

No./Title: RS104 – Lab Closeout Policy	Resp. Office: Research Safety	Effective Date: 12/01/2017
Category: Research Safety	Last Review: NEW	Next Review: 12/01/2018
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Related Policies:		

PURPOSE

To assign primary responsibility for the closure of research laboratories to the department to whom the space has been assigned and to detail the procedure for properly closing a lab that may result from:

- Change in ownership
- Change in location
- Loss of faculty member through relocation, retirement, loss of funding or death
- Lab renovation

SCOPE AND APPLICABILITY

This shall apply to all research laboratories on the Memphis campus of the University of Tennessee Health Science Center (UTHSC). This shall apply to all students, faculty and staff on the Memphis campus of UTHSC.

ABBREVIATIONS AND DEFINITIONS

Biological Safety Level (BSL) – A combination of laboratory practices, techniques, safety equipment and laboratory facility features employed to mitigate risk of work with biohazardous agents.

Drug Enforcement Agency (DEA) – A United States federal law enforcement agency under the U.S. Department of Justice, tasked with combating drug smuggling and use within the United States.

Department of Transportation (DOT) – A department of the United States federal government responsible for the national highways and for railroad and airline safety. It also manages Amtrak, the national railroad system, and the Coast Guard.

Departmental Safety Officer (DSO): Departmental representative assigned to manage safety issues within the department.

Institutional Animal Care and Use Committee (IACUC) – Institutional committee responsible for oversight of the animal care and use program and its components as described in the Public

Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy) and the Guide for the Care and Use of Laboratory Animals (Guide).

Principal Investigator (PI) – The holder of an independent grant administered by a university and the lead researcher for the grant project, usually in the sciences, such as a laboratory study or a clinical trial. The phrase is also often used as a synonym for "head of the laboratory" or "research group leader."

Lab Decommissioning: Lab is closing due to retirement, relocation, loss of funding, death, etc.

Lab Securing: Lab space and contents are changing ownership due to retirement, loss of funding, death, etc.

Lab Moving: Lab is being decommissioned due to relocating to another room, building, UTHSC campus or other University or everything being removed for renovation

Lab Expansion: Lab is acquiring new space and keeping the original space

Facility Supervisor: The Director or Head of a Center, Department or Joint Institute

Hazardous Waste: Chemical waste that is dangerous or potentially harmful to our health or the environment. Hazardous wastes can be liquids, solids, gases, or sludges. They can be unused/discarded commercial products, like cleaning fluids or pesticides, chemical reagents, or the by-products of manufacturing processes. This does not include biohazardous wastes or radioactive wastes.

Responsible Person: Individual designated by the department to oversee the decommissioning process and ensure completion of all required tasks, in most cases this is the Principal Investigator or space occupant.

Universal Waste: A category of waste materials designated as "hazardous waste", but containing materials that are very common. It is defined in 40 C.F.R. 273.9, by the United States Environmental Protection Agency but states may also have corollary regulations regarding these materials. This includes batteries, pesticides, mercury-containing equipment and bulbs (lamps).

ROLES AND RESPONSIBILITIES

Department Head, Facility Supervisor, or Departmental Safety Officer shall:

- Assign a Responsible Person for each lab that is to be decommissioned at least one month prior to decommissioning. Unresolved checklist items must be resolved by the department either by their effort or expense if outside vendors must be contracted to address issues.
- Ensure all applicable portions of the lab closure checklist have been executed.
- Coordinate any unresolved issues that remain in the space after the departure of the occupant.
- Keep the completed and signed original Lab Closure Checklist for Lab Closeout and Lab Move

in the department personnel files for a minimum of 10 years and send an electronic copy of the forms to the Office of Research Safety.

Responsible Person shall:

- Be a person with capable skill and knowledge to carry out the required tasks as determined by the Department Head/Facility Supervisor, in most cases the occupant or PI.
- Ensure that all required elements of the Decommissioning Procedure are fulfilled and sign the Lab Decommissioning Checklist upon completion.
- Shall ensure that all required signatures are obtained.

Office of Research Safety shall:

- Coordinate with a licensed contractor to remove and properly dispose of Hazardous Waste in accordance with state and federal regulations. Shall coordinate with the PI or designate to ensure that biological hazards are either destroyed, transferred (either internal or external to the University), or safely stored in accordance with federal, state, local, and/or institutional standards.
- Shall perform an exit evaluation of the laboratory to verify that all affected working surfaces and equipment has been cleaned and surface disinfected as prescribed by the Biosafety Office.
- Shall coordinate decontamination of equipment prior to moving if indicated by risk assessment.
- Shall provide laboratory signage, labels, and other postings as appropriate.
- Shall keep an electronic copy of the completed and signed Lab Decommissioning Form for a minimum of 10 years.

