



ENVIRONMENTAL  
HEALTH & SAFETY

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**Waste Management Program  
for  
Chemical, Biological, Radioactive, and Universal Wastes**



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## Introduction

Many different types of waste are generated by a variety of activities at the University of New Mexico (UNM). This document will help users determine how to manage and minimize the types of waste they generate.

### 1.0 - Purpose & Scope

This Waste Management Program (WMP) has been developed to provide staff, faculty, and students at the University of New Mexico (UNM) with guidance on how to manage the different types of wastes that are generated by activities in laboratories, art studios, makerspaces, maintenance shops, and utility plants on campus. Adherence to these guidelines protects the environment and reduces the risk of regulatory penalties.

The scope of this program is to ensure that applicable regulations, industry guidelines, and best management practices are implemented at all UNM facilities where waste (chemical, biological, radioactive, universal) is generated. This program applies to all UNM facilities engaged in activities that generate these types of waste(s) and all individuals who work in these facilities.

### 2.0 - Regulatory References and University Policy

Wastes generated at UNM must be managed according to Federal, State, and Local regulations as well as internal UNM policies, procedures, and work practices, all of which are outlined in this program and include:

- Resource Conservation and Recovery Act (RCRA), Code of Federal Regulations (CFR) Title 40, Chapter I, Subchapter I, Parts 260-272.
- Hazardous Waste Management, New Mexico Administrative Code (NMAC) Title 20, Chapter 4, Hazardous Waste
- Solid Waste, NMAC Title 20, Chapter 9, Part 8, Special Waste Requirements, Subsection 13, Infectious Waste
- Standards for Universal Waste Management, CFR Title 40, Chapter I, Subchapter I, Part 273.
- Universal Waste Management, NMAC Title 20, Chapter 4, Part 1
- UNM Chemical Hygiene Plan

*Compliance with these regulations is the responsibility of the individuals who generate waste(s).*

Ignorance of the regulations is no defense against citations or fines. Representatives from the New Mexico Environment Department (NMED) and the State Fire Marshall conduct regular, unannounced inspections of UNM facilities for the purpose of assessing regulatory compliance. The Environmental Health and Safety Department (EHS) provides assistance to the UNM community by way of policies, procedures, trainings, and guidelines to maintain compliance with all applicable waste regulations.

### 3.0 – Waste Types & Definitions

Four types of waste and how to manage each are addressed in this program: chemical waste, biological waste, radioactive waste, and universal waste. Each type is defined in the following subsections.

### 3.1 - Chemical Waste

Chemicals that are no longer wanted or no longer useable due to age or condition and therefore must be disposed of are considered chemical waste. Examples include laboratory chemicals, art studio chemicals, maintenance chemicals, commercial cleaning products, process wastes, and any other unwanted chemicals that are in need of disposal. Chemical wastes fall into two categories: hazardous waste and non-hazardous waste.

#### 3.1.1 – Hazardous Waste

Hazardous waste is waste with properties that make it potentially dangerous or harmful to human health or the environment. The Environmental Protection Agency (EPA) maintains four lists of approximately 800 chemicals that are always considered hazardous wastes when disposed of. The EHS Department works with hazardous waste disposal vendors to determine which hazardous wastes at UNM are EPA-listed wastes.

A chemical waste that is *not* on any of the EPA lists may still be a hazardous waste if it exhibits one or more of the EPA's hazardous characteristics: ignitability, corrosivity, reactivity, or toxicity.

**Ignitability** – liquid wastes with a flash point of less than 60°C/140°F; solid wastes that can spontaneously combust; oxidizers; and ignitable compressed gases are all considered ignitable hazardous wastes. For liquid chemical waste *mixtures* generated in labs, if the constituents are 25% or greater by volume of an ignitable material, it is considered hazardous waste due to its ignitability. Examples of ignitable hazardous wastes include laboratory solvents, oil-based paints, rags contaminated with linseed oil or other solvents, bags of ammonium nitrate, and cylinders of hydrogen.

