

# CHEMICAL, BIOLOGICAL, & RADIOACTIVE WASTE COLLECTION SCHEDULE AND PROCEDURES - 2020 (revised 6/5/20)

**\*\* Please note permanent changes to waste collection procedures in response to new regulations as well as temporary measures to reduce the potential of COVID-19 transmission. There are now two pages to this document. \*\***

**Radioactive Waste** - All radioactive waste is disposed by appointment only. For information, packaging instructions, and to request a waste disposal appointment, please visit the Radiation Safety web page at: <https://ehs.iu.edu/research-safety/radiation-safety/radioactive-materials.html>.

**Biological Waste** – Most biological waste generated at IUB can be disposed in the regular trash or in the sanitary sewer after proper disinfection or sterilization. Consult the IUB Specific Biological Waste Handling Procedures at

<https://ehs.iu.edu/doc/biosafety/biowaste%20guidelines%20for%20iub%20revised%2009-18.pdf>, and follow the procedure that applies to the type of waste that you have. Biohazardous waste that cannot be disposed in the regular trash after proper disinfection will be picked up or should be delivered to IUEHS according to your campus location following the same procedures as chemical waste for your location. Animal carcasses must be frozen. They will be collected on Tuesday mornings by request (**except Nov 24, and Dec 22**).

**Chemical Waste** - Chemical waste is collected by EHS staff by request for all campus locations other than Chemistry and Simon Hall. Consult the [IUB Waste Management Guide](#) for waste preparation, packaging and labeling requirements.

**Jordan Hall and Myers Hall** - Chemical waste is collected by EHS staff in JH 075. Appointments for routine waste disposal will generally be scheduled for Tuesday afternoons beginning on June 9 (**except Nov 24, and Dec 22**). Requests must be submitted before 9:00 AM Tuesday to receive an appointment for that day. Requests received after 9:00 AM on a day of collection, or any other day, will be scheduled for the next collection date. Requested supplies will be available during scheduled appointments.

**Chemistry and Simon Hall** - Chemical waste is collected by EHS staff in CH A027 (in the back of the loading dock area). Appointments for routine waste disposal will generally be scheduled for Thursday afternoons (**except Jul 2, Nov 26, Dec 24 and 31**). A request must be submitted before 9:00 AM Thursday to receive an appointment for that day. Requests received after 9:00 AM on a Thursday, or any other day, will be scheduled for the next Thursday. Requested supplies will be available during scheduled appointments.

**All Other Campus Locations** - Wastes are collected from your location by EHS staff. Scheduled pickup days will be **Thursday mornings (except Jul 2, Nov 26, Dec 24 and 31)** unless other arrangements have been made with IUEHS. Special collection arrangements must be made for large quantities of material and for materials that require special handling.

**All waste must be in appropriate, non-leaking, closed containers free from outer contamination. Labels must be clearly legible, securely affixed, and any necessary tags must be properly completed, signed, and dated as required. Solvent waste in safety cans must be compatible with other common organic solvents and have a pH between 3 and 11 when presented for collection. Returnable containers, including safety cans, must be in good condition with working caps and springs, to be returned. See next page for additional instructions.**

To request standard biological or chemical waste disposal please go to [ehs.iu.edu](https://ehs.iu.edu) and complete the online request form by clicking “request waste disposal” under Quick Links. Use the contacts below to make special arrangements or ask questions.

For radioactive waste questions, contact Greg Crouch ([gcrouch@iu.edu](mailto:gcrouch@iu.edu)) or Mandi McKeen ([aljacobs@iu.edu](mailto:aljacobs@iu.edu)). For chemical and biological waste questions, contact Rex Howard ([rehoward@iu.edu](mailto:rehoward@iu.edu)), Susan Howard ([suhoward@iu.edu](mailto:suhoward@iu.edu)), or Rick Peterson ([rspeters@iu.edu](mailto:rspeters@iu.edu)).

## Waste Collection Procedures

Customers in all locations on the IUB campus must submit the online waste disposal request form to request a waste pickup or schedule an appointment for delivery of waste to IUEHS. Only customers with waste located in the Jordan Hall, Myers Hall, Simon Hall and Chemistry buildings are allowed to deliver waste to IUEHS during scheduled appointments. Waste from all other locations must be transported by IUEHS staff. The procedures below will apply to all chemical and biological waste deliveries to IUEHS. Customers with radioactive waste for disposal should continue to follow procedures prescribed by the Radiation Safety Office.

All waste must be in appropriate, non-leaking, closed containers free from outer contamination. Labels must be clearly legible, securely affixed, and any necessary tags must be properly completed, signed, and dated as required. Solvent waste in safety cans must be compatible with other common organic solvents and have a pH between 3 and 11 when presented for collection. Returnable containers, including safety cans, must be in good condition with working caps and springs, in order to be returned. **Waste may be rejected by IUEHS if it has not been properly prepared, packaged, and labeled.**

### Additional Instructions for Delivery of Waste to IUEHS:

1. Submit an online waste disposal request and receive an appointment time from IUEHS.
2. Ensure that all waste is packaged and labeled in accordance with the [IUB Waste Management Guide](#).
3. Place all waste to be delivered to IUEHS on a sturdy transport cart with adequate secondary containment.
4. At the scheduled time, one person, wearing long pants and closed-toe shoes, should accompany each cart of waste to the designated IUEHS waste room (JH 075 or CH A027), using the freight elevator.
5. Upon reaching the area of the designated waste room, the person delivering waste must wait with the waste cart in a designated area outside of the waste room. **Do not leave waste unattended in hallways or dock areas.**
6. IUEHS staff will come to the waiting area and transfer waste into the waste room for processing. Safety cans and other returnable containers will be emptied and returned to the waiting area by IUEHS staff.
7. For the duration of University-prescribed COVID-19 restrictions, the additional precautions below will be in effect. Customers not following these precautions may be refused service, and dismissed from the waiting area.
  - Face coverings must be worn by IUEHS and waste customers at all times during the waste transfer process.
  - Physical distancing must be maintained to the greatest extent possible during the transfer process. Signage and floor or wall markings will be used to assist in distancing.
  - Disinfection of handles on carts and containers will be done as necessary to minimize the potential for virus transmission.