Radiation Safety Office (within the Office of Research Safety) shall:

- Remove or move any radioactive material.
- Survey potentially contaminated equipment.
- Perform exit survey.

The Facilities Department shall:

- Manage utilities as needed.
- Move non-sensitive equipment and non-fixed furniture.

Purchasing Services (Surplus Property) shall:

- Remove non-sensitive equipment and non-fixed furniture that is no longer to be associated with the decommissioned lab.

Outside vendors shall:

- Remove and or transport compressed gas cylinders in compliance with state and federal regulations.

PROCEDURE

General Procedures

- Notify the Office of Research Safety at least four weeks prior to the lab closeout of move.
- Use appropriate safety controls and work practices for any cleanout activities. This includes wearing appropriate personal protective equipment (PPE) needed for the materials being handled (e.g. safety glasses, lab coat, gloves, close-toed shoes, etc).
- Complete the Lab Closeout Checklist
- Secure all required signatures.
- File the original in department personnel records and email a copy to the Office of Research Safety at labsafety@uthsc.edu.

APPENDICES

Lab Closeout Checklist

Surplus Property S-3 Form



UTHSC Laboratory Closeout/Move-out Checklist

Building: _____ Room #: _____

Principal Investigator: _____ Department: _____

Department Head,

Supervisor or Department Safety Officer: _____ Phone #: _____

Responsible Person: _____ Title: _____ Date: _____

Estimated Closing Date for Laboratory: _____

Reason for closeout: Leaving UTHSC Retirement Other

Send the completed check list to Research Safety at labsafety@uthsc.edu

Item	Completed?			Date Completed
A. ADMINISTRATIVE				
1. Have all recombinant DNA projects been terminated with the Institutional Biosafety Committee? <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Have all registered human materials projects been terminated with the Institutional Review Board. <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Have door placards (yellow or blue) posted to labs, hot/cold room, etc. been removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Have all animal protocols been terminated with Institutional Animal Care and Use Committee? <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Have all registrations for use of Radioactivity been terminated with Radiation Safety Office? <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
B. BIOLOGICAL SAFETY AND WASTE				
<i>Responsible Person Responsibilities</i>				
1. Contact Biosafety Officer (ext. 8-2054) to evaluate biohazards to be removed or discarded.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Unwanted biological materials must be transferred to another investigator (MTA requires biosafety approval) or destroyed by an approved method prior to disposal.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. All potentially infectious solid waste must be discarded in red bags, packaged for disposal in Stericycle boxes, Stericycle labels applied, and boxes removed to a pickup location.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. All biosafety cabinets (BSCs), clean benches, centrifuges, incubators, or other equipment used to store, handle, or process potentially infectious materials must be surface cleaned and disinfected. Full gaseous decontamination of internal components of such equipment is generally not required, but may be necessary depending on risk assessment. Biohazard stickers must be removed following disinfection.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Properly dispose of all sharps waste.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
6. Notify the Biosafety Officer of any equipment that cannot be fully decontaminated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
C. CHEMICAL SAFETY				

UTHSC Laboratory Closeout/Move-Out Checklist (continued)

