IGNITE FSU	Policy/Procedure	LAB-003
	Version	1
	Effective Date	06/30/2025

1. Handling and Discard of Waste

2. Objectives & Scope

This SOP describes how to appropriately handle, and discard of all waste generated by laboratories.

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the laboratory facilities and enforcement of procedures. Laboratory Manager can make changes to this SOP as necessary to ensure compliance and align with program goals and Florida State University Policies.

3. Abbreviations and definitions

- **Laboratory Generated Waste:** All waste generated from laboratory within the IGNITE Tallahassee facility
- **Hazardous Waste:** is a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment.
- **General Biohazardous Waste Materials:** are biological wastes that contain, "biological agent(s) or substance(s) present in or arising from the work environment which presents or may present a hazard to the health or well-being of the worker or community.
- **Biohazardous Waste Containing Non-Human Pathogens:** are biological wastes that contain no human pathogen.
- **Biomedical Wastes Containing Human Pathogen**: are biological wastes that may contain a human pathogen.
- **Biohazardous Sharps**: are needles, needle-syringe units, scalpels, and razor blades, contaminated or non-contaminated with biological materials, are consider biohazardous sharps.
- **Sharps Waste**: are glassware/glass sharps such as Pasteur pipettes and broken or unbroken glassware.
- **Biohazardous Waste mixed with Hazardous Waste**: are biological wastes mixed with hazardous waste.
- **Biohazardous Waste mixed with Radioactive Waste**: are biological wastes mixed with radioactive waste.
- **Radioactive Waste**: is a hazardous material that contains or emits radioactive particles.
- **Common Laboratory Waste:** is trash or waste the is generated in the laboratory that does not contain Hazardous Waste, Biohazardous Waste, Radioactive waste or Sharps.
- **SOP:** Standard Operating Procedure
- **Waste Collection Site:** Is Lab 134 and is where waste may be stored until pick of waste can be arranged.

4. Procedure

4.1 Common Laboratory Waste

4.1.1 Common laboratory waste generated in a **non-biological** laboratory may be disposed of in regular trash.

4.1.2 Common laboratory waste generated in **biological** laboratory must be autoclaved at 121^{O}C,
15 psi for at least 15 minutes. Then it may be discarded as regular trash.

4.2 Biological and Biohazardous Waste

4.2.1. All Biological and Biohazardous waste must be appropriately labeled as described in SOP LAB-002.

4.2.2 Non-Human Pathogen Containing and General Biohazardous Waste

4.2.2.1 General biohazardous waste materials and biohazardous waste containing non-human pathogens must be collected in a clear autoclave bag WITHOUT the red biohazard warning logo.

4.2.2.2 Bagged waste must be autoclaved at 121°C, 15 PSI for at least 15 minutes.

4.2.2.3 After autoclaving, the bagged waste should be placed in a non-clear trash bag and disposed as regular trash.

4.2.3 Human Pathogen Containing Biohazardous Waste

4.2.3.1 Biomedical waste containing human pathogens must be collected in an autoclavable biohazardous label bag.

4.2.3.2 Bagged waste must be autoclaved at 121°C, 15 psi for at least 15 minutes.

4.2.3.3 All biomedical waste must be discarded into the approved waste collection container that is given to a client by their waste collection provider.

4.2.3.4 When collection container is full, reaches its maximum gross weight, or waste accumulation approaches the 30 days limit for storage, the biomedical collection container should be sealed.

4.2.3.6 Label the collection container with the name of the owning company or person, the location of the laboratory and room number, and the date when the waste was first generated.

4.2.4 Biohazardous Waste Mixed with Hazardous Waste

4.2.4.1 Mixing biohazardous waste with hazardous waste is not advised. Mixed wastes of these types shall be managed as hazardous waste.

4.2.4.2 Prior to generating this type of waste, coordinate with the IGNITE Laboratory Manager

4.2.4.2 General biohazardous waste materials, biohazardous waste containing non-human pathogens, or biohazardous waste containing human pathogens mixed with hazardous waste must be collected in a double red biohazardous bag.

4.2.4.3 When the bag is full, it must be secured by ensuring the top of the bag is closed by twisting the bag opening and tying in a single knot, or by taping the twisted opening.
Clearly label the bag as "Biohazardous Waste Mixed with Hazardous Waste" along with the name of the owning company or person, the location of the laboratory and room number, and the date when the waste was first generated.

4.2.5 Biohazardous Waste Mixed with Radioactive Waste

4.2.5.1 Biohazardous waste mixed with radioactive waste is not advised and will need prior clearance from the IGNITE Laboratory in conjunction with Florida State University Radiation Safety Team.

4.2.5.2 Once clearance is given special instructions on handle of waste will be written and given to responsible parties.

4.3 Sharps Waste

4.3.1 Label all sharps waste must be appropriately labeled as described in SOP LAB-002.

4.3.2 Non-chemically contaminated broken glass and Non-biologically contaminated broken glass

4.3.2.1 This type consists of any broken glass that has been rinsed of any chemical contamination, including glass pipettes, fixed glass slides, solvent bottles, chemical bottles, test tubes and broken flasks.

4.3.2.2 Place waste in a sturdy, leakproof, puncture-resistant broken glass box. This may be achieved by lining a sturdy cardboard box with a trash bag and labeling “Sharps” or “Broken Glass”. Securely close the box, label it “sharps trash”, place directly into the dumpster. Do not place wet materials in this box as they may saturate and weaken the cardboard. Should only be disposed of as solid waste and not recycled.

4.3.3 Chemically contaminated broken glass

4.3.3.1 Place waste in a puncture proof container that can be capped and sealed.

4.3.3.2 Waste container must be labeled with the chemical contaminant.

4.3.4 Biohazardous Sharps

4.3.4.1 All biohazardous sharps are considered biomedical waste and must be placed into a red, puncture resistant plastic needle box and discarded as biomedical waste.

4.4 Hazardous Waste

4.4.1 All hazardous waste must be appropriately labeled as described in SOP LAB-002.

4.4.2 Place the hazardous waste in the appropriate container for the type of waste it is (liquid or solid) and store in waste collection site until pick up.

4.5 Waste Collection Site

4.5.1 The waste collection site is in Lab 134. All laboratory waste can be placed in the appropriate storage containers whether provided by IGNITE FSU or waste disposal companies.

4.5.2 All containers must be labeled with name of the owning company or person, what the container contains, and the date the items were placed in the container.

4.5.3 No waste shall remain in the waste collection area for more the 30 days. This will be reassessed quarterly, and notice will be given to Companies.

4.6 Non-compliance

4.6.1 Non-compliance with this SOP may result in a fee.

4.6.2 Continuous non-compliance with is SOP will result in additional fees and may result in suspension in the IGNITE Program.

5. Related Documents

IGNITE FSU SOP LAB-002

6. Related Forms

N/A

7. References

Florida State University Policies

- Chemical Labeling (https://www.safety.fsu.edu/safety_manual/Chemical%20Labeling.pdf)
- Chemical Waste (https://www.safety.fsu.edu/safety_manual/Hazardous%20Waste.pdf)
- Biohazardous Waste Operating Plan (https://www.safety.fsu.edu/safety_manual/Biohazardous%20Waste.pdf)