**Corrosivity** – liquid wastes with a pH of less than or equal to 2 or greater than or equal to 12.5 ( $\leq 2$  or  $\geq 12.5$ ) are considered hazardous wastes. Examples of corrosive hazardous wastes include acids, bases, hydroxides, and any material capable of corroding steel.

**Reactivity** – wastes that are unstable under normal conditions, may react with water, may give off toxic gases and/or are capable of detonation/explosion under normal conditions or when heated are considered reactive hazardous wastes. Examples of reactive hazardous wastes include metallic sodium and potassium and organic peroxides.

**Toxicity** – wastes that are harmful or fatal when ingested or absorbed through the skin. Examples of toxic hazardous waste include heavy metals, benzene, carbon tetrachloride, chloroform, methyl ethyl ketone, polychlorinated biphenyls (PCBs) and some pesticides.

*It is the responsibility of the person who generates/creates chemical waste to determine if it is considered hazardous waste.* Failure to determine if waste is considered hazardous waste is the most frequently cited violation of EPA regulations issued during random inspections by the New Mexico Environment Department (NMED). The minimum civil penalty for this violation is \$500 *per waste container*. Civil penalties are paid by the department in which the violation was found.

To assist in making a hazardous waste determination, the EHS Department provides chemical waste generators with a *Hazardous Waste Determination Form*. This form is required to be filled out by the generator of the waste and submitted to EHS prior to the waste being picked up by EHS. The form is only

required for process wastes, mixtures, and waste that is no longer in its original container. A downloadable link to this form can be found by clicking on the “Waste Disposal” button on the [EHS website](#).

### 3.1.2 – Non-Hazardous Waste

Non-hazardous waste is waste that is not listed on any of the EPA lists and does not exhibit any of the hazardous characteristics listed above. Non-hazardous waste must still be collected, labeled, and disposed of properly.

## 3.2 – Biological Waste

Biological waste, which is also known as biohazardous waste, or medical waste, is waste that may be contaminated with blood, body fluids, or other potentially infectious materials (OPIM) such as unfixed tissues or organs from a human or animal, and all human or animal blood, organs, tissues, cells, and cultures that contain Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), or any other infectious viruses or bacteria. Biological waste also includes tissues and carcasses of research animals, soil or other substrate contaminated with blood, body fluids, or OPIM, and solids such as paper, gloves, and sharps contaminated with blood, body fluids, or OPIM. Sharps are items that are capable of puncturing, cutting, or abrading the skin. Sharps include, but are not limited to, glass and plastic pipettes, broken glass, test tubes, razor blades, syringes, and needles.

Biological waste falls into two categories:

1. Pathological/Infectious Waste – abbreviated as PATH, is waste that is capable of causing infection or disease in humans, animals, or plants. Examples include whole blood samples, tissues, organs, and cells known to be contaminated with infectious agents, and animal carcasses. Generators of PATH waste must identify it as such by either writing “PATH” on the top of the container or placing a pre-made “PATH” or “For Incineration” label on the container. All PATH waste generated at UNM is destroyed by incineration.
2. Regulated Medical Waste – abbreviated as RMW, is waste that is not likely to cause infection or disease. Examples include bloody bandages, IV tubing, gloves and other protective gear contaminated with small amounts of blood or tissue from procedures, and sharps. All RMW waste generated at UNM is sterilized via autoclave, pulverized, and disposed of in a landfill approved for biological waste acceptance.

Information on how to store, label, and dispose of biological waste is provided in Section 4.2.

## 3.3 -- Radioactive Waste

Radioactive waste is generated by a variety of research activities at UNM. Radioactive waste is classified as either low-level or high-level radioactive waste. Low-level radioactive waste is typical of that found at medical and research institutions. High-level radioactive waste is typical of that generated at nuclear reactors. At UNM, radioactive waste is any waste with detectable radioactivity that is generated from procedures involving licensed radioactive material. The definitions and disposal procedures for radioactive waste can be found in the UNM Radiation Safety Manual or by contacting the [UNM Radiation Safety Office](#) at 505-925-0743 or visiting room B89 in Fitz Hall.

