

University of Houston  
College of Natural Sciences and Mathematics

**Guidelines for the Disposal of Surplus Equipment  
And Solid Waste in SR1**  
(Effective January 13, 2006)

The following guidelines are provided to assist all occupants of Science and Research Building 1 in maintaining a safe, pleasant and attractive work environment, in assisting the service departments who handle surplus equipment and solid waste, and in complying with university safety standards.

**IMPORTANT** - Do not place surplus or solid waste items in the hallways, stairwells, landings or any other public area.

### **Inventoried Surplus Equipment (UH Property Tagged)**

All items tagged with a UH Property Tag are inventoried annually. These items must be discarded in accordance with the policies and procedures established by the State of Texas and the UH Property Management Department. Tags must not be removed by department or center personnel.

Do not place these items in the Trash Room on the first floor or on the Loading Dock. Each department or center should designate a non-public area within the department or center as a holding area for these items.

Please contact the department or center administrator and/or property custodian for instructions.

### **Non-Inventoried Surplus Equipment (Untagged)**

Surplus equipment and furniture, but excluding untagged computers and monitors (see below), which are not inventoried (i.e., do not have a UH Property Tag affixed), are considered “heavy trash” and are picked up upon request by the UH Solid Waste Department.

Please contact the department or center administrator and/or property custodian for instructions.

## Non-Inventoried Computers and Monitors (Untagged)

The disposal of all surplus computers and monitors (tagged and untagged) must be approved by the UH Property Management Department according to established procedures.

**Do not** place these items in the Trash Room on the first floor or on the Loading Dock. Each department or center should designate a non-public area within the department or center as a holding area for these items.

Please contact the department or center administrator and/or property custodian for instructions.

## Hazardous Waste (including possible asbestos-containing materials, and all paint)

Hazardous waste, including “sharps” (syringes, needles, pipettes containing biological materials, etc.) must be collected by the Environmental Health and Risk Management Department according to established procedures.

“Sharps”, i.e., syringes, needles, pipettes and other similar items containing biological materials are considered hazardous, and must also be collected by the Environmental Health and Risk Management Department according to established procedures. A variety of special containers for the safe disposal of syringes, needles, and glass are available from UH Research Stores.

**Do not** place these items in the Trash Room on the first floor or on the Loading Dock. Each department or center should designate a non-public area within the department or center as a holding area for these items.

Please contact the department or center administrator and/or property custodian for instructions. See the EHRM web site for more information:

**<http://www.uh.edu/plantops/ehrm>**

Note: Completely empty (i.e., dry) containers may be placed in the Trash Room on the first floor. Please rinse out the container, remove the top or cap, and deface or remove the label.

## Glass

Glass items (other than “sharps”) which pose a hazard when handled by Custodial Services or Solid Waste must be placed in a sealed box and clearly labeled “Glass.” These sealed and labeled boxes should be taken to the Trash Room on the first floor. Boxes for these materials are also available from Research Stores.

## Gas Cylinders

All gas cylinders awaiting pickup by the supplier must remain secured and remain in the department or center until picked up.

**Do not** place gas cylinders (full, partially full, or empty) in the Trash Room on the first floor or on the Loading Dock.

The UH Environmental Health and Risk Management Department will pick up cylinders which have been abandoned. Please contact the academic department or center administrator and/or property custodian.

## Pallets, Crating Materials and Damaged Furniture

Pallets, crating materials, and damaged furniture are considered heavy trash and should be taken by department personnel to the Loading Dock and placed against the wall and away from the loading and unloading area.

## Paper Materials and Cardboard Boxes

Most paper and cardboard boxes are recyclable and are picked up on a set schedule by the recycle crew of the Solid Waste Department.

Paper materials, including books, journals, etc., should be placed in the Recycle Paper receptacles located throughout the building. For large quantities, the department administrators may request a special recycle paper bin from Solid Waste.

Cardboard boxes should not be placed in the hallways, but should be taken to and stacked neatly in the Trash Room on the first floor.

## Routine Trash

Routine trash which cannot await pick up by Custodial Services may be taken to the Trash Room on the first floor. **It must be placed in bags or boxes.** Large plastic bags may be requested from Solid Waste by the department or center administrators at no charge.