

 <p>Naugatuck Valley Community College 750 Chase Parkway • Waterbury, CT 06708</p>	SAFE OPERATING PROCEDURE	
	Disposal of Common Waste Streams	
	Issued: October 2011	Revised:

Many types of chemical and non-chemical wastes are generated throughout NVCC. This waste must be managed in a responsible manner that protects the environment and ensures the safety of our community. This Safe Operating Procedure (SOP) provides disposal guidance for the most commonly encountered wastes.

Before discarding items, please review this SOP to be sure the waste is handled properly. Waste regulated by federal or state agencies must be managed through the Office of Environmental Affairs and Occupational Health & Safety (EAOH&S). For assistance, contact Dana D. Elm.

Adhesives- Solvent-base adhesives (such as rubber cement) are flammable and/or toxic and are regulated wastes. Should you have a solvent-based adhesive that you wish to discard, you must contact EAOH&S. Water-based adhesives (such as Elmer’s glue) are not flammable or toxic so these may be thrown out with ordinary trash. Empty adhesive containers, except aerosols (see below), may be disposed as ordinary garbage.

Aerosol Containers- Aerosol cans, whether empty or not, may be regulated and are handled on a case by case basis. Contact the office of EAOH&S for disposal advice.

Batteries- Rechargeable batteries such as lithium, button-type batteries, Ni-Cad, and lead acid batteries are regulated when disposed and must be managed through EAOH&S. Only non-rechargeable alkaline batteries may be discarded in trash bins.

Cardboard and Boxboard- Cardboard packaging should be placed in “recycling” bins*. Larger cardboard boxes should be left for the custodians to break down.

Computers and Other Electronic Office Equipment- Computers, ancillary computer equipment, and electronics are generally regulated when disposed. Electronic equipment common to offices is managed through the IT department. Call for disposal.

Correction Fluid and Associated Thinners- Correction fluid, like Wite-Out™, and associated thinners may be flammable. If so, they are regulated when disposed (see Flammable Chemicals). If empty, the container may be discarded as ordinary garbage. Departments are encouraged to use water-based, non-toxic formulations to reduce hazardous waste.

Corrosive Chemicals- Though not common, corrosive chemicals may be found in the office setting. Drain cleaners, bleach, sodium hydroxide, and ammonia are examples. Check the label to see if it states “corrosive, may cause burns”. If it does, you must contact EAOH&S for disposal.

Duplicating Fluid- Duplicating fluid is flammable making it a regulated waste. Call EAOH&S for disposal.

*”Recycling” bins refers to the receptacles used for single-stream recycling

Flammable Chemicals- Chemicals such as oil-based paint, paint thinner, mineral spirits, varnish, ethanol, and some inks are classified as flammable chemicals. Check the label for warnings such as “combustible, flammable, keep away from fire”. These products must be managed by EAOH&S.

Fluorescent and HID Lamps- These items are regulated waste. Care must be taken to avoid breakage because they contain a small amount of mercury. Spent lamps are discarded via a licensed recycler.

Food Containers- Clean cardboard such as food packaging food boxes (e.g. cracker or cereal boxes), and rinsed plastic containers can be placed in “recycling” bins. Items with food residual (e.g. pizza boxes) must be placed in the trash.

Glass Jars and Metal Cans- The state of CT requires the recycling of glass and aluminum or steel metal food containers. Clean foil can also be recycled. Rinse before placing in “recycling” bins*.

Metal- Scrap metal must be recycled. Contact Maintenance for disposal.

Oil- Oils such as lubricants, motor, and cooking are regulated waste and must be managed through EAOH&S.

Paints- Oil-based or flammable paints (varnish, stains) are regulated when disposed and must be managed through EAOH&S. Latex or water-based paints that are completely dried can be disposed as ordinary garbage.

Paper, Newspaper, Magazines, Junk Mail, Catalogs, Envelopes, Paper Bags- These items should be placed in the “recycling” bins*. . Items made of Tyvek (e.g. envelopes) must be thrown in the trash.

Plastic containers- Plastic containers, labeled #1-7, should be recycled. Place clean containers in “recycling” bins*.

Printer Cartridges- The recycling of toner and ink cartridges from office printers is highly encouraged. Cartridges changed by IT, under their maintenance contract, are recycled by the IT department. Cartridges ordered and replaced by individual departments are the responsibility of the department. These cartridges can be placed in collection boxes in department or division offices. When the boxes become full, please call Maintenance for pickup.

Razor blades, Broken Glass, and Other Sharp Items (tacks, pins, etc.)- These items should be sealed in a puncture-resistant container (such as a small cardboard box) and labeled with “handle with caution” before being placed in regular trash bins.

Stamp Pad Ink and Stenciling Ink- Many types of inks are formulated with flammable solvents and resins so they are regulated and must be managed through EAOH&S. Empty ink containers or dry stamp pads may be disposed as ordinary trash.

Thermometers and thermostats- Items containing mercury must be managed through EAOH&S.

Toner Bottles and Cartridges from Copiers- Like printer cartridges, recycling of these containers is highly encouraged. If possible, departments should return empties to the vendor. If this is not possible, then these items should be brought to one of two collection sites: Library (box at entrance) and room E312.