### 3.4 – Universal Waste

Universal waste is a subset of certain widely-generated hazardous wastes. Universal waste is subject to less stringent management provisions intended, by the EPA, to ease the management burden and facilitate the recycling and proper treatment and disposal of such materials, which include batteries, used bulbs/lamps, unwanted pesticides, certain mercury-containing equipment, and aerosol cans. Information on how to store, label, and dispose of universal waste is provided in Section 4.4.

## 4.0 - Waste Management Methods

### 4.1 – Chemical Waste Management Method

UNM is classified as a Large Quantity Generator (LQG) of hazardous waste by the EPA. LQGs must abide by the Federal and State regulations listed in Section 2, which are enforced via periodic, random, unannounced inspections by the New Mexico Environment Department. Compliance with regulations and protection of the environment can be achieved through implementation of the chemical waste management methods described below.

#### 4.1.1 – Hazardous Waste Determination

The first step in managing your chemical waste is to determine if it meets the EPA’s definition of “hazardous waste”, which is provided in Section 3.1. Unwanted chemicals in their original containers *do not* require a hazardous waste determination to be made, as the manufacturer has already done so and the hazards (if any) are identified on the manufacturer’s label. Only chemical waste *mixtures* generated by research, teaching experiments and other lab operations, and/or art studios require a hazardous waste determination to be made by the generator of the waste. To assist in making this determination, EHS provides a [Hazardous Waste Determination form](#) to all personnel who request a chemical waste pickup. Once a hazardous waste determination has been made for a specific waste mixture, a copy of the Hazardous Waste Determination form must be saved and kept with the lab’s safety documentation. Edits to the form are required each time there are changes to the constituents of the specific waste mixture. Proof of making a hazardous waste determination may be requested upon inspection by the NMED and/or EHS.

#### 4.1.2 – Waste Container Labels

After you have determined if your waste is either hazardous or non-hazardous, the next step is to add an appropriate label to the container. You must add a label as soon as you begin adding waste to any container. Do not wait until the container is full to add a label. Proper labeling will eliminate the costs associated with identifying unknown chemicals and wastes.

Waste that you have determined is **hazardous** must be labeled with three pieces of information:

1. The words “HAZARDOUS WASTE”
2. A list of **all** ingredients/constituents, including estimated quantities/percentages of each
3. The words “IGNITABLE, CORROSIVE, TOXIC, REACTIVE” (all that apply)

Waste that you have determined is **not hazardous** must be labeled with two pieces of information:

1. The words “NON-HAZARDOUS WASTE”
2. A list of all ingredients/constituents, including estimated quantities/percentages of each

Waste that you are unable to make a hazardous waste determination for, such as unlabeled containers left behind by previous personnel, are considered “Unknowns” and must be labeled as such: “UNKNOWN CHEMICAL WASTE, TO BE TESTED BY EHS PRIOR TO REMOVAL”.

For your convenience, you may download editable hazardous and/or non-hazardous waste labels from the “Waste Disposal” section of the [EHS website](#). These labels are designed to be customized, printed, cut out, and attached to your waste containers. For waste containers that are smaller than the label, it is acceptable to place the container and the label inside a plastic bag or to tape the container to the back of the label. Do not wrap the label tightly around a small container; you must be able to read the entire label on a waste container.

#### 4.1.3 – Chemical Waste Containers

Chemical waste must be collected in containers that are compatible with the chemical(s) being placed within them. For example, do not collect acidic waste in metal containers, as the acid will eventually corrode the metal.

Containers of chemical waste must be in good condition and must have a secure, tight fitting, non-leaking lid. Corks, stoppers, and parafilm are not acceptable lids and must not be used. Container lids must be closed at all times unless waste is physically being added to the container.

