

I Types of waste: Combustible, Non-Combustible (landfill), and recyclable

In compliance with the rules, everyone is to separate the waste that they generate, keep it in the specified manner and when the particular waste is accumulated to a certain amount, take it out to the designated place on the designated date.

Throwing away waste anywhere other than the specified place is considered illegal dumping which is a punishable offense. Also try to keep waste collection points clean and tidy. The University manages only the waste generated from the activities of the University. Bringing in waste from outside (home etc.) is not allowed.

A: Combustible and Non-combustible (landfill) waste that is collected regularly

Classification	Item/description	Special instruction	Where to...?
Combustible waste	Food, waste paper, waste cloth, sticker base sheet, carbon paper, photo, envelope with window etc.	Make sure that waste paper or cloth is not contaminated by any chemical substance.	Combustible waste bin
Non-combustible (landfill) waste	Glass, sheet glass, rubber products, umbrellas, light bulb/tubes, small electric appliances, leather products, plastic products other than plastic packaging material etc.	Exclude for items used in a lab experiment Exclude recyclable, combustible or bulk waste	Non-combustible (landfill) waste bin
	Empty spray can such as spray-type glue	Use up propellants and make a hole (outdoors).	Non-combustible waste bin after making a hole
	Used lighter	Use up the gas	Non-combustible waste bin

B: Recyclable waste that is collected regularly (treated as industrial waste, except for papers)

Classification	Item/description	Special instruction	Where to...?
Container and packaging plastics	Food container such as pot noodle, plastic bag, plastic container, cling film, plastic tube, plastic bottle, label etc.	Exclude for items used in a lab experiment. Check the recycling instruction on the item before disposal. Food remaining in a container, such as soup in pot noodle, must be discarded in a specified bin (located at <i>Seikyo</i> etc.) prior to disposal. Soiled items should be wiped or lightly rinsed with water (the tissue used goes in a combustible waste bin).	Plastic waste bin
Glass container for food and drink	Glass jar or bottle for food and drink	Take the cap off. Lightly rinse with water before disposal.	Glass container waste bin Metal cap to a can waste bin Plastic cap to a plastic waste bin
Can and other metal container for food and drink	Can for food and drink	Check the recycling instruction on the item before disposal. Lightly rinse with water before disposal.	Can waste bin

PET bottle for drink	PET bottle for drink	Check the recycling instruction on the item before disposal. Take the cap off. Lightly rinse with water before disposal.	PET bottle waste bin Metal cap to a can waste bin Plastic cap to a plastic waste bin
Office papers	Paper used in office such as for copier, computer printout, memo, non-carbon paper etc.		Designated local collection point
Corrugated cardboard	Corrugated cardboard	Fold into an easy to handle size.	Designated local collection point
Newspaper	Newspaper, flyers that came with the paper		Designated local collection point
Magazine	Book, magazine, coarse paper, cardboard, cardboard box for candies, wrapping paper, leaflet etc.	Take off any part that is not made of paper, such as plastic (envelope window) and cloth.	Designated local collection point
Paper container for milk and other drink		Rinse with water and flatten.	Designated local collection point

C: General waste that is not collected regularly

Classification	Item/description	Special instruction	Where to...?
Confidential document	Paper, card etc. containing confidential information		Contact the Facility Environment Management Office via the Area Office, when the necessity arises.
Waste battery	Manganese dry cell, alkaline cell, button cell etc.	Separate rechargeable battery (secondary battery) and lithium cell.	Designated local collection point
Printer ink, toner cartridge	Printer ink cartridge, toner cartridge		Ask the supplier to collect and recycle.
Art work and craft waste		See 'Guidance for Chemical Waste Handling'	
Plant and Tree			Contact the Facility Environment Management Office via the Area Office, when the necessity arises.

