



6001 University Boulevard
Moon Township, Pennsylvania 15108

Safety Policy Manual Section 4.0
Policy No. LS 1.5

**“GUIDELINES FOR DISPOSAL OF SHARPS AND
BROKEN GLASS”**



POLICIES, PROCEDURES, AND GUIDELINES

Guidelines for Disposal of Sharps and Broken
Glass
Section 4.0
LS 1.5
Last Revised:

Broken Glass Disposal

Broken glass receptacles are to be used for glass waste and empty bottles ONLY. Broken glass receptacles are sent to municipal landfills for ultimate disposal.

1. All glassware must be disposed of in either in a broken glass container or sturdy cardboard box.
2. DO NOT use receptacles designated for broken glass as trash receptacles.
3. DO NOT use receptacles designated for broken glass to dispose of glassware containing chemicals and free liquids.
4. DO NOT use receptacles designated for broken glass to dispose of syringe needles.
5. Never handle broken glass with hands, use tongs or dustpan and broom.
6. Label all boxes with Building & Room Number.
7. Boxes should NEVER exceed 35lbs.
8. When the broken glass receptacle is full, Seal bag with tape, close box and tape ALL seams, label box with the words “Broken Glass” or “Sharp Objects.”
9. Sealed and labeled box can be disposed of with regular trash.

Sharps Disposal

All sharps have the potential to cause injury through cuts or puncture wounds. In addition, many sharps are contaminated with blood or body fluids, microbiological materials, toxic chemicals or radioactive substances, posing a risk of infection or illness if they penetrate the skin. It is therefore essential to follow safe procedures when using and disposing of sharps in order to protect staff and students from sharps injuries.

The following sharps disposal procedures shall be adhered to:

1. All laboratories which use sharps must have a designated container suitable for the safe storage of used sharps. Suitable containers are rigid and impervious, with a tightly fitting lid and they must be clearly labeled as sharps containers.
2. All sharps are to be placed in the sharps container immediately after use. If the container is full then users must not try to force further sharps inside as this may lead to an injury.
3. To avoid sharp injuries, used needles must not be recapped, bent or otherwise manipulated unless an approved needle containment device is being used.
4. Containers of used sharps contaminated with biological, infectious or radioactive material must be labeled accordingly. Sharps contaminated with radioactive material must be placed in a sharps container designated for radioactive waste and disposed of in accordance with the Radioactive Waste Guidelines.



5. Do not put sharps containers or sharps containers with recycling or garbage. When a sharps container is full the lid must be securely closed and the container disposed of properly. Sharps containers must not be placed into the general rubbish stream, but disposed of according to the Hazardous Waste Disposal Guidelines.

