2+ materials in cardboard biohazardous waste container provided by HMS Custodial or JCI (to obtain, contact 617-432-2923 or 617-432-1901)

Additional Instructions: store in biohazardous waste box lined with two 3-mil thick red biohazard bags. Bags sealed individually, box sealed with 2" wide tape, name of PI, room # and date marked on outer box. Check off applicable boxes. (Incinteration only and/or sharps)

Place box in outer corridor for pickup. Biohazardous waste boxes are removed on a daily basis by cleaning staff

SHARPS WASTE

Responsibility: Generator, HMS Custodial, Stericycle, EH&S

Includes: Needles, syringes, broken glass, scalpel blades, razors, sutures, guide-wires, Pasteur Pipettes

BL2+ Tissue Culture Rooms must supply their own disposable sharps containers

Materials from BL1 and BL2 labs are collected in rigid, puncture-proof container labeled "Sharps" provided by Stericycle (to obtain, contact HMS Custodial at 617-432-2923)

Close full sharps container. A Stericycle technician will remove the full container and replace it with an empty one

UNIVERSAL WASTE

Responsibility: Generator, HMS Custodial, JCI, EH&S, OFS

Includes: Batteries, Mercury-containing equipment, devices, or lamps

Batteries – Bring to the HIM/NRB Security Desks and dispose of them in the rigid containers provided at the HIM/NRB Security Desks.
Mercury-containing equipment or devices – Call the HIM/NRB EH&S Office at 617-432-2762 for disposal.
Mercury-containing lamps – Call JCI at 617-432-1901 for disposal

RECYCLABLE GLASS OR PLASTIC WASTE

Responsibility: Generator, HMS Custodial, JCI, OFS

Includes: Clean unbroken glass containers, clean plastic containers, clean aluminum foil, etc. Refer to OFS webpage for details

Collect in appropriate Recycle Totes or Broken Glass Box provided by JCI

Call JCI Operations Center for removal at 617-432-1901

Ultimate destination: Off-site recycling facility

CHEMICAL WASTE

Responsibility: Generator, EH&S, JCI, hazardous waste subcontractor

Includes: Chemicals used in laboratory and/or facilities projects that are classified as "hazardous" by regulatory definition

Collect in compatible container with seal. Label per DEP requirements. Store in Satellite Accumulation Area

When container is full, date the label and call the EH&S office to request a pick-up at 617-432-6184. Waste must be removed within 3 working days of the date on the label

Transported by hazardous waste subcontractor to on-site hazardous waste "Main Accumulation Area"

Ultimate destination: Off-site transport, storage, and disposal facility

Key:

- OFS = Office for Sustainability http://www.green.harvard.edu/hms/recycling
- HIM = Harvard Institutes of Medicine
- HMS = Harvard Medical School
- NRB = New Research Building
- EH&S = Environmental Health and Safety
- JCI = Johnson Controls, Inc.
- PI = Principal Investirgator
- Generator = Individual(s) who cause the waste to exist. Includes investigators, lab staff, and lab administrators

Special Notes:

- HIM/NRB EH&S Office should be contacted with specific Environmental, Health, or Safety questions. EH&S can be contacted at 617-432-2762 during normal working hours.
- Facilities issues should be addressed 24-hours per day through the JCI Operations Center at 617-432-1901.
- Radiation waste is handled separately through Harvard University Radiation Safety. Contact HU directly with any questions pertaining to Radiation Safety or Radiation Waste at 617-495-2060