

Workshop & Studio Waste Disposal Guide

Chemical Waste

- **Definition:** Research-grade chemicals, hazardous consumer products, and materials/containers contaminated with toxins.
- **Procedures:** Chemical wastes must be inside compatible containers with a [SJSU Hazardous Waste Label](#) (including constituent concentrations and start date). The [Labeling Hazardous Chemical Waste](#) fact sheet describes how to fill out the label. Segregate the incompatible chemicals. Store liquid wastes inside secondary containment. Close the waste container caps or lids when not in use. Contact college/department safety staff or EH&S to arrange for pickup.
- **Drain Disposal of Chemicals:** Only allowed after authorization by EH&S.
- **Empty Containers:** For containers < 5 gallons that previously contained non-toxic chemicals: scrape and/or rinse clean, deface labels, and place inside normal trash. Contact safety staff to coordinate the disposal of containers > 5 gallons or containers for toxic chemicals. Comply with any additional guidelines from the college/department safety staff.
- **Time Limits:** Arrange for pickup by safety staff **within 9 months of the start date.**



Glass or Sharps Waste

- **Definition:** Items with rigid corners, edges, or protuberances that are capable of injuring skin or breaking waste bags.
 - *Glass waste:* includes broken or unbroken glass WITHOUT biohazard contamination.
 - *Sharps waste:* includes all hypodermic needles, syringes with needles, blades, scalpels, and razors.
- **Procedures: If unsure, assume sharp!** DO NOT overfill waste containers. DO NOT allow sharps/glass to stick out of the container. Carefully seal the container before arranging for pickup by college/department safety staff or EH&S.
- **Hazardous chemical contaminated sharp/glass wastes:** Place the waste inside a rigid container and label with the SJSU Hazardous Waste Label before disposal as chemical waste (see above).
- **Time Limits:** Arrange for pickup by safety staff **within 9 months of the fill date.**



Workshop & Studio Waste

- **Equipment for Disposal:** All hazardous materials must be safely removed from equipment prior to disposal. This includes chemicals, oils, greases, and mercury devices. Trained FD&O staff must remove refrigerants. When removing hazardous materials, use appropriate personal protective equipment and contain all liquids with drip pads or bins to prevent spills. Contact EH&S for guidance regarding equipment older than 1980 that may contain PCB oils and/or asbestos, such as insulation in ovens, furnaces, and hot pads.
- **Scrap Metal:** Non-hazardous metal cuttings, filings, grindings, shavings, trimmings, and scraps are collected inside of a non-leaking metal container labeled with "Materials for Recycle: Scrap Metal". Contact safety staff or EH&S to obtain an appropriate recycling container and to set up timely removal of full containers. Beryllium, magnesium, and metals contaminated with hazardous chemical wastes must be excluded from scrap metal collection and collected separately as a hazardous chemical waste.
- **Oil Recycling:** Oil drained from equipment must be accumulated in sealable containers labeled with "Used Oil - Excluded Recyclable Materials." For equipment older than 1980, contact EH&S to request PCB testing for the oil. If newer than 1980, drained oil may be poured into the Corporation Yard used oil tank with advance coordination and approval by FD&O **408-924-1990.**
- **Oil or Solvent Contaminated Rags:** Contaminated rags are stored separately in a flash-proof metal hazardous waste container. DO NOT reuse or launder rags contaminated with hazardous materials. Contact safety staff or EH&S to obtain an appropriate contaminated rag waste container and to set up timely removal of containers. EH&S recommends removing contaminated rags at least monthly and requires the waste container to be emptied at least once annually.

Universal Waste

- **Collection bins or container labels are available upon request by contacting college/department safety staff or EH&S.**
- **Aerosol Cans:** All aerosol cans at SJSU must be recycled. DO NOT put an aerosol can in the trash. Contact college/department safety staff or EH&S to arrange for pickup.
- **Batteries, Electronics, & Light Bulbs:** All batteries, electronics (such as E-Waste with circuit boards), and light bulbs must be recycled. Contact SJSU IT for removal of electronics with sensitive data (such as computers, copiers, and electronic data storage devices). For removal of all other electronics, batteries, and bulbs, contact FD&O Service Desk at **408-924-1950.** You can also put in a FD&O pickup service request: <https://www.sjsu.edu/fdo/> OR one.sjsu.edu.
- **Time Limits:** Arrange for pickup by safety staff, SJSU IT, or FD&O **within 1 year of the start date.**



Normal Trash

Standard workshop or studio articles (such as gloves and sandpaper) may be disposed via the normal trash/refuse if they are uncontaminated or only contaminated with non-hazardous chemicals. SJSU utilizes a single stream waste collection strategy where trash is sent to a sorting facility. This strategy results in substantial increases in recycling in lieu of landfill disposal. **Please do your part to prevent hazardous waste from entering the landfill!!**

Need Help?

- Ask the lab/shop supervisor
- Ask the department/college safety staff
- Ask SJSU Environmental Health & Safety ehs@sjsu.edu