

# Dangerous and Universal Waste Guidance for Custodial and Maintenance Staff

## DO THIS

- Mark boxes of burned-out light tubes/bulbs with “Universal Waste Lamps”
- Mark boxes of burned-out light tubes/bulbs with the date the first tube/bulb is put into the box
- Ensure boxes of burned-out light tubes/bulbs are removed from buildings within 11 months
- Protect boxes of burned-out light tubes/bulbs from damage and ensure they are kept in a secure location
- Immediately report broken fluorescent tubes and bulbs to your supervisor
- If you encounter a chemical spill in a lab immediately depart and close the room, call 9-1-1 and notify your supervisor and Whitman Security
  - Chemical spills in common areas (e.g. hallways); leave the building, warn others as you go, and activate the fire alarm by using a pull station, notify your supervisor and Whitman Security
  - If you become contaminated with a chemical use the nearest emergency shower and/or eye wash outside the contaminated area
- Report waste or unwanted cleaning and maintenance chemicals to your supervisor for collection

**Always check with your supervisor if you have questions regarding the safety of a job!**

## DON'T DO THIS

- Attempt to clean up chemical spills (other than cleaning and maintenance chemicals you are using)
- Attempt to clean up broken fluorescent tubes/bulbs
- Dispose of surplus cleaning/maintenance chemicals in sinks, drains, or toilets (rinsing empty bottles and buckets is OK)
- Collect batteries or hazardous materials other than cleaning/maintenance items you use
- Clean up ceiling tiles/materials unless approved by your supervisor
- Clean up broken/displaced floor tiles or exposed adhesives unless approved by your supervisor
- Reach into or remove items from trash cans
- Allow full trash bags to brush against you
- Empty trash receptacles containing visible hazardous materials including
  - Broken glass
  - Hypodermic needles (plastic pipette tips and syringes without needles are OK)
  - Animal carcasses
  - Chemical containers which are not empty
- Move or disturb containers of laboratory chemicals; *instead, do this*
  - Request lab staff move containers in the way of your work, or avoid work which may upset such containers
  - Report containers not removed by lab staff to your supervisor