Containers of chemical waste must not be overfilled. For liquid waste, fill containers to no more than 90 percent of container volume to allow for expansion and to decrease the likelihood of leaking.

The EHS Department maintains a large supply of previously used but clean containers that are given away as waste containers. To request waste containers, send an email to [chemsafety-L@list.unm.edu](mailto:chemsafety-L@list.unm.edu).

#### 4.1.4 – Chemical Waste Storage

Chemical waste must be stored in the same room where it was generated. Do not move waste containers to another room for any reason without prior written approval from EHS.

Chemical waste must be segregated by compatibility. For example, store your acid waste and your basic waste in separate spill trays and store your reactive/oxidizer waste separate from your ignitable waste. You may choose to designate one location for storing all of your chemical waste (keeping incompatibles in separate trays) or you may choose to store your waste in multiple areas (within the same room) such as corrosives cabinets and flammables cabinets. It is acceptable to store chemical waste in a fume hood, as long as the number of containers is kept to a minimum so that air flow within the fume hood is not affected.

The quantity of chemical waste stored in one room must not exceed 55 gallons for regular hazardous waste or 1 quart/2.2 pounds for *acute* hazardous wastes. Acute hazardous wastes are hazardous wastes that present specific health or safety risks that subject them to more stringent

onsite accumulation limits. A list of chemicals considered acutely hazardous when they become waste is provided as Attachment 1. If the 55 gallon or 1 quart/2.2 pounds thresholds are reached or exceeded, EHS must remove the waste within three days of being notified. EHS will notify chemical waste generators if any of their waste is considered acute hazardous waste.

#### 4.1.5 – Chemical Waste Pickups

The EHS Department provides chemical waste pickups on a weekly basis, free of charge. The Office of the Vice President for Research and the Provost covers the actual disposal costs for chemical waste generated by research and teaching laboratories. Facilities Management and Utility Services covers the disposal costs for chemical waste generated by operations and maintenance of university facilities. Disposal costs for chemical wastes generated by activities unrelated to research, teaching, and university operations and maintenance must be covered by the department where the waste was generated.

Chemical waste pickups are typically conducted on Wednesday mornings between 9:00 and noon but may occur on other days and times depending on EHS staff availability and weather conditions. In order for waste to be picked up, it must be properly characterized (hazardous or non-hazardous), labeled, and containers must be in good condition. To request a chemical waste pickup:

1. Fill out a *Chemical Waste Pickup Request* form; the form can be downloaded from the “Waste Disposal” section of the [EHS website](#).
2. Submit the completed form to [chemsafety-L@list.unm.edu](mailto:chemsafety-L@list.unm.edu)
3. EHS will respond via email with information on when the waste will be picked up. EHS may request a completed *Hazardous Waste Determination* form for waste mixtures, if deemed necessary.

If your chemical waste includes unknowns, EHS will work with you to gather as much information as possible about what the waste could potentially be. If EHS is unable to determine if the waste is hazardous or non-hazardous, a vendor must be hired to conduct waste characterization testing. The cost of this testing is passed through to the department where the waste was found.

## 4.2 – Biological Waste Management Method

Unlike chemical waste, which is picked up by EHS staff, biological waste is picked up by a vendor, currently Clean Harbors. Clean Harbors provides red, biohazardous waste bins to all research labs and clinics where biological waste is generated at UNM. Lab and clinic personnel must place their biological waste within these red, biohazardous waste bins. If the waste is considered infectious or pathological, it must be placed within a red bin that is designated as PATH waste or it must be identified with a sign or label such as “PATH” or “For Incineration”. This type of waste is destroyed via incineration.

Clean Harbors provides biohazardous waste pickup services at UNM every Wednesday. Not all red bins are serviced on a weekly basis. Pickup frequency may be set to weekly, biweekly, monthly, or as-needed/on-call. To set up new biohazardous waste pickup service with Clean Harbors or to inquire about changing your lab’s pickup frequency, contact EHS at 505-277-2753 or send an email to [chemsafety-L@list.unm.edu](mailto:chemsafety-L@list.unm.edu). Generators of biological waste must also coordinate with the [UNM Biosafety/Biohazard Compliance Office](#) when beginning research with biological hazards.

