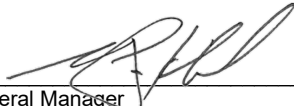




BROKEN GLASS (non-contaminated) and UTILITY KNIFE BLADE DISPOSAL POLICY	Procedure Number SAF-1.22
	Issue Date September 16, 2009
	Revision Date October 6, 2025
SAFETY	
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ISSUED BY:  Environmental, Health & Safety (EH&S) Manager Coosa Pines Operations October 6, 2025 Date	APPROVED BY:  General Manager Coosa Pines Operations October 6, 2025 DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: EH&S MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS ALL EMPLOYEES COOSA PORTAL COOSA CONTRACTOR WEBSITE	

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BROKEN GLASS (non-contaminated) & UTILITY BLADE DISPOSAL POLICY

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1. PURPOSE

The purpose of this policy is to ensure non-contaminated broken glass and utility knife blades are collected and disposed of safely.

2. SCOPE

- 2.1. Our goal is to eliminate injuries due to handling non-contaminated broken glass such as lab glassware, glass bottles, broken windows, etc., and utility knife blades.
- 2.2. This policy covers non-hazardous broken glass. Glass classified as Universal or Hazardous Waste is covered under our Hazardous Waste Procedures. Glass that is contaminated causing it to be classified as a Biological Waste is covered under our Bloodborne Pathogens Policy.
- 2.3. All utility knife blades are covered.
- 2.4. This policy applies to all work operations in our production, maintenance, and office areas.

3. DEFINITIONS

- 3.1. **Broken Glass** – includes any broken glass not classified or contaminated in a way to cause it to be classified as a Universal or Biological Waste.
- 3.2. **Universal Waste** - includes Lamps and Bulbs listed on the Environmental Hazardous Waste list (follow the Waste Lamp and Bulb Disposal Procedure).
- 3.3. **Biological Waste** - Other Potentially Infectious Material (OPIM) – Human body fluids such as, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluids visibly contaminated with blood, all body fluids where it is difficult or

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impossible to tell the source of the fluid and any unfixed tissue or organ from a human (living or dead).

4. TRAINING

4.1. Employee Training

- 4.1.1. The Coosa Pines Mill ensures that everyone at Coosa is aware of the mill's broken glass/utility knife blades disposal policy. Training will be conducted at least every two years and includes:
 - Review of potential hazards in collecting broken glass/utility knife blades.
 - Review of container requirements for the disposal of broken glass/utility knife blades.
 - Review of disposal means.

5. PROCEDURE

5.1. Broken Glass Collection and Disposal

- 5.1.1. Broken glass should never be disposed of in office or mill area portable trash cans.
- 5.1.2. Broken glassware should never be picked up or carried directly with bare hands.
- 5.1.3. A mechanical means (brush, boom, vacuum, etc.) and cut resistant gloves (based on PPE policy requirements) should be used to collect broken glass.
- 5.1.4. Glass should be disposed of in a general mill dumpster.
 - 5.1.4.1. Dispose of glass directly into a general mill dumpster by placing it in a sturdy cardboard box, taping it shut, and marking the box "broken glass".

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5.2. Disposal of Utility Knife Blades

- 5.2.1. Used utility knife blades must be placed in the containers provided in the areas, and the containers must be identified as Used Knife Blades.
- 5.2.2. When these containers are ready for disposal they will be taped shut and disposed of in a general mill dumpster.
- 5.2.3. The used utility blade handler must wear cut resistant gloves and sleeves (based on PPE policy requirements).
- 5.2.4. Pulp dryer personnel should follow the procedure for the disposal of utility knife blades as outlined in Tag KM-RDG-OWP-0012.

6. RESPONSIBILITIES

- 6.1. Shift Team Leaders and Coordinators shall be responsible for the day to day requirements of this policy.
- 6.2. The EH&S Manager is responsible for this policy's maintenance and periodic review.

7. RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
All	1	7/25/16	Company Logo and Management Title changes; changed procedure number; referenced Tag for blade disposal for Ross personnel; redefined "black dumpster" to general mill dumpster.
All	2	10/31/22	General review and management signature updates.
All	3	10/6/25	Periodic review, changed logo, changed Safety Manager to EH&S Manager, minor editorial changes, made PDF version searchable.