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**Procedure**

**Sorting and processing waste : procedure**

**Pre 024-CIG**

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## 1. Goal

- The goal of this procedure is to define the methods of elimination of the various types of waste produced in the laboratories and in the animal facility.

## 2. Domain of application

- Unit : **CIG** (Center for Integrative Genomics)  
Building : **Génopode**                      floor : **all**                      room : **all**
- Anybody producing waste.

## 3. Abbreviations

GMO	Genetically Modified Organisms
BSL1	Biosafety laboratory of level 1
BSL2	Biosafety laboratory of level 2

## 4. Laboratory waste

**Do not store large quantities of waste in the corridors or in the labs, but bring them regularly to the collection places.**

### 4.1. Normal waste

1. Definition: laboratory's waste **not contaminated** by biological agents (cell or bacterial cultures, pathogens, GMO, viruses, etc.), **not soiled** by chemicals or toxic products. This includes: gloves, household paper, filters, tubes, prepackaged pipette tips, etc.

#### 4.1.1. Paper, documents

1. Treatment: place in the dedicated boxes in each office and laboratory.
2. Once full, these are to be emptied in the dedicated container, on level 1, outside the building (western exit), by the laboratory staff.

#### 4.1.2. Glass

1. Definition: Pasteur pipettes, empty bottles, broken crockery, etc.
2. Treatment: clean the glass correctly and place it in the "glass" bins in the laboratories.  
Caution: if the glass was in contact with GMO or pathogens see point 4.2.1.
3. Once full, these are to be emptied in the dedicated container, on level 1, outside the building (western exit), by the laboratory staff.

#### 4.1.3. Expanded Polystyrene (EPS)

1. Definition: chips, box, etc. of Expanded Polystyrene (EPS).
2. Treatment: place in the dedicated boxes, on the level 1, outside the building (western exit).

#### 4.1.4. Paperboard

1. On the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor of the CIG in the **west side cleaning room**, located between both toilets, there is a metal cart where folded empty cardboard boxes can be stored.  
When the cart is full, the person in charge for the floor puts it **in the waste area, level 1, outside of the building**.  
The janitor is responsible for emptying the cart.  
The person in charge for the floor then replaces the cart in the cleaning room by an empty cart, available in **the stairwell, level 1**.

#### 4.1.5. PET

1. Treatment: place in the dedicated bags, then the person in charge for the floor brings these bags in the waste area on level 1, out of the western exit of the building.

#### 4.1.6. Aluminum

1. Treatment: place in the dedicated boxes, then the person in charge for the floor brings these boxes in the waste area on level 1, out of the western exit of the building.

#### 4.1.7. Other

1. Treatment: place in the black 30 liters dustbins bags labeled "normal waste".  
Caution for pipette tips: place them in the small plastic bags on the bench, close the bag once

full, place it in the 30 liters waste black bags.

2. The 30 liters bags are collected by the cleaning ladies in the evening only if they are closed by the users and put in the corridor.

## 4.2. Special waste

### 4.2.1. Biological waste

1. Definition: laboratory waste **contaminated** by biological agents (bacteria, cells, virus, fungi, GMO, etc.) produced in BSL1 and/or BSL2 (plastics, household paper, pipettes, gloves, agar plates, cell culture media, etc.).
2. Treatment:
  - a. **BSL1 solid waste:** once full, the small plastic bags for biological waste on each bench are to be placed only **in autoclavable red bags** Biohazard labeled placed on each floor, in culture rooms and in the corridors (2 bags are installed in the corridors on each floor).
  - a.2 Once closed, these bags are collected by the personnel of the washing facility and autoclaved, before being placed in normal waste bags.
  - b. **BSL2 solid waste:** are also put in red bags Biohazard labeled, **but remain in the BSL2 labs.** (They are not put in the corridors). For the rest, see under a.2.

NB: the glassware must be decontaminated and rinsed before being placed with the normal glassware and collected by the personnel of the washing facility. Broken glassware should not be put in the bags to autoclave: special autoclavable boxes for sharps are to be requested at the "magasin central". **See also 4.2.2.**

- c. **Liquid waste:** collect liquid waste, decontaminate chemically (Javel) or autoclave, eliminate in the sink.

**Please note:** the waste, which was chemically treated cannot be put in the autoclave.

3. Person responsible for "biological waste": **Bernard Thorens, phone 39 81**

### 4.2.2. Sharps

1. Definition: any sharp object (blades, syringes, Pasteur pipettes, etc.).
2. Treatment:
  - a. Place in the dedicated yellow boxes.
  - b. Once full, close the box tightly
  - c. Bring the box to chemical waste room.

3. Person responsible for "sharps" : **Marlyne Berger, phone 39 50**

### 4.2.3. Chemical waste

1. Definition: chemicals, waste **contaminated** by chemicals or toxic products (including original container).
2. Bring the waste to the collection places on each floor.
3. The various categories of common chemicals are:
  - Non-halogenated solvents
  - Halogenated solvents
  - Photographic solutions (developer and fixer)
  - Solid and liquid waste containing ethidium bromide
  - Liquid waste containing acrylamid
  - Liquid waste containing phenol-chloroform
  - Waste containing mercury or mercury salts.

Chemical waste not included in the above categories: contact the person responsible for

"chemical waste".