Clean Harbors does not provide sharps containers but they accept sharps containers for disposal. All sharps must be placed into a properly labeled sharps container or other rigid, puncture-proof container. Once a sharps container is two-thirds full, the lid must be secured, and the sharps container placed inside or adjacent to a red biohazardous waste bin.

### 4.3 – Radioactive Waste Management Method

Radioactive waste management at UNM is a robust process overseen by the UNM Radiation Safety Office and the UNM Radiation Control Committee. Specific methods on the storage, labeling, and disposal of radioactive waste can be found in the UNM Radiation Safety Manual or by contacting the [UNM Radiation Safety Office](#) at 505-925-0743 or visiting room B89 in Fitz Hall.

### 4.4 – Universal Waste Management Method

Universal waste is managed by both the EHS Department and the Facilities Management (FM) Recycling Department. Management methods for each type are as follows:

#### 4.4.1 – Used bulbs/lamps

FM Recycling accepts used bulbs/lamps for recycling. Owners of used bulbs/lamps must place these items in a box and the box must be labeled with the accumulation date, the number of bulbs, and the origin/location of the bulbs (building and room number). Bulbs should be stored in a way to prevent breakage as the lamps contain mercury. Boxes of used bulbs/lamps must be submitted to FM Recycling within one year of the accumulation date. Owners of used bulbs/lamps may either drop off properly labeled and boxed used bulbs/lamps at the FM Recycling yard located on north campus at 1818 Camino del Servicio, or they may submit a Service Request to have these items picked up by FM Recycling. A fee is charged for the pickup of these items.

#### 4.4.2 – Used Batteries

FM Recycling accepts used batteries for recycling. Owners of used batteries must place these items in a box and the box must be labeled with the accumulation date and the origin/location of the batteries (building and room number). Boxes of used batteries must be submitted to FM Recycling within one year of the accumulation date. Owners of used batteries may either drop off properly labeled and boxed used batteries at the FM Recycling yard located on north campus at 1818 Camino del Servicio, or they may submit a Service Request to have these items picked up by FM Recycling. A fee is charged for the pickup of these items.

NOTE: Batteries that are cracked, damaged, leaking, or otherwise not in good condition must be submitted to EHS for disposal as hazardous waste. Use the instructions in section 4.1.5 to arrange for disposal of damaged batteries.

#### 4.4.3 – Unwanted Pesticides

EHS accepts unwanted pesticides, which are disposed of as hazardous chemical waste. Use the instructions in section 4.1.5 to arrange for the disposal of unwanted pesticides.

#### 4.4.4 – Mercury-Containing Equipment

EHS accepts mercury-containing equipment such as thermostats, thermometers, and switches, which are disposed of as hazardous chemical waste. Use the instructions in section 4.1.5 to arrange for the disposal of any equipment or device that contains mercury.

#### 4.4.5 – Aerosol Cans

EHS accepts aerosol cans of all types, which are disposed of as universal waste. Use the instructions in section 4.1.5 to arrange for the disposal of aerosol cans, regardless of whether they are empty or still contain product.

Depending on their condition, universal wastes are either recycled (via FM Recycling) or disposed of by incineration or landfill (via EHS).

## 5.0 – Waste Minimization

Waste minimization, also known as source reduction and recycling, are techniques that focus on preventing waste from ever being created. Waste minimization benefits you, the University, and the environment by:

- Significantly lowering costs
- Reducing potential health hazards
- Reducing potential long-term liabilities for disposal
- Promoting environmental ethics
- Preventing pollution

It is the responsibility of every individual who generates waste to incorporate waste minimization techniques into their experimental designs and their established procedures for purchasing supplies and materials.

### 5.1 - Waste Minimization Techniques

All UNM personnel who generate chemical, biological, radioactive, and/or universal wastes are encouraged to adopt habits, procedures, and the techniques shown below to eliminate or reduce the quantity of wastes they generate.

#### 5.1.1 - Inventory Management

It is important to keep an up-to-date inventory of all chemicals, biologicals, radioactive materials, and other materials used that could become waste if not used by the expiration date. Knowing what you have will help prevent unnecessary purchases. For assistance with updating your inventory of *chemicals*, send an email request to [chemsafety-L@list.unm.edu](mailto:chemsafety-L@list.unm.edu).

#### 5.1.2 - Process Modification

To the extent that it does not compromise vital research, teaching, or other services, research faculty and staff are encouraged to explore alternate experimental or standard processes to decrease the quantity of hazardous chemicals used and generated. Where possible, micro and semi-micro techniques should be investigated as possible alternatives in order to reduce the

amount of waste generated.

### 5.1.3 - Product Substitution

When possible, substitute non-hazardous or less hazardous materials in your work involving chemicals. Some examples of this are:

- Using water-based inks instead of solvent-based inks in printing operations
- Substituting detergents and enzymatic cleaners for sulfuric acid/potassium dichromate cleaning solutions
- Avoiding the use of carcinogens, mutagens, or extremely hazardous chemicals when possible
- Using Carosafe® instead of formaldehyde for tissue preservation
- Using SYBR Safe DNA gel stain instead of ethidium bromide
- Using digital or alcohol thermometers instead of mercury thermometers

### 5.1.4 - Purchasing

Purchase only the quantity of chemicals, biologicals, or radioactive materials required for specific projects. Determine the minimum quantity required and order accordingly. Do not stockpile these materials unnecessarily. A significant percentage of chemical waste disposed of at UNM consists of old, unused, surplus chemicals.

### 5.1.5 - Recycling/Redistribution

- Materials/chemicals that are like-new, unexpired, or unopened can often be redistributed to other labs or work areas, saving disposal costs for the University and new product costs for the recipient. Contact EHS by sending an email to [chemsafety-L@list.unm.edu](mailto:chemsafety-L@list.unm.edu) if you have chemicals or biologicals that can be recycled or redistributed.
- Unwanted equipment and furniture that is in good condition can be picked up and offered for sale to UNM departments by UNM Surplus Property. The Surplus Property Department focuses on sustainability by repurposing, reusing, and recycling items, equipment, and furniture in both good and bad condition. Contact [UNM Surplus Property](#) to arrange for pickup of your unwanted equipment and furniture.
- Plastic bottles, aluminum cans, mixed paper, cardboard, batteries, used lamps/bulbs, and scrap metal are all materials accepted for recycling by FM Recycling. You may request a pickup or you may drop these items off at their facility. Contact [FM Recycling](#) for more information and to arrange for a pickup of recyclable materials.

### 5.1.6 - Segregation and Characterization

This waste minimization technique applies only to chemical waste. To prevent dangerous reactions and to minimize disposal costs, hazardous waste chemicals and nonhazardous waste chemicals must not be mixed together. Do not mix different types of hazardous waste (flammables, toxics, corrosives, reactives) together unless required as part of an experiment. Adding a small quantity of hazardous waste to any quantity of nonhazardous waste will likely result in the entire quantity needing to be disposed of as hazardous waste, which is much more costly.

It is also very costly to conduct characterization testing on “mystery chemicals” that have no label or insufficient labeling. It is the responsibility of the waste generator to determine if the waste is considered hazardous or nonhazardous, and to accurately label waste containers with their exact content and approximate percentages and, if applicable, their respective hazards. Refer to section 9.0 of the UNM Chemical Hygiene Plan for more information on waste determination and waste labeling.

