

# SHARPS AND GLASS WASTE SEGREGATION GUIDELINE

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The term “sharps” refers to items designed to cut or puncture materials, people, or animals. These include needle assemblies, syringes, scalpels, and suture blades. Broken glassware is not classified as a sharp even though it can puncture skin and cut materials, people, and animals.

At the University of Waterloo, used glassware is disposed of differently than sharps. This guideline clarifies the requirements for segregating and disposing of all the various types of sharps and glassware on campus.

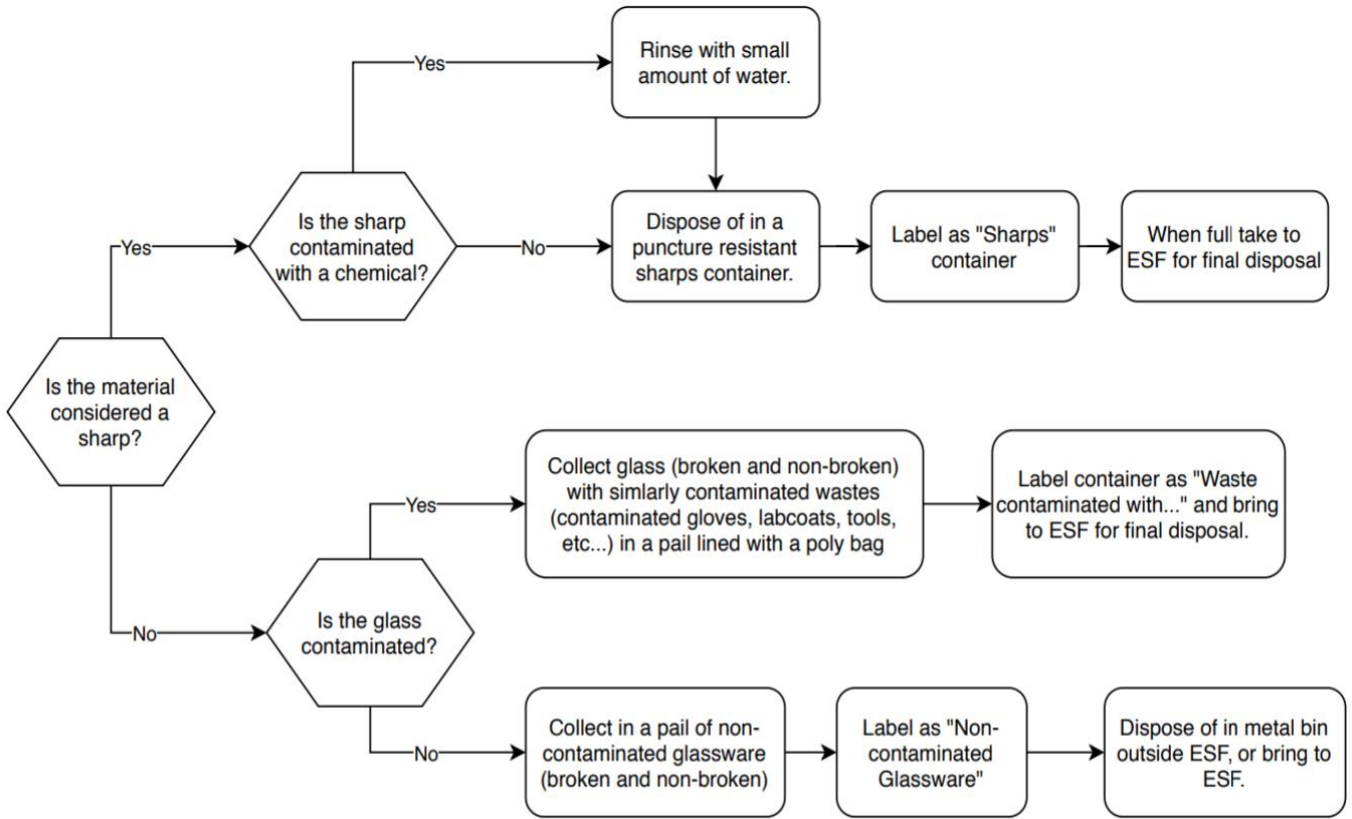
## GENERAL RULES FOR THE HANDLING AND DISPOSAL OF SHARPS

When generating and disposing of sharp related wastes, follow these guidelines:

- **Never dispose of any type of sharp or broken glassware in a regular garbage or waste receptacle.** This can pose a serious hazard to custodians, other employees, students, and even visitors.
- **Segregate sharps** based on the Waste Segregation Flowchart on page two of this guideline.
- **Recognize** that broken and other glassware (broken glass, slides, contaminated glass) needs to be handled differently than sharps (needle assemblies, syringes, razor blades, scalpel blades, and suture blades).
- **Label** all waste sharps containers with the following information:
  - Contents
    - Write the type of sharps contained within the container (e.g., broken glass, needle assemblies).
    - Label the container as indicated in the flowchart.
    - Short forms can be included, but not solely used.
  - Name of the generator (researcher name)
  - Lab location and extension
- **Ensure** the containers used for sharps are made of puncture resistant hard plastic.
- **Take containers to the ESF** when they are ready for final disposal.
  - Containers with residues on the outside will not be accepted.

# WASTE SEGREGATION FLOWCHART

Use the flowchart below to determine how to segregate and dispose of a specific sharp.



**Figure 1: Flowchart defining how sharps and broken glass is segregated and disposed of.**