D: Recyclable waste that is not collected regularly (Industrial waste)

Classification	Item/description	Special instruction	Where to...?
Fluorescent light			Designated local collection point
Secondary battery (rechargeable)		Attach a tag showing the name of a person in charge of disposal	Designated local collection point
Lithium dry cell battery			Designated local collection point
Home appliance subject to recycling by law	Air conditioner, TV, refrigerator, freezer, washing machine, tumble dryer	Recycling cost to be borne by either the user or the district.	See 'Industrial Waste Contracting Procedure'
Other end-of-life home appliance			See 'Industrial Waste Contracting Procedure'
Product containing CFCs			See 'Industrial Waste Contracting Procedure'

End-of-life office appliance (hard disc drive)	Computer etc.	Hard disc drive to be properly dealt with by the user (prevention of information leakage).	See 'Industrial Waste Contracting Procedure'
Other appliance, office furniture etc.		Make sure it is not contaminated by a hazardous substance.	See 'Industrial Waste Contracting Procedure'
Experimental apparatus	Determining, testing instruments and other machines	Attach a tag showing the name of a person in charge of disposal and a description of the item Make sure it is not contaminated by hazardous substances.	See 'Industrial Waste Contracting Procedure'
Bulk waste for landfill			See 'Industrial Waste Contracting Procedure'
Wood waste			See 'Industrial Waste Contracting Procedure'

#### E: Effluent

Classification	Item/description	Special instruction	Discharging point
Domestic effluent (to sewage system)	Water used for washing hands Water used for washing kitchen utensils, dishes etc. Toilet	Use minimum of soap etc. Leftover food must be collected separately and disposed as combustible waste. Oily/fatty liquid must be absorbed in kitchen paper /tissue etc. which is to be disposed as combustible waste.	Washing basin Sink at student's common room etc. Student canteen Toilet
Effluent from experiment (to sewage system)	Water used for washing instrument used in experiment	In principle, water used up to third washing to be collected as waste effluent. Do not dispose of domestic effluent (especially food leftover liquid) here.	Sink at laboratory
Natural drainage (to rivers)	Rain, snow melt, natural spring	Do not dispose of domestic and experiment effluent here	Outdoor tap water drainage, gutter
Effluent from livestock/animal housing etc.		See 'Guidance for Chemical Waste Handling'	

#### II Industrial waste (for staff members)

In principle, a person who generates the industrial waste or a representative of a group of people who generate the industrial waste shall be the responsible person with regard to the disposal of the waste.

The person responsible for disposal has the duty of informing the content, composition, volume etc. to the organization undertaking the waste treatment/disposal.

In principle, collection and disposal of industrial waste must be carried out through the Area office.

Handling of chemical substances etc. must follow the chemical substance management detailed rules.

Please refer to the 'Guidance for Chemical Waste Handling' (from p 47 onward), published by the Environment Preservation Center, for the disposal of other industrial waste.

F: Industrial waste that is collected regularly

Classification	Item/description	Special instruction	Where to...?
Glass used in experiment (non-hazardous)	Beaker, flask , medicine bottle etc.	Clean off any hazardous substance and residual substance, including colored liquid, that may be attached. Otherwise, treat as 'G: Industrial waste that is not regularly collected.' Put the waste that has colored chemical in a specialized container for infectious materials. Attach a tag showing the name of a person in charge and a description of the item	Designated collection point
Plastic used in experiment (non-hazardous)	Disposable plastic instrument etc.	Clean off any hazardous substance and residual substance, including colored liquid, that may be attached. Otherwise, treat it as 'G: Industrial waste that is not regularly collected.' Put the waste that has colored chemical in a specialized container for infectious materials. Waste treated by autoclave is disposed of as 'Culture medium (non-infectious)'. Attach a tag showing the name of a person in charge and a description of the item	Designated collection point
Metal used in experiment (non-hazardous)	Metal spatula, metal medicine container (18 liters) etc.	Clean off any hazardous substance that may be attached, otherwise treat it as 'G: Industrial waste that is not regularly collected'. Attach a tag showing the name of a person in charge and a description of the item	Designated collection point
Expanded polystyrene	Expanded polystyrene used for packaging etc.	Separate it out from other materials,	Designated collection point
Infectious material	Infectious material or a material suspected of being infectious	Place in a specialized container for infectious materials and seal hermetically. Handle it carefully according to the regulations and rules set out by the relevant authorities, being aware of the risk of infection to those who handle it. All materials that have the slightest possibility of infectiousness must be handled as infectious material. Be aware that those who handle the disposed waste may not have sufficient knowledge of the dangers of infectious waste.	Designated collection point
Animal used in experiment (Residue)	Corpse of animal used in experiment etc.	Place in a specialized container for infectious materials and seal hermetically. Handle as an 'infectious material'. However, make separate considerations for residues that are clearly uninfected.	Designated collection point

