

## Laboratory Closeout Procedures, Checklist and Clearance Documents

The purpose of this procedure and checklist is to ensure the proper and safe disposition of all hazardous materials and equipment when a laboratory is vacated. The proper disposition of all hazardous materials used in laboratories is the responsibility of the principal investigator (PI) or researcher to whom the lab is assigned. The PI or investigator must ensure that all hazardous materials are moved, discarded, or transferred to another PI. **When the PI is unable to perform these duties, it becomes the responsibility of the Department Chair to ensure that these procedures are followed.** If management of hazardous materials at closeout requires removal, the Regulated Materials Management Center and UW Safety Office must be notified prior to the closeout. The disposal process may take some time and should be started **one month** before vacating the laboratory. Waste collection may take a week or more after notification that the waste is ready for pickup.

### CONTACTS

<u>University of Wyoming Safety</u>	
<b>Chemical Safety Specialist:</b>	<b>Biological Safety Specialist:</b>
766-2649	766-2723
<b>Radiation Safety Officer:</b>	<b>IH/Occupational Safety Specialist:</b>
766-2638	766-3203
<u>Regulated Materials Management Center, RMMC</u>	
<b>Hazardous Materials Specialist:</b>	<b>Hazardous Materials Supervisor:</b>
766-3697	766-3698

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## Checklist for Vacating Laboratories

<b>Laboratory to be vacated</b>	<b>Building:</b>	<b>Room(s):</b>
<b>Principal Investigator:</b>	<b>Department:</b>	
<b>Date laboratory will be vacated:</b>		

***When vacating a laboratory, the PI must either; move, discard or transfer responsibility for all potentially hazardous materials.***

**NOTE: Wear personal protective equipment appropriate for the materials being handled (safety glasses or goggles, lab coat, gloves, closed-toe shoes).**

### CHECKLIST:

<b>Chemicals</b>	<b>Done</b>	<b>N/A</b>
Ensure all waste chemicals are in sealed, compatible containers	<input type="checkbox"/>	<input type="checkbox"/>
Identify all containers with full chemical name(s)	<input type="checkbox"/>	<input type="checkbox"/>
PI will, to the best of ability, identify all unknowns; contact RMMC for guidance	<input type="checkbox"/>	<input type="checkbox"/>
Contact UW Safety for information concerning packaging chemically-contaminated materials	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Waste Removal Request Form submitted via the Internet	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that all chemicals have been removed from lab and support spaces	<input type="checkbox"/>	<input type="checkbox"/>
Clean all laboratory surfaces including hoods and storage cabinets	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transfer responsibility to:</b>		
_____		
<b>Gas Cylinders:</b>	<b>Done</b>	<b>N/A</b>
If transferring usable gas cylinders to another lab, contact UW Safety for procedure	<input type="checkbox"/>	<input type="checkbox"/>
Return gas cylinders to supplier, if possible	<input type="checkbox"/>	<input type="checkbox"/>
Contact UW Safety if cylinders cannot be returned to supplier	<input type="checkbox"/>	<input type="checkbox"/>
Contact UW Safety if unknown gases are present	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transfer responsibility to:</b>		
_____		

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<b>Controlled Substances:</b>	<b>Done</b>	<b>N/A</b>
Permission for transfer ownership of controlled substance received from DEA	<input type="checkbox"/>	<input type="checkbox"/>
Disposal of controlled substance has been arranged with the State Board of Pharmacy	<input type="checkbox"/>	<input type="checkbox"/>
Dept. Head has been notified of disposition of controlled substance	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transfer responsibility to:</b>		

<b>Microorganisms, Cultures, Recombinant Organisms:</b>	<b>Done</b>	<b>N/A</b>
Cultures and solid, non-sharp biological waste autoclaved and placed in UW dumpster	<input type="checkbox"/>	<input type="checkbox"/>
If autoclave not available, place in BioHaz bags and request pickup from RMMC	<input type="checkbox"/>	<input type="checkbox"/>
Place needles and syringes in sharps containers and request pickup from RMMC	<input type="checkbox"/>	<input type="checkbox"/>
Add bleach to liquid waste to final concentration of 10%, allow adequate contact time, then pour down drain	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect benches and equipment used with cultures	<input type="checkbox"/>	<input type="checkbox"/>
Decontaminate and clean incubators, drying or curing ovens, refrigerators and freezers	<input type="checkbox"/>	<input type="checkbox"/>
If cultures are shipped to another facility, all shipping regulations must be followed	<input type="checkbox"/>	<input type="checkbox"/>
Cultures to be moved within campus must be transported in a primary and secondary container	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transfer responsibility to:</b>		

<b>Animal and Human Tissue:</b>	<b>Done</b>	<b>N/A</b>
Separate tissues from preservative liquid; dispose of preservative as chemical waste	<input type="checkbox"/>	<input type="checkbox"/>
Place animal carcasses/tissue in red BioHaz bag; call RMMC for pick-up and disposal	<input type="checkbox"/>	<input type="checkbox"/>
Place human tissue in red BioHaz bag: call RMMC for pick-up and disposal	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transfer responsibility to:</b>		

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**University of Wyoming Safety**  
 Wyoming Hall Room 262  
 Phone: (307) 766-3277 Fax: (307)766-6116  
**Regulated Materials Management Center**  
 Phone: (307)766-3698 Fax: (307)766-3699  
 Web: [www.uwyo.edu/safety](http://www.uwyo.edu/safety) Email: [uwehs@uwyo.edu](mailto:uwehs@uwyo.edu)

<b>Radioactive Materials:</b>	<b>Done</b>	<b>N/A</b>
Notify Radiation Safety Officer regarding lab closure/materials transfer	<input type="checkbox"/>	<input type="checkbox"/>
Package materials in approved and labeled waste containers	<input type="checkbox"/>	<input type="checkbox"/>
Contact RMMC for disposal of lead containers and shielding materials	<input type="checkbox"/>	<input type="checkbox"/>
Submit Hazardous and Radioactive Materials Request for Disposal Form	<input type="checkbox"/>	<input type="checkbox"/>
Perform contamination survey, decontaminate and re-survey if necessary	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for a responsible person to be present during survey	<input type="checkbox"/>	<input type="checkbox"/>
Schedule Close-out survey with the Radiation Safety Officer	<input type="checkbox"/>	<input type="checkbox"/>
Remove all radiation signs, