



# SAFETY ALERT

## Disposal of Broken Glass in Labs

RISK MANAGEMENT & SAFETY

**Date:** September, 2014  
**Category:** Glassware  
**RMS Contact:** Kirk Flickinger, kflickin@nd.edu

**Contact RMS:**

**Tel: 1-5037**

### Description

Concern has been expressed regarding disposal of broken glass in laboratories. Cardboard boxes used for broken glass disposal are often filled past their 40 pound capacity, have gotten wet, or are not packaged correctly all of which can cause increased risk for a laceration or strain / overexertion injury. Below are some reminders regarding proper broken glass container assembly, packaging, and disposal.



Figure 1. Container which is missing a liner and overfilled; preventing the lid from being shut and secured.

### Reminders

Broken glass boxes can be obtained from stockrooms within the College of Science. Reusing reagent boxes is acceptable as long as the box is provided with a liner and is sealed shut when finished.

Broken glass box assembly:

- ◆ Fold in bottom section tabs in order A, B, C. Tape bottom to help ensure the bottom doesn't fall out during disposal. (figure 2)
- ◆ Insert a plastic liner.
- ◆ Fold the lid so that you have one panel that sticks downward on the exterior of the bottom section when assembled (see figure 3).



Figure 2



Figure 3. White panel of lid stays pointing downward on the exterior of the liner and bottom half of container until it is filled.

Broken glass container packaging and removal:

- ◆ Lab personnel are responsible for determining that a container is full and packaging it for removal. It is recommended that when a container reaches  $\frac{3}{4}$  full you obtain a new box and package the old one for removal.
- ◆ Remove the lid and set it aside. Seal the bag using a twisty tie.
- ◆ Fold the white panel of the lid closed so that it covers the round lid opening. (figure 4)
- ◆ Tape the lid to the bottom half of the container. Set the sealed container outside the lab and a Building Services employee can transport it to a trash compactor.



Figure 4



Figure 5. Building services employees have been instructed not to dispose of a broken glass container unless it is intact, lid in place, and taped shut.