What items are covered by this guide:
All items that are not completely made of paper, plastic, cardboard or food and items that contain or are contaminated with materials that are not paper, plastic, cardboard or food.

How to use the guide:
Begin at the words “Start here” and follow the arrows that correspond to your answer for each question regarding the item you wish to dispose. Orange boxes have questions that will direct you to a blue box, which will have instructions for the item you wish to dispose.

Questions:
Call 217-333-2755 or email cws@illinois.edu and ask for additional assistance from the Division of Research Safety (DRS) staff.

**Chemicals**
Is the item a thermometer, gas cylinder, chemical or mixture of chemicals; including commercial products like oil, anti-freeze, shower cleaner, empty or full aerosol cans, toner, etc.?

- **Yes**: Is the item a DEA controlled substance? See DEA controlled substances for more information.
  - **Yes**: Follow directions for DEA controlled substance disposal. For disposal instructions see the DEA Controlled Substances Guide.
  - **No**: Is the item a liquid and meets all of the conditions of non-hazardous as defined in Disposal of liquid non-hazardous chemicals page?
    - **Yes**: Discard via sanitary sewer (sink drain).
    - **No**: Is the item a compressed gas in a rented cylinder?
      - **Yes**: Return cylinder to vendor.
      - **No**: Is the item a DEA controlled substance? See DEA controlled substances for more information.

- **No**: Is the item a thermometer, gas cylinder, chemical or mixture of chemicals; including commercial products like oil, anti-freeze, shower cleaner, empty or full aerosol cans, toner, etc.?

**Biological or Radioactive Materials**
Does the item contain, or is it contaminated with biological and/or radioactive material?

- **Yes**: For Biological Materials, follow the instructions found at: User Treatment of Biological Waste
  For Sharps - see the next orange question box.
  For Radioactive Materials, follow the instructions found at: Collecting and Preparing Radioactive Waste
  If the material contains a chemical, as well as biological or radioactive materials, contact DRS at cws@illinois.edu or 217-333-2755 for further instructions.

- **No**: Is the item a medical needle, syringe barrel (with or without needle), scalpel, razor blade, blood vial, glass Pasteur pipette, microscope slide, coverslip or glassware contaminated with an infectious agent? (All these are defined as a sharp.)

- **Yes**: Discard in appropriate (biohazard) sharps container. See Laboratory Sharps for more information.

- **No**: Sharps
  Is the item a medical needle, syringe barrel (with or without needle), scalpel, razor blade, blood vial, glass Pasteur pipette, microscope slide, coverslip or glassware contaminated with an infectious agent? (All these are defined as a sharp.)

- **Yes**: Discard in appropriate (biohazard) sharps container. See Laboratory Sharps for more information.

- **No**: Is the item a compressed gas in a rented cylinder?
  - **Yes**: Return cylinder to vendor.
  - **No**: Is the item a DEA controlled substance? See DEA controlled substances for more information.
Collect the glassware in a sturdy cardboard box, lined with a plastic bag, and labeled with the words "Laboratory Glass - Trash." The box should be securely sealed shut with tape before disposal. When full the box should not weigh more than 40 pounds (18 kg). Commercially available broken glassware disposal boxes may be used. The box must be free of any visible signs of chemical contamination. There should be no free liquids in the box and there must be no odor emanating from the box. Do not use a bag displaying the biohazard symbol or the radiation hazard symbol to line the cardboard box. There must be no sharps placed in the box. When full, a properly labeled and sealed box may then be placed into the trash.
**Mercury Containing Equipment**

Is the item any of the following: Mercury-containing thermostats, switches, gauges or other devices containing mercury?

- **Yes**: Dispose through the DRS chemical waste disposal program. See the Procedures for Requesting Chemical Waste Disposal.

- **No**: Call the F&S Service Office at 217-333-0340 to schedule the pickup of the lamps for disposal through the Laborer Electrician Shop. The University does not permit the disposal of lamps directly in the trash.

**Lamps/Light bulbs**

Is the item any of following: fluorescent lamps, high-intensity discharge (HID) lamps, mercury vapor lamps (any lamp or bulb that is not incandescent)?

- **Yes**: Ballast must be disposed of as PCB containing waste. (It is illegal to discard in trash or send to recycler not authorized to handle PCBs).  
  **Campus** – dispose of PCB ballasts through DRS chemical waste disposal program. Do not discard in trash.  
  **F&S units** – dispose of PCB ballasts through the Electrician Shop.

- **No**: Does the ballast have the words “No PCBs” marked on it?

  - **Yes**: Campus – dispose of ballasts through DRS chemical waste disposal program. Do not discard in trash.  
    **F&S units** – dispose of ballasts through the Electrician Shop.

  - **No**: To dispose of unneeded equipment follow the Office of Business and Financial Services (OBFS) Equipment Disposal Method procedures. In addition, complete the F&S Scientific Equipment and Appliance Decommissioning Check-List form for each piece of equipment that is to be disposed. The form must be completed and attached to the equipment prior to pickup by F&S or the contracted recycler.

**Equipment/Instruments**

Is the item any of the following: Computers, monitors, TVs, VCRs, pumps, oil baths, refrigerators, air conditioners, and other equipment/instruments?

- **Yes**: To dispose of unneeded equipment follow the Office of Business and Financial Services (OBFS) Equipment Disposal Method procedures. It is illegal to discard these items in the trash. In addition, for items used in a research laboratory complete the F&S Scientific Equipment and Appliance Decommissioning Check-List form for each piece of equipment that is to be disposed. The form must be completed and attached to the equipment prior to the removal of the equipment.

  - **Yes**: Is the item a computer monitor, TV, VCR or any electronic equipment that has a circuit board?

    - **Yes**: Metal should be recycled. Contact Surplus 217-333-6011 for inspection. Surplus will issue a recycling ticket and then you will need to arrange a pickup with the contracted recycler. Anything with lead, chromium or silver metal MUST be recycled. Do not discard in trash.

    - **No**: To dispose of unneeded equipment follow the Office of Business and Financial Services (OBFS) Equipment Disposal Method procedures. It is illegal to discard these items in the trash. In addition, for items used in a research laboratory complete the F&S Scientific Equipment and Appliance Decommissioning Check-List form for each piece of equipment that is to be disposed. The form must be completed and attached to the equipment prior to the removal of the equipment.

- **No**: Is the item a lamp ballast?

  - **Yes**: Does the ballast have the words “No PCBs” marked on it?

    - **Yes**: To dispose of unneeded equipment follow the Office of Business and Financial Services (OBFS) Equipment Disposal Method procedures. In addition, complete the F&S Scientific Equipment and Appliance Decommissioning Check-List form for each piece of equipment that is to be disposed. The form must be completed and attached to the equipment prior to pickup by F&S or the contracted recycler.

    - **No**: To dispose of unneeded equipment follow the Office of Business and Financial Services (OBFS) Equipment Disposal Method procedures. It is illegal to discard these items in the trash. In addition, for items used in a research laboratory complete the F&S Scientific Equipment and Appliance Decommissioning Check-List form for each piece of equipment that is to be disposed. The form must be completed and attached to the equipment prior to the removal of the equipment.

- **No**: Metals

  - **Yes**: Metals should be recycled. Contact Surplus 217-333-6011 for inspection. Surplus will issue a recycling ticket and then you will need to arrange a pickup with the contracted recycler. Anything with lead, chromium or silver metal MUST be recycled. Do not discard in trash.

  - **No**: Contact DRS (cws@illinois.edu or 217-333-2755) for disposal instructions for any items not discussed here.

Questions?
Contact DRS at cws@illinois.edu or 217-333-2755.