



Laboratory Common Items Disposal Guidance



Glass Trash: Clean, broken or intact glass goes in a broken glass box and is removed by custodial services when the bag is tied and the box is closed and sealed with tape. Please place box in the hallway for pickup



Used Filter Cartridges from a RO Water Filtration Unit: These items can be recycled by using the Hazardous Waste pickup online form – please click on the “Water Cartridge Recycling” under the Chemical Waste Services and stick the cartridge in a easily seen location near your SAA (Note: DO NOT place the cartridge in your SAA)



Reusable or Disposable Solid Biowaste Containers: the bag inside must be tied and the lid closed (cardboard boxes must be taped shut). These containers are moved to the hallway where they are picked up by custodial services.



Old Electronics: contact custodial services through Operations (see below for contact based on your location). Custodians will take these items. However, the hard drive must be removed.



Small Batteries: all small types of batteries are recycled after being put in these Universal waste containers – these containers are generally located near the security desk in your building – See <https://green.harvard.edu/topics/waste/e-waste> for a map of collection containers.



Large Batteries: Put these items out through your Satellite Accumulation Area (SAA) where you place your hazardous waste – these must be tagged and a waste request submitted



Mercury Containing Fluorescent Lightbulbs: These bulbs are considered a Universal Waste. Request a pickup by contacting Operations (see below for contact based on your location)

NOTE: Broken mercury containing lightbulbs are considered a hazardous waste – please put in an appropriate container and put out through the SAA (Satellite Accumulation Area).



Mercury Containing Thermometers/Bulbs: Please put these items out through your SAA (Satellite Accumulation Area). Mercury containing bulbs in this case contain visible liquid mercury (silver liquid).



Regular Light Bulbs: These are considered regular trash and should be disposed of in a broken glass container



Used Pump Oil: dispose of through your SAA (Satellite Accumulation Area) – used pump oil is regulated by the State of MA as a hazardous waste

Operations Contact Info:

If your lab is in Cambridge or the TH Chan School of Public Health, contact University Operations: extension x5-5560 from university landline or 617-495-5560 on cell phones. Cambridge labs may email requests to UOS_Operations@harvard.edu. Chan School labs should submit a work order for all custodial requests <https://www.hsph.harvard.edu/operations/services/custodial/>

If your lab is in the Harvard Medical School or School of Dental Medicine, contact the Facilities Call Center at extension x2-1901 from university landline, 617-432-1901 on cell phones or email facilitiescallcenter@hms.harvard.edu