



ENVIRONMENTAL HEALTH AND SAFETY • 1200 E. CALIFORNIA BLVD M/C B125-6 • (626) 395-6727

Date: December 1, 2024  
To: Campus Research Community  
From: Caltech Environmental Health and Safety Office  
Subject: **Winter Break – EH&S Modified Services**

Dear Researchers,

In observance of the campus winter break, the Environmental Health and Safety (EH&S) Office will be closed at noon on Monday, Dec 23, 2024 – Wednesday and will reopen Thursday, January 2, 2025. EH&S Emergency services can be requested through Campus Security x5000 or by calling 626.395.5000. To assist the research community in planning their EH&S needs during this time, below is a list of dates and guidelines for available modified services.

**Waste Pickup Schedule**

**All regularly scheduled biowaste, chemical and e-waste pickups will continue the week of (12/15 - 12/20).**

**Chemical Waste** – The last day to generate new chemical pickup work orders will be Monday, December 16, 2024. Two additional service dates will be made during the winter break, only in the Chemistry and Chemical Engineering Division, on Thursday, December 26, 2024, and Monday, December 30, 2024.

**Biohazardous Waste** – The last day to generate new work orders will be Tuesday, December 17, 2024. Two additional service dates will be provided during the winter break, only for the Office of Laboratory Animal Research (OLAR) on Thursday, December 26, 2024 and Monday, December 30, 2024. There will be no additional pickups during the winter break. If you anticipate generating more biohazardous waste than your existing container can hold, an additional backup waste container can be provided. Please contact EH&S at x6727 or by email at [safety@caltech.edu](mailto:safety@caltech.edu) to request the additional container no later than Thursday, December 12, 2024.

**Radioactive Waste** - Requests for radioactive waste pickups should be made no later than Friday, December 13, 2024. Any requests made after that date will be picked up after winter break.

**Electronic Waste**—Please continue to request Electronic Waste (e-waste) pickups through the [Facilities Service Requests](#) portal. Requests will be fulfilled up to Friday, 12/13, and picked up by Wednesday, 12/18/2024. All other requests will be fulfilled starting alternate Wednesdays in 2025.

**Other**

**Radioactive Package Deliveries** - Radioactive shipments should be received no later than Wed. Dec. 18, 2024 before the winter break. If you expect a package to arrive during the winter break, please contact the EH&S Office before Wed. Dec. 18, 2024 at x6727 or by email to [safety@caltech.edu](mailto:safety@caltech.edu) to make any necessary arrangements.

**Research Shipping** - Any proforma’s to be reviewed for shipping domestic or international hazardous materials must be received by [safety@caltech.edu](mailto:safety@caltech.edu) by December 13, 2024.

**2024 / 2025 EH&S Service Calendar**

SUN	MON	TUES	WED	THURS	FRI	SAT
DEC 08	09	10	11	12 <b>Last Day: Additional Bio container request</b>	13 <b>Last Day: Radioactive waste pick-up request</b>	14
15	16 <b>Last Day to request (AIM) Chemical Pickups or consults on Haz Material Shipping</b>	17 <b>Last Day to request (AIM) Biohazardous Waste Pickups</b>	18 <b>Last Day: Radioactive Package Deliveries / Waste Pick-ups. Last Day: eWaste pick-up</b>	19	20	21
22	23 Close at 12:00pm	24 Special Release Day	25 Special Release Day	26 Special Release Day <b>Waste Pick-ups: CCE Chem; OLAR Bio</b>	27 Special Release Day	28
29	30 Special Release Day <b>Waste Pick-ups: CCE Chem; OLAR Bio</b>	31 Special Release Day	JAN 1 Special Release Day	2 Campus Reopens	3	4