Item	Completed?			Date Completed
<i>Responsible Person Responsibilities</i>				
1. Label all chemical containers with the proper chemical name. Abbreviations, chemical formulas, or structures are not acceptable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. If hazardous chemicals will be shipped contact a vendor to package for shipment in accordance with DOT/IATA requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Offer new, unused (but unwanted) chemicals to other PIs within the department.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Contact the Office of Research Safety (labsafety@uthsc.edu) to arrange for disposal of DEA controlled substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Empty all beakers, flasks, evaporating dishes, oil/water bathes into the proper container and dispose of appropriately (all hazardous materials must be disposed of as hazardous waste).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
6. Dispose of empty containers in the trash after removing or obscuring all markings and writing "EMPTY" on the container. Triple rinse empty acid containers before disposal. Empty containers which held acutely toxic chemicals must be disposed of through the Office of Research Safety. DO NOT dispose of any chemicals in the trash or down the drain, regardless of hazard rating.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
7. Check containers for expiration dates and signs of corrosion crystallization. Peroxide-forming materials must be disposed of if the container has been opened and is more than six months old, or if it has not been opened and is more than one year old. Always dispose of by the expiration date listed by the manufacturer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
8. Contact the Office of Research Safety (labsafety@uthsc.edu) to have all remaining chemicals been identified as Hazardous Waste and scheduled for pickup.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
9. Remove regulators, replace cylinder caps and return all compressed gas cylinders to the vendor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
10. Contact the Office of Research Safety (labsafety@uthsc.edu) to arrange for disposal of any compressed gas cylinders which are non-returnable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
11. Schedule compressed gas cylinders pickup with the vendor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
12. Clean and decontaminate (e.g. soap and water, 1-10% bleach, etc.) surfaces where chemicals have been handled or stored (e.g. fume hoods, benchtops, cabinets, refrigerators, etc.). Remove all bench paper.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
13. Make sure that shared equipment and locations are included in the cleanout and are decontaminated properly.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
14. Notify the Office of Research Safety (labsafety@uthsc.edu) of any materials or procedures that could leave hazardous chemical residues (e.g. perchloric acid in a chemical fume hood) or areas that cannot be fully decontaminated (e.g. materials potentially containing asbestos, fume hoods, refrigerators used in the storage of highly toxic chemicals, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Office of Research Safety</i>				
1. Pickup and remove hazardous chemical waste.				
2. Address any chemical residue hazards.				
D. RADIOACTIVE MATERIAL AND WASTE DISPOSAL				
<i>Responsible Person Responsibilities</i>				

UTHSC Laboratory Closeout/Move-Out Checklist (continued)

Item	Completed?			Date Completed
1. Prepare radioactive waste for Radiation Safety Office (labsafety@uthsc.edu) to pick up. All waste containers must be labeled with radionucleotide and activity.				
2. Contact Radiation Safety Officer (ext. 8-5223) for an exit decommissioning survey of the lab space and notify if there are items/equipment that may be contaminated with radioactive materials.				
3. Notify the Radiation Safety Officer (ext. 8-5223) if there are items or equipment that may be contaminated with radioactive materials.				
4. Has all equipment used to store, handle or process radioactive material been declassified by the Radiation Safety Office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Has all radioactive waste been properly packaged and labeled and scheduled for pick up by	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Office of Research Safety (Radiation Safety) Responsibilities</i>				
1. Remove any radioactive materials.				
2. Survey all equipment that is labeled, or could possibly be decontaminated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Perform an exit decommissioning survey of the lab space and remove radiation postings from the door.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
E. GENERAL SAFETY ITEMS				
<i>Responsible Person Responsibilities</i>				
1. Bag or box all trash and refuse (or place in trash cans and label as trash for disposal by housekeeping).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Have all other equipment been inventoried, S-1 form been completed and pick up scheduled with Surplus Property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Has an S-3 form from Surplus Property been affixed to each equipment that will not be accompanying the departing lab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Have all other materials been removed from the lab? i.e. papers, glassware, other general lab materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Notify Facilities to disconnect equipment from fixed facilities and utility connections.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Department Head, Facility Supervisor, or Department Safety Officer Responsibilities</i>				
1. Is the lab completely empty and ready for next PI to move in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

To my knowledge each of the items listed above has been appropriately addressed.

Responsible Person (Signature)	Responsible Person (Print)	Date	Phone #
Department Chair (Signature)		Date	
Received by:			
Research Safety (Signature)		Date	

S-3, Surplus Equipment Decontamination Form

Date: _____

Department name: _____

Contact Person: _____ Phone Number _____

Item Description: _____

UT Tag No: _____ Serial Number: _____

Item Location: _____

This equipment has been thoroughly cleaned and contains no radioactive, chemical, or biological residues.

BIOHAZARDS:

Not used Used, but decontaminated, method: _____

HAZARDOUS CHEMICALS:

Not used Used, but decontaminated, method: _____

RADIOACTIVE MATERIALS:

Not used Used, but decontaminated, method: _____

<p>Statement of Safety:</p> <p>I certify that I, (please print) _____ Have thoroughly cleaned and/or decontaminated this equipment and tested it for radiation level, eliminating any potential hazard(s) from bio-hazardous materials, radiation, or chemicals.</p> <p>Signature: _____ Date: _____</p> <p>(Signature of technician or designee)</p>
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PLEASE SUBMIT COPY OF COMPLETED FORM ALONG WITH THE S-1 SURPLUS PROPERTY TRANSACTION FORM PRIOR TO PICK UP BY LOGISTICS. FORM MUST BE COMPLETED AND APPROVED BY SAFETY AFFAIRS DEPARTMENT.

ATTACH ORIGINAL DECONTAMINATION FORM TO EQUIPMENT TO BE PICKED-UP.