## 6.0 – Frequently Asked Questions

### Can I pour nonhazardous waste down the drain?

A good rule-of-thumb for what can and cannot go down a drain is this: if you wouldn't drink it, then it should not go down the drain. There **are** exceptions. For example, drain disposal of biological materials such as blood or cells in cell culture media that has been deactivated with bleach is a common and acceptable method to dispose of this material. Materials that are prohibited from drain disposal by the Albuquerque Bernalillo County Water Utility Authority are:

- Flammables with a flashpoint of less than 140°F (60°C)
- Materials having a pH less than 5.0 or more than 12.0
- Solid or viscous materials such as fats, oils, grease, wax or other materials that tend to clog sewer lines
- Pollutants such as BOD, COD, and NH<sub>3</sub>N that will cause interference at the wastewater treatment plant
- Materials having a temperature that exceeds 140°F (60°C)
- Total Petroleum Hydrocarbons
- Materials such as dyes that impart color that cannot be removed by the wastewater treatment process
- Materials that are radioactive
- Medical wastes
- Detergents or other substances that may cause excessive foaming in the wastewater treatment plant

The EHS Department will take all unwanted chemicals, so UNM personnel should not resort to pouring these materials down a drain.

### How do I dispose of boxes of broken glass?

You have three options for getting rid of your box of broken glass:

1. Use packing tape or duct tape to seal the lid closed (make sure the flap for the opening is in place) then place the entire box in the main trash collection area of your building or place the entire box in a dumpster.
2. Use packing tape to seal the lid closed, then submit a Service Request to FM Recycling, <https://fm.unm.edu/services/recycle.html> with instructions to pick up the full broken glass box.

NOTE: this option requires that you include an index number – FM Recycling charges a fee of \$75 to pick up the box.

3. Use packing tape to seal the lid closed, then drop off the broken glass box to FM Recycling. The link above contains their location information.

Please do not place *unbroken* glass in these boxes. If you need to get rid of unbroken glass bottles that previously held laboratory chemicals, list them on a *Chemical Waste Pickup Request* form and EHS will come get them. The *Chemical Waste Pickup Request* form can be found here:

<https://ehs.unm.edu/waste-management/index.html>

### How do I dispose of old batteries?

You have three options for getting rid of old batteries:

1. Place the batteries in a strong bag or a sturdy box and drop them off at FM Recycling. There is no fee for this option.
2. Place the batteries in a strong bag or a sturdy box, label them as “For Recycling”, and place them adjacent to the recycling bins in your building. There is no fee for this option.
3. Submit a Service Request to FM Recycling, <https://fm.unm.edu/services/recycle.html> with instructions to pick up the batteries. There is a \$75 fee for this option.

Batteries that are damaged (cracked, leaking, bulging) *cannot be recycled* and must be submitted to EHS for disposal as hazardous waste. List the damaged batteries on a *Chemical Waste Pickup Request* form and EHS will come get them. The *Chemical Waste Pickup Request* form can be found here:

<https://ehs.unm.edu/waste-management/index.html>

### How do I dispose of used light bulbs and fluorescent tubes?

You have two options for getting rid of used light bulbs and fluorescent lamps/tubes:

1. Place the bulbs and/or tubes in a cardboard box, label the box with the information below, then drop the box off at FM Recycling:
  - a. Department, Building Name, Room Number(s)
  - b. Total number of bulbs in box
  - c. Date 1<sup>st</sup> bulb was added to box
2. Place the bulbs and/or tubes in a cardboard box, label the box with the information above, then submit a Service Request to FM Recycling, <https://fm.unm.edu/services/recycle.html> with instructions to pick up the bulbs and/or fluorescent tubes. There is a \$75 fee for this option.

Only bulbs and fluorescent tubes that are *boxed and labeled* will be accepted by FM Recycling. Labels are available from FM Recycling at no cost. Boxes are available from FM Recycling for a fee.

