



Boston University Environmental Health & Safety

## It's That Time of Year....Spring Cleaning!

Your lab seems like its shrinking? Old equipment and electronics starting to collect dust? Chemicals from students long ago still on your shelves? These dated items may pose a hazard if they are obstructing safety equipment, adding to the combustible load in the room, or being stored improperly. Boston University and Boston University Medical campus require the correct disposal of all our equipment and chemicals. Let us show you how!



**Electronic wastes**- such as computer monitors, CPUs, fax machines and printers, can be recycled at Boston University and the Boston Medical Center. Some components of these materials are toxic to the environment, and many others are valuable and can be reclaimed.

- **Medical Campus**- Ask a member of our custodial staff to remove these for you. They will bring these materials to designated collection areas for recycling.
- **Boston Medical Center**- The Information Technology Department collects all old computer equipment for recycling. Non-computer-related electronics should be disposed of through your area custodian.
- **Charles River Campus**- For individual items, email the trucking department at [rotoole@bu.edu](mailto:rotoole@bu.edu). If multiple pieces are to be picked up, accumulate it all in an area and go through your department to fill out a requisition with Facilities Management, care of the Trucking Department. Furniture can be managed the same way.

**Laboratory Equipment** -All laboratory equipment must be decontaminated if it is remaining in the laboratory after the lab moves out, being moved to a new laboratory or being disposed. EHS has completed a new policy regarding lab equipment decontamination and decommissioning! Ask your Research Safety Specialist for more details or check it out on line at <http://www.bu.edu/ehs/programs/laboratory-safety/laboratory-decontamination-and-decomissioning/>  
Some Equipment may be able to be donated for training purposes as well! Consult EHS.

**Chemicals**- Have you recently moved labs? Remodeled or need to readjust your space? Some types of chemicals may pose a hazard if stored for long periods of time. They may also pose a hazard if they are stored improperly or incompatible with there surroundings. Evaluate your chemical storage and inventory. Your most recent inventory can be found in your Chemical Safety Log Book. This can be updated electronically on [www.bu.edu/rims](http://www.bu.edu/rims). Requests for removals can be made on [www.bu.edu/ehs](http://www.bu.edu/ehs)

**General Items**- Laboratories should not be storage areas. Items can hinder egress and access in emergency situations. Keep bikes locked up outside, not in hallways, labs or stairways! They can carry dirt and contaminates into the building as well out. Boxes, books, journals and old catalogues can stack up quickly and add to combustible materials in the lab. Keep them at least 18 inches away from sprinkler heads and remember to recycle when possible. For recycling information and bike storage maps visit <http://www.bu.edu/sustainability/>

Environmental Health & Safety  
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