

DISCARDING SHARPS

Awareness of broken sharps is essential for campus safety. Whether it's broken glass, metal, or other sharp objects, these items can cause injury if left unattended or handled improperly. Everyone should be alert to the presence of sharps, report them immediately, and avoid touching them directly. Prompt and proper cleanup helps prevent accidents and protects the entire campus community.



HAZARDOUS SHARPS

To reduce the risk of exposure, the University recommends that unidentified wastes should be treated as hazardous. Additionally, it is advised that Risk Management & Safety oversee the removal of potentially hazardous waste. This guidance is applicable to laboratories, workshops, maintenance areas, and other facilities at Notre Dame involved in the generation, storage, or handling of hazardous materials.

A [DISCARD FORM](#) can be found on the RMS website (riskmanagement.nd.edu) to request pickup and removal of chemical, biohazardous, or radioactive waste.

COMMON SHARPS

- Broken Glass
 - Beakers, Cylinders, Jars, etc.
- Broken Lightbulbs
- Kitchen Knives
- Box Cutter Blades
- Broken Mirrors
- Lancets



EQUIPMENT FOR SAFE REMOVAL

- Coated/Puncture Resistant Gloves
- Broom and Dust Pan
- Cardboard Box
- Vacuum
- Duct Tape
- Marker



PACKAGING NON-HAZARDOUS SHARPS FOR DISPOSAL

Place the broken glass or sharp object(s) inside a plastic bag. Secure the bag with a knot. Then place the bag inside a cardboard box. Seal the box shut with tape, being sure to tape the seams closed as well as the flaps. **Write "Broken Glass"** on the top, side and bottom of the box. Then you may discard the box in to a regular trash can or hopper.