To dispose of *broken* bulbs, they must first be placed in a bag or box and labeled as “broken bulb”. You may then:

1. Place the bag inside a “Broken Glass” box

2. Place the bag in a box, label the box as “broken glass”, tape the box shut, and place the box in regular trash
3. If you have a box of unbroken bulbs, it is acceptable to place a small quantity of broken bulbs in the same box as unbroken bulbs

### How do I dispose of a sharps container?

Sharps are items that are capable of puncturing, cutting, or abrading the skin. Sharps include, but are not limited to, glass pipettes, broken glass, test tubes, razor blades, syringes, and needles. All sharps must be placed into a properly labeled sharps container or other rigid, puncture-proof container.

- Sharps that are contaminated with **biological material** must be placed inside a red sharps container that displays a label indicating it is **biohazardous waste**. The sharps container can be placed inside of or adjacent to a larger, red biohazardous waste bin. These bins are serviced by Trilogy MedWaste.
- Sharps that are contaminated with **chemicals** must be placed inside a rigid, puncture-proof, leak-proof container that displays a label indicating it is **hazardous waste**. If using a red sharps container, make sure the biohazard symbol is covered by the hazardous waste label. Chemical contaminated sharps *are not* biohazardous.

Sharps containers must be provided by the PI or department where they are used. EHS and Trilogy MedWaste **do not** provide sharps containers.

### How do I dispose of old computers and other electronic waste?

The Surplus Property Department accepts old computers, monitors, keyboards, printers, as well as clean laboratory equipment for repurposing, reusing, and/or recycling. Surplus Property will pick up items qualified for disposal after owners of these items have submitted a Surplus Property Request via their AppTree Inventory Assistant. For more information on this process, visit the AppTree website: [AppTree Inventory Assistant](#).

### Can unused blood vacuum tubes and other unused medical supplies be recycled or donated?

Yes. The Basic and Advanced Training Computer-Assisted Visual Experience (BATCAVE) is a state-of-the-art program for medical evaluation training. The BATCAVE accepts donations of many types of unused and good condition medical supplies. Donations must be dropped off at their location. For more information, visit their website: [BATCAVE Healthcare Simulation Program](#).

### How do I dispose of empty printer cartridges?

You have three options for getting rid of printer toner cartridges:

1. Place the toner cartridge in a box (preferably the original box it came in) and drop them off at FM Recycling. There is no fee for this option.
2. Place the toner cartridge in a box, label it as “For Recycling”, and place the box adjacent to the recycling bins in your building. There is no fee for this option.

3. Submit a Service Request to FM Recycling, <https://fm.unm.edu/services/recycle.html> with instructions to pick up the box of toner cartridge. There is a \$75 fee for this option.

Toner cartridges that are not empty *cannot be recycled* and must be submitted to EHS for disposal as hazardous waste. List the toner cartridge on a *Chemical Waste Pickup Request* form and EHS will come get it. The *Chemical Waste Pickup Request* form can be found here: <https://ehs.unm.edu/waste-management/index.html>

## Who do I contact?

Phone numbers, emails, and websites of departments referenced in this document are provided below.

- **Environmental Health & Safety Department**  
Main phone: 505-277-2753  
EHS Listserv: EHSWEB-L@list.unm.edu  
Website: [Environmental Health & Safety](#)
- **UNM Recycling Services/FM Recycling**  
Recycling Supervisor phone: 505-277-0842  
Email: [recycle@unm.edu](mailto:recycle@unm.edu)  
Website: [UNM Recycling Services](#)
- **UNM Surplus Property Department**  
Main phone: 505-277-2923  
Email: [unmsurplus@unm.edu](mailto:unmsurplus@unm.edu)  
Website: [Surplus Property Department](#)
- **Biosafety/Biohazard Compliance**  
Main phone: 505-272-8001  
Location: Fitz Hall room B83  
Website: [Biosafety Office](#)
- **Radiation Safety Office**  
Main phone: 505-925-0743  
Location: Fitz Hall room B89  
Website: [Radiation Safety Office](#)

**END OF DOCUMENT**

**ATTACHMENT FOLLOWS**

**ATTACHMENT 1**  
**LIST OF ACUTELY HAZARDOUS WASTES**











# UNM Waste Management Program R1

Final Audit Report

2025-07-31

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