

U of L Department of  
Environmental Health & Safety  
(DEHS)  
POCKET WASTE GUIDE  
March 2022



Scan for PDF file of  
this Pocket Waste  
Guide!

**MEDICAL, FIRE, OR OTHER  
LIFE-THREATENING  
EMERGENCY CALL 911**

U of L DEHS

Web-site: [www.louisville.edu/dehs](http://www.louisville.edu/dehs)

Main Office: Belknap/1800 Arthur Street

Main Office: 502.852.6670

Radiation Safety Office: HSC/Library Commons, Rm 102

Radiation Safety Office [RSO]: 502.852.5231

Hazardous Waste (HWC): 502.852.2956

Lab Safety: 502.852.6670

Biological Safety: 502.852.2959

Occupational Health & Safety: 502.852.2948

U of L Support Services

Phone numbers

U of L Police: 502.852.6111

(to report non-emergency chemical release, spills)

Emergency Manager: 502.852.9099

HSC Physical Plant: 502.852.5695 or 852.7174

Belknap/ShelbyHurst Physical Plant: 502.852.6241

Central Receiving: 502.852.5890

Stock Room: 502.852.6253

Inventory Control/Surplus Property: 502.852.6131

Campus Health – Belknap/Card Station: 502.852.6479

Campus Health - HSC/HCOG: 502.852.6446

Print & Mail Services by Canon: 502.852.6661

HSC Campus Parking: 502.852.5111

Belknap Campus Parking: 852-7275

Compliance Hotline: 1-877-852-1167

**Battery Recycling** –All types. For program details and to submit online form to have batteries picked up visit DEHS web-site, select Waste Disposal tab OR [www.louisville.edu](http://www.louisville.edu) search words: battery recycling  
**Cell phone recycling** –**Personal only (UofL owned must go to Inventory Control)**. Place in Battery recycling bucket or drop off at Business Ops Center located in MITC basement level or HSC Library Commons 1<sup>st</sup> Floor.

**Chemical Recycling** – View on-line at DEHS web-site for CHEMEX program info or contact DEHS-HWC

**Chemical Waste** - University policy no chemical waste down the drain or into trash. Must never be set out in hallway. For program details and to request chemical waste pick up via online form visit DEHS web-site, select Waste Disposal tab. Contact DEHS-HWC for assistance.

**Dry Ice** – Do not discard dry ice in sink or trash, allow to evaporate in opened box inside room away from personnel.

**E-Scrap Recycling** – U of L owned property only. Computers, TVs, cell phones and other electronics, program details contact Surplus Property. [www.louisville.edu](http://www.louisville.edu) searchword E-scrap

**Lab Equipment** –if it had chemicals, biological, or radioactive material in it, must be decontaminated prior to handling by Physical Plant or Surplus Property. Visit DEHS web-site, type in “Equipment Release” in search box or call DEHS-main line for further info. Do not set in hallway! (Fire code violation)

**Fume Hoods** - For inspection or report flow issues call DEHS-IH.

**Glass Trash** – Due to potential injurious hazard, Intact glass and broken glass should not be discarded into regular trash. Use sturdy cardboard box with non-red colored plastic liner. When full, tape box securely closed, mark as “CAUTION: Glass-Trash for pickup”. Each box cannot exceed 20 lbs (9 Kg). Set box by normal trash can. Glass Trash boxes from labs and clinics **DO NOT** go into recycling dumpster.

**Hazardous Material Shipping** – You must be trained and certified to ship hazardous materials (i.e. dry ice, biological samples, flammable liquids, batteries, etc), for assistance call DEHS-HWC.

**Infectious Waste, Biological aka Medical waste** - Call Custodial Services for free vendor required boxes and liners. Labs must line container with red bag. Bag must be tied closed. Boxes must be taped closed with 2” wide clear packaging tape. The generator must attach a vendor bar code label and mark the following info on the outside of the box: Building, Room number, contact name and phone number, For bar code labels or assistance contact DEHS-HW at 852-2956.

**Lab Close-Out**–If PI leaving or relocating lab, contact DEHS.

**Lab Safety and Hazardous Waste Training** – If you work with chemicals, must attend this class. Refresher every 3 years. For training dates, view at DEHS web-site, under “Training”

**Laser Safety** – For help and training, contact RSO at 852-5231

**Used Light/Lamp/Tubes Recycling**–Place in original or like package. Can set next to battery bucket. Submit via-online DEHS Battery and Lamp pick up form. More info go to [www.louisville.edu](http://www.louisville.edu) search words: lamp recycling

**Pipettes/Pipette Tips** –Must not be placed in in normal trash. If pipettes/tips are considered bio-hazardous, place in red-bag lined medical waste box. If not contaminated, the pipettes/tips can be placed into lab Glass Trash box.

**Radioactive material** – Must register to use, call RSO at 852-5231.

**Sharps (needles, razors, lancets, etc)** – Do not discard into trash!. Full sharps containers must be securely closed and placed inside red bag lined bio-hazardous waste container. Contact HWC for assistance.

**Toner/Ink Jet Cartridges Recycling** - Call Central Receiving 852-5890 or Stockroom at 852-6253.