Laboratory Recycling Program Guide

Before participating in this pilot laboratory recycling program, the following must be in place:

1. The Harvard Office for Sustainability (OFS) will review and certify the laboratory annually, and place the Lab Recycling Certificate and recycling signage next to lab recycling container(s) to notify custodians that such recycling is allowed in the laboratory.

2. By signing up for the Lab Recycling Certification, the lab Principal Investigator (PI) accepts the responsibility, and delegates the Lab Recycling Coordinator (LRC), to:
   - Train other laboratory members on recycling procedures.
   - Monitor and periodically review the recycling program including adherence of lab personnel to recycling procedures and frequent (at least weekly) inspections of bins to ensure compliance with procedures.
   - Designate an appropriate location for bins that is away from lab benches, fume hoods and biosafety cabinets to avoid inadvertent disposal of hazardous chemical, biological or radiological waste in recycling bins.
   - Inform OFS if relinquishing his or her LRC duties.

**What CAN be placed in the recycling bins:**

- Uncapped plastic bottles of media, approved solvents and other chemicals reviewed by EH&S and OFS *(Drained with name and hazard symbols/warnings covered/crossed out and marked as “EMPTY”)*
- Unused serological pipettes, petri dishes, plastic bottles, flasks, or foil that never came into contact with BL1 organisms or BL2 materials
- Uncapped plastic bottles, flasks, plastic tip boxes, or foil used with BL1 or BL2 materials that have been wiped with a disinfectant before placement in the recycling bin

**What MUST NOT be placed in the recycling bins:**

- Sharps, including Pasteur pipettes, glass slides, cover slips, capillary tubes, razor blades, scalpels, lancets, syringes or needles *(Including brand new unused items)*
- Containers that came into contact with chemicals not noted above, especially EPA P-listed acutely hazardous chemical waste
  - See list of P-listed chemicals at [http://ehs.harvard.edu/node/7690](http://ehs.harvard.edu/node/7690)
  - Examples include: sodium azide, dichloromethyl ether, some cyanide compounds
  - Empty bottles that contained P-listed chemicals must be tagged and disposed of as hazardous waste (e.g., reused as a container for P-listed chemical waste).
- Containers, tip boxes, or foil that were located in a BL2+ or BL3 lab room
- Containers that came into contact with radioactive materials
- Any glass bottle, glassware and/or ceramic glass containers *(e.g. Pyrex®)*
- Gloves, paper towels, or other laboratory waste