

## Disposal by Collection (laboratory clearance, smalls, toxic and other waste)

To arrange 'disposal by collection' the following procedure should be followed:

1. Fill in a copy of the **New Chemicals & Solvents Form** (Excel spreadsheet, available on Moodle)
2. The top part of the form consists of drop down menus where you can select bulk chemicals e.g. solvents. If your chemical is not listed, **add it to the bottom section** of the form
3. If you have small containers of chemicals to dispose of, list them in the **bottom part of the form**. In the Volume/Weight column list the volume or weight quoted on the container (**do not estimate**)
4. If you require replacement empty containers, for waste solvents for example, then please enter this in the space provided on the spreadsheet
5. Raise a chemical disposal request (only staff members can raise requests) with Estates: <https://www.ucl.ac.uk/estates/customer-helpdesk/raise-service-request>
6. The Estates helpdesk will send you a W number for your request. Please add this to your **New Chemicals & Solvents Form**. This number will be used to track your request
7. Email your **New Chemicals & Solvents Form** back to the Estates helpdesk (complete with W number) [efdservices@ucl.ac.uk](mailto:efdservices@ucl.ac.uk)
8. Your request will be added to the next available collection (provided there is space)
9. Collections from the Christopher Ingold building take place on every other Thursday. Collection of lab small chemicals will occur on the same day as the bulk collections.
10. You will be contacted with the date of your collection. **You (or a nominated person) must be available on the given date** to direct the disposal chemist to the waste location
11. On the collection date, the disposal chemist will contact you (or the person nominated on your form) to arrange a time to collect your waste
12. At each collection the representative from the Chemistry Department will be required to sign a consignment note; a legal document that **MUST BE KEPT FOR 3 YEARS**.
13. Your waste will be taken away and any empty containers requested will be left behind



# LABORATORY WASTE DISPOSAL INSTRUCTIONS



UNIVERSITY COLLEGE LONDON

Department of Chemistry

Christopher Ingold Building

**All waste producers have a legal responsibility to ensure that waste is produced, stored, transported and disposed of without harming environment or other persons. This is your duty of care as student or member of staff within the department.**

### General Information

**Sharps Bins** – Sharps bins must be sealed once almost full, labelled with the lab number, supervisor name and date then left outside the lab for collection. Collected periodically.

**Empty Bottles** – These should be disposed of without delay. Before disposal, all bottles should be emptied of any residual content, rinsed, hazard labels crossed out, and their caps discarded. All washed out, **odourless**, empty bottles should then be taken to stores where they can be placed into recycling bins. Bottles should not be left in the general stores area. Alternatively, glass bottles, sample vials and other glass containers (once cleaned) can be disposed of in yellow glass bins in the lab.



Winchester bottles

**General Glass Waste** – yellow glass bins must be firmly sealed once  $\frac{2}{3}$  full with the correct lid, labelled with the lab number, supervisor name and date then left outside the lab. **Glass bins are only for glass**, and other waste should not be added to these.

**Recycling** – Anything that can be recycled and is free from chemical contamination should be placed in clear plastic bin bags (**not yellow bin bags**). These clear plastic bags should be tied and left outside labs where cleaners can collect them. They are taken to the UCL recycling centre and sorted.

**General Lab Waste** – yellow bin bags (officially called ‘clinical waste bags’) once full must be securely tied and left for cleaners to take outside of labs. *Note:* sharps bins are available for needles, these should **never be placed into bin bags**. These are collected daily.

### Solvent and Aqueous Waste Disposal



25 L solvent waste drum

**Solvent Waste** – solvent waste in the lab can be disposed of in 25 L solvent waste drums which are available from stores. They must be labelled as either chlorinated (halogenated) or non-chlorinated (non-halogenated) waste, these **MUST NOT** contain other reactive liquids such as amines, acids, bases *etc.* Ensure the containers are  $\frac{4}{5}$  filled (condense half-filled containers together before disposal) with lids firmly secured. Containers must be labelled using the stickers available at the Chemistry department reception desk.

**Aqueous Waste** – aqueous metal waste can be disposed of in 25 L solvent waste drums providing they are accurately labelled and do not contain metals that will react with each other in solution.

**Aqueous Heavy Metal Waste** – aqueous heavy metal waste *e.g.* lead (Pb) waste, can be temporarily disposed of by pouring it into re-used clearly labelled Winchester flasks. These flasks then need to be emptied into 25 L solvent waste drums for disposal. Heavy metal waste **MUST NOT** be mixed. Separate aqueous solutions.

**Disposal of any of the above can be achieved by contacting the chemical stores manager, Tony Field – who will confirm if there is capacity in stores to take the waste. Once confirmed, waste can be taken to stores for collection on a Monday, Tuesday or Wednesday morning (8 am to 12 pm).**

### Solid Waste Disposal



30 L solid waste drum

**General Solid Waste** – solid waste including used chromatography column waste and inert chemicals *i.e.* silica and alumina, can be disposed of in 30 L solid waste containers and labelled as solid waste. Please email Tony Field ahead of bringing down solid waste (these can be taken to stores on the designated days as above).

**Solid Heavy Metal Waste** – not limited to but including mercury (Hg), lead (Pb), cadmium (Cd), thallium (Tl) and arsenic (As). These must be safely disposed of in secondary containment. Users of these chemicals are then required to arrange ‘Disposal by Collection’ as detailed overleaf. Prior to disposal, chemicals should be safely stored in a locked safety cupboard or in secondary containment within a fume hood. Replacement containers are available from stores.

### Laboratory Smalls

Laboratory smalls are defined as chemicals up to 500 g/500 mL that are routinely used in the lab. This waste is now removed by ‘disposal by collection’ detailed overleaf. You will need to ensure chemicals are sorted correctly by hazard symbol and a full list provided **otherwise the waste will not be collected**.



Lab smalls: containers < 500 g/500 mL

### Contact Information

**Chemical Stores Manager:** Tony Field, [t.accini@ucl.ac.uk](mailto:t.accini@ucl.ac.uk)

**Departmental Safety Officer:** Dr Robert Wilson, [Robert.wilson@ucl.ac.uk](mailto:Robert.wilson@ucl.ac.uk)