

The following procedures have been developed as part of a comprehensive program to reduce the amount of pollutants that reach the sanitary sewer system and the South San Francisco Bay. This SOP provides guidance to laboratory users on how hand glass washing can be performed while remaining in compliance with wastewater general discharge permit requirements from the Palo Alto Regional Water Quality Control Plant (RWQCP).

- 1) **Do not dispose of chemical waste down the sink drain, into the sewer, or into regular trash containers.** Check chemical disposal guidelines for proper handling.
- 2) Triple-rinse all glassware that has been hand washed with the use of acids, bases, solvents, or alcohols. Dispose of all three rinses as hazardous waste, along with any waste product. Drain rinse thoroughly into the appropriate waste container. Do not mix incompatible wastes. To properly triple rinse, follow these steps:
  - a. Use clean tap water or DI water and add enough to the container (to approximately 10-20% of its capacity), recap or seal if appropriate, swirl carefully to all sides, and empty contents into Hazardous Waste (HW) containers. Repeat two more times.
  - b. The rinsate should always be collected in an intact sealable, Hazardous Waste container which is compatible with the waste. Affix a completely filled out HW label which should be applied as soon as the first drop is generated. Go to <http://wastetag.stanford.edu> to create the tag.
  - c. The empty container or glassware should be drained so no liquid pours out of the container, and it's allowed to dry only during one shift in a well-ventilated area, and way from where people are working.
- 3) If needed, soak glassware in base cleaning bath (e.g. potassium hydroxide)
  - a. Remove glassware from base cleaning bath, and then dip into a buffer rinse solution (e.g. 0.5 M Sodium Citrate solution).
  - b. Remove glassware from rinse buffer solution; allow draining thoroughly into buffer container.
  - c. Rinse glassware with water
  - d. Test buffer solution for pH and transfer the buffer solution into acid or base waste container as appropriate.

If you would like more information on your building's general discharge permit, contact the building or lab manager. More information about wastewater best management practices is available here:  
[http://ibre.stanford.edu/sem/waste\\_water](http://ibre.stanford.edu/sem/waste_water)

Contact Stanford Utilities if you have any questions or concerns regarding this SOP or other wastewater compliance items:

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