Culture medium (non-infectious)	Including petri dish with non-infectious medium etc.	Sterilize. (Autoclave for more than 20 minutes with at least 121degrees Celsius or higher, using an autoclave bag. Space out the sterilizing materials sufficiently so that the hot steam will circulate properly). Separate materials that have been autoclaved from others. Pack carefully using a specialized polyethylene bag for non-infectious culture medium. Attach a tag designated for industrial waste disposal, stating the microbe it may contain. Stick all four sides of the tag on a plastic bag with tape.	Designated collection point
Paper and cloth used in experiment (non-hazardous)	Combustible waste of paper and cloth products used in experiment such as Kimwipe etc.	Paper and cloth, such as filters, soiled with polluted sludge etc. and those contaminated with hazardous materials, such as mercury, must be handled as G: 'Industrial waste that is not collected regularly'. Attach a tag showing the name of a person in charge and a description of the item	Designated collection point

G: Industrial waste that is not collected regularly

Classification	Items	Special instruction	Where to...?
Glass used in experiment (hazardous)	Beaker, flask, medicine bottle and silica etc., contaminated by hazardous chemical substance	Must not have mercury on it. State the source of contamination (substance(s)) and approximate amount.	See 'Industrial Waste Contracting Procedure'
Plastic used in experiment (hazardous)	Plastic beaker, pipette, medicine container etc., contaminated by hazardous chemical substance	Must not have mercury on it. State the source of contamination (substance(s)) and approximate amount.	See 'Industrial Waste Contracting Procedure'
Metal used in experiment (hazardous)	Metal instrument etc., contaminated by hazardous chemical substance	Must not have mercury on it. State the source of contamination (substance(s)) and approximate amount.	See 'Industrial Waste Contracting Procedure'
Polluted mud (sludge) (those not collected by the Environment Preservation Center)	Sludge containing chemical substance, charcoal contaminated with chemical substance etc.	Must not have mercury on it. State the source of contamination (substance(s)) and approximate amount.	See 'Industrial Waste Contracting Procedure'
Polluted mud (sludge) (those collected by the Environment Preservation Center)	Polluted mud generated by pre-processing of waste liquid (heavy metal hydroxides, calcium fluoride, etc.) and paper that was used for filtration, etc., in experiments including inorganic hazardous materials such as heavy metals (precipitation, sludge, etc.) and organic hazardous materials (precipitation, sludge, etc.)	Sort according to the waste disposal classification set by the Environment Preservation Center.	Contact the Environment Preservation Center through the chemical substance management system.

End-of-life chemical substance (those not collected by the Environment Preservation Center)	Expired/unnecessary chemical substance (out of date drug, reagent etc.)	The content and the amount must be known.	See 'Industrial Waste Contracting Procedure'
Item containing unidentified substance	Item containing unidentified chemical substance or waste liquid	The content must be analyzed.	Contact outsource service manager in your department/faculty
Item containing mercury	Glass, plastic, metal instrument used in experiment that is contaminated by mercury. Sludge, paper and cloth, reagent, thermometer, manometer, hygrometer etc. that contains mercury	Sort out according to the waste disposal classification set out by the Environment Preservation Center.	Contact the Environment Preservation Center through the chemical substance management system.

