

Procedure for Safe Disposal of Broken Glass



Never Dump **BROKEN GLASS** into regular garbage pail

To protect Custodial personnel, faculty, and staff from accidental injury due to broken glass, the Environmental Health and Safety office has developed the following procedures:

- If anyone wishes to dispose of the broken glass and the amount of glass is small, place it in an envelope, mark it “**BROKEN GLASS**”, and call the Custodial Department to send someone to dispose of it safely.
- If the amount of broken glass is plentiful, then a box can be used. Mark the box “**BROKEN GLASS**”, make a work order to B&G. Someone from B&G will move the box away safely.
- Any problem with this procedure, please contact the EHS Office at Ext. 2662/2772.