



# How to Manage Electronic Cigarette Devices in your Facility



Electronic cigarette devices, cartridges and pods will contain liquid nicotine or nicotine residue, which is listed as an [acute hazardous waste, PO75](#). These devices may also contain lithium batteries which are [hazardous and universal waste](#) which pose a fire safety hazard.



- **Liquid nicotine cannot go down the drain.**
- **Used or unused cartridges/pods cannot be thrown in the trash.**
- **Lithium batteries cannot be discarded in the trash.**

## FACILITY DISPOSAL GUIDANCE

It is recommended that facilities, including schools, do the following once the device is in their possession:

1. Wear PPE such as disposable gloves, when handling electronic cigarette devices.
2. Turn off the device.
3. If able to do so safely, remove the rechargeable battery from the device. The user may need to assist with this.
4. If the rechargeable battery was safely removed, place it in a separate plastic bag marked with the collection date. Store the plastic bags in a container with a lid labeled "used batteries".
  - a. If the battery shows signs of damage, place the plastic bag in a container of inert sand labeled "used batteries".
5. Place the rest of the electronic cigarette including any used and unused cartridges and the rechargeable battery if unable to be removed, in another container with a lid labeled "hazardous waste".
6. Store the battery and electronic cigarette containers in a cool dry area.

*\*Another option is to consult with a Hazardous Waste company for handling of all parts of the electronic cigarette disposal.*

## DISPOSAL OF E-CIGARETTE DEVICES, CARTRIDGES, PODS

Per [OAC 3745-52-13](#) collecting electronic cigarette devices, cartridges and pods qualifies your facility as a hazardous waste generator. If your facility accumulates no more than 1 kg (2.2 lbs) of liquid nicotine or empty containers that held nicotine e-liquids (e.g., cartridges and pods) at any one time, it is considered a Very Small Quantity Generator (VSQG).

A VSQG must:

- identify their waste
- ensure delivery of the hazardous waste to an offsite treatment or disposal facility permitted to manage hazardous waste, municipal or industrial waste, or a facility that recycles nicotine waste.

## DISPOSAL OF BATTERIES

Per [OAC 3745-273-02](#) collecting batteries qualifies your facility as a universal waste handler. Facilities such as yours are typically Small Quantity Universal Waste Handlers (SQUWH). SQUWH accumulate no more than 5,000 kg (11,023 lbs) of batteries at any one time.

A SQUWH must:

- Label the container as 'universal waste- batteries' or 'waste batteries' or used batteries'
- Accumulate universal waste no longer than one year from the date generated (collected)
- Demonstrate this by a method which clearly demonstrates the length of time that the universal waste has been accumulated from the date the universal waste is removed for disposal
- Train employees to properly handle the batteries and emergency procedures
- Arrange for waste to be transported by a universal waste hauler to a disposal facility

Disposal facilities and transporters may be found in the [DKMM Business Recycling, Waste and Disposal Guide](#).