#### Process and procedure for outsourcing industrial waste collection and treatment (for staff members)

- (1) The person who generate the waste should contact the outsourcing manager in the relevant department/faculty, stating the necessary details about the waste he/she wants to dispose of.
- (2) The outsourcing manager should check the necessary documentation provided by the waste generator, check the item if necessary, and determine whether the item needs outsourced service or not. Items classified as Specially Managed Industrial Waste need confirmation by a local Specially Managed Industrial Waste supervisor. If it is difficult to determine, consult the Environment Management Office, Facilities Department or equivalent office.
- (3) The outsourcing manager should consult the Environment Management Office, Facilities Department (or equivalent office in the University Hospital) and investigate whether there are any appropriate outside contractors who can handle such waste material.
- (4) The outsourcing manager should complete the necessary documentation and fax it to the Environment Management Office, Facilities Department (or equivalent office in the University Hospital).
- (5) The selection of the contractor should be conducted at the Facilities Department (or the Management Admin section in the University Hospital).
- (6) The outsourcing contract manager should select and assign a contractor who holds the license from the governor or the mayor's office of the municipal government, to collect, transport and treat the waste (hereinafter referred to as "the selected contractor").
- (7) On selection, the outsourcing contract manager should inspect the license as well as the treatment facility of the contractor.
- (8) The person discharging the waste and the outsourcing manager should attend when the waste material is collected by the selected contractor, check the identity of the contractor (checking the authorization sticker at the vehicle door etc.), as well as the state of the waste, whether there is any risk of spillage or leakage during the transportation. The person discharging the waste should then create an Industrial Waste Management Sheet (manifest) and provide it to the selected contractor with the consignment.
- (9) The Industrial Waste Management document is to be kept at the Environment Management Office, Facilities Department.
- (10) The outsourcing contract manager, the outsourcing manager and the person responsible for discharging the waste should confirm whether the treatment of the waste is going to and was properly conducted, by written correspondence with the contractor or visiting the treatment site, as appropriate.
- (11) The outsourcing contract manager should create an Industrial waste outsourcing document, with contracts and invoices filed by each academic year and keep them for 5 years.
- (12) The outsourcing contract manager, the person responsible for discharging the waste, the Specially Managed Industrial Waste manager and the outsourcing manager should investigate and take necessary measures if the selected contractor were to be found in the following situation:
  - The selected contractor fails to return the Industrial Waste Management Sheet within the designated period.
  - It is judged that the industrial waste or the Specially Managed Industrial Waste has not been processed properly.

Examples of a 'tag showing the name of a person in charge and a description of the item' in the industrial waste classification table

If the current tag includes the same information items as shown below, please continue using the current tag in the current form.

Industrial Waste Disposal Information Tag

Waste classification (circle one)	
Plastic used in experiment	Glass used in experiment
Metal used in experiment	Expanded polystyrene
Paper and cloth used in experiment (non-hazardous)	
The waste material not contaminated by hazardous substances.	
Main content	
Discharging date:	Dd/mm/yyyy
Name of department/faculty/center:	
Name of laboratory:	
Name of the person in charge:	

Industrial Waste Disposal Information Tag (for infectious and hazardous waste material)

Waste classification (circle one)	Animal residue
Infectious waste material	
Main content	
Discharging date:	Dd/mm/yyyy
Name of department/faculty/center:	
Name of laboratory:	
Name of the person in charge:	

Industrial Waste Disposal Information Tag (for non-infectious culture medium)

Culture medium (non-infectious)	
Sterilized by autoclave	
Main content (mention if glass and plastic pieces such as petri dish are mixed)	
Name of non-infectious microbe	
Discharging date:	Dd/mm/yyyy
Name of department/faculty/center:	
Name of laboratory:	
Name of the person in charge:	

About the polyethylene bag for non-infectious culture medium

Use an industrial-grade low-density polyethylene bag (size: 650 x 800mm (45 liters), thickness: 0.05mm, color: blue)



(Reference)



【 Specialized Container for infectious materials 】