4. When the containers are full, the person in charge for the floor brings them in the dedicated space outside the building (western exit, in the direction of the chemistry building).
5. Person responsible for "chemical waste": **Marlyne Berger, phone 39 50**

#### **4.2.4 Radioactive waste**

This special waste has to be disposed of by a specialized enterprise. The responsible will provide the necessary information on this matter.

Responsible: **Fabienne Lammers, phone 3937**

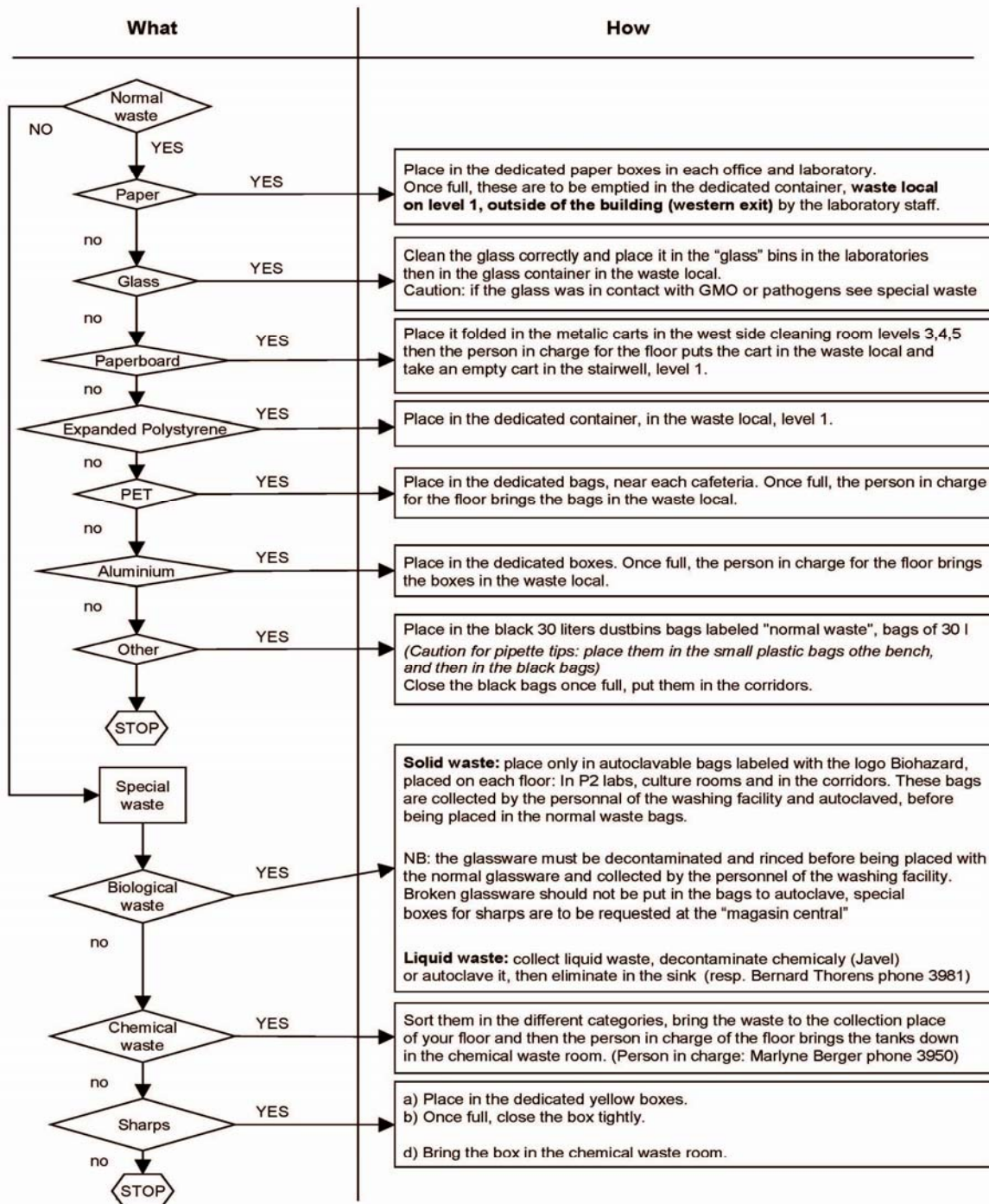
#### **4.2.5 Mixed waste**

Mixed waste (chemical, radioactive and biological) must be handled on a case-by-case basis considering the highest risk.

This waste cannot be autoclaved !

#### **Contact the responsible:**

- Biological waste: Bernard Thorens, phone 3981
- Sharps & chemical waste: Marlyne Berger, phone 3950
- Radioactive waste: Fabienne Lammers, phone 3937.



## 5. Animal facility waste

### 5.1. Litter

1. The litter of the P1 animals has to be disposed of in the normal waste (no treatment).
2. The litter of the P2 and higher has to be disposed of as special waste (decontamination by autoclaving).

### 5.2. Cadavers

1. This special waste has to be disposed of by a specialized enterprise (incineration). The responsible will provide the necessary information on this matter.
2. **Responsible: Patrick Gouait, phone 3912**

### 5.3. Other

1. Follow the procedures for the laboratory waste (item 4).

## 6. References

Waste treatment information websites:

<http://securite.epfl.ch/information/dechet/chimique.htm>

[www.cnrs.fr](http://www.cnrs.fr)

[www.inrs.fr](http://www.inrs.fr)

[www.cusstr.ch](http://www.cusstr.ch)

UNIL security website : <http://www.unil.ch/securite>

FBM security website : <http://www.unil.ch/fbm/page2293.html>

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