

Sharps

To insure the safety of our Custodial Staff in handling sharp objects being discarded, we would like to make you aware of our policies and procedures. We have developed the following policy for the safe handling of sharps. We would ask that you pass this information on to your staff.

What is a Sharp?

For the purposes of UW Custodial Department a Sharp is any sharp object designed to cut or penetrate the skin. This includes needles, scalpels, razor blades.

Sharps must be placed in approved sharps containers, then deposited by Lab staff in large MERI receptacles. UW Physical Plant Custodial staff should not transport them. See www.fpm.wisc.edu/chemsafety for more details.

Broken glass and Plastic ware policy

Noninfectious only: Pipettes, pipette tips, fragile lab glass and broken glass should be boxed in a sturdy cardboard box, Sealed with tape and marked Broken Glass. It can then be set outside in the hallway for custodial pickup. Preferred box size is 18x12x10. Copy paper boxes are fine if not overloaded.

Bottle Policy

Normal chemical bottles (non-recyclable) can be placed in the waste baskets if they are unbroken, rinsed and empty (no more than a few drops of rinse water in the bottom). It is strongly recommended that the occupant place the empty bottle on top of the trash in the waste basket so that the custodian can see it and deal with it appropriately and carefully. The bottles should be sturdy enough not to break if a bag was set normally on the floor or if they are dumped into a larger receptacle. If they are fragile, they should be packaged as broken glass.

Normal Trash policy

We only take trash that is in a waste basket or clearly marked trash. This will preclude accidentally throwing out occupants' property which is valuable and left next to a waste basket but not intended to be discarded. We would like the occupants to use our trash icons signs which were passed out at the Building managers meetings.