

## LABORATORY CLOSE-OUT CHECKLIST

The proper disposition of all hazardous materials used in laboratories is the responsibility of the principal investigator or researcher to whom the lab is assigned. This includes the care of hazardous materials when the researcher or investigator leaves the university or transfers to another laboratory. Following is checklist to ensure that hazardous materials have been properly assigned or disposed.

If laboratory equipment is to be left for the next occupant, clean or decontaminate it before departing. If laboratory equipment is to be discarded, be aware that capacitors, transformers, mercury switches, mercury thermometers, radioactive sources and chemicals must be removed before disposal. Contact Environmental Health and Safety (766-3277) for assistance.

### CHEMICALS

- \_\_\_ Assure all containers of chemicals are labeled with the name of the chemical.
- \_\_\_ All containers are securely closed.
- \_\_\_ Beakers, flasks, and evaporating dishes are emptied and cleaned.
- \_\_\_ Labels remaining on empty chemical containers are defaced before disposal or storage.
- \_\_\_ Chemicals are transferred to another user or disposal arranged.
- \_\_\_ Fume hood surfaces and counter tops are washed off.
- \_\_\_ Gas connections are removed, cylinder caps are replaced, and cylinders are returned to suppliers. (If cylinders are non-returnable, arrange for disposal with the RMMC, 766-3697.)

Chemicals for disposal must follow the guidelines in the Chemical Hygiene Program including labeling with the words "Hazardous Waste", a log of contents, and compatible containers with secure lids. The disposal process may take some time and should be started one month before vacating the laboratory. Waste collection may take a week after notification that the waste is ready for pickup.

## CONTROLLED SUBSTANCES

- \_\_\_ Permission to transfer ownership of a controlled substance has been received from DEA.
- \_\_\_ Controlled substance disposal has been arranged with the State Board of Pharmacy.
- \_\_\_ Notify Department Head of disposition of controlled substances.

Controlled substance permits are issued by the US Drug Enforcement Agency (DEA) and are issued to individual researchers. Abandonment of a controlled substance is a violation of the DEA permit under which it was held.

## RADIOACTIVE MATERIALS

- \_\_\_ Notify the Radiation Safety Officer well in advance of your intent to vacate a lab and/or close out your radioactive materials authorization.

If you are closing out your radioactive materials inventories:

- \_\_\_ All radioactive materials must be physically accounted for and deleted from your inventory.
- \_\_\_ File proper forms to transfer remaining inventories of unused radioactive materials another AUTHORIZED Principal User (transfer must be approved by Radiation Safety Officer), or else to the RMMC. If you intend to transfer any materials to another institution, the shipment must be approved and processed by the Radiation Safety Officer.
- \_\_\_ Complete proper forms to dispose of all radioactive waste, contaminated containers, etc. to the RMMC

If you are closing out a radioactive materials lab:

- \_\_\_ Survey, wipe-test and decontaminate when necessary all work surfaces, storage areas, equipment, etc. used with radioactive materials.
- \_\_\_ Once decontamination has been completed, remove all radioactive labels from work areas, storage areas, equipment and containers being left behind or discarded. Lead containers and shielding materials cannot be disposed to the regular trash and must be disposed through the RMMC.
- \_\_\_ Contact the Radiation Safety Officer to schedule a close-out survey and lab inspection.

## BIOHAZARDOUS MATERIALS

- \_\_\_ If tissue is held in a liquid preservative, tissue and liquid should be separated.
- \_\_\_ If human tissue is in a recognizable form, contact the RMMC for disposal through incineration.
- \_\_\_ Animal tissue can be disposed by placing in a biohazard waste bag for incineration.
- \_\_\_ If an autoclave is available, decontaminate waste and dispose in regular trash.
- \_\_\_ Decontaminate and clean incubators, drying or curing ovens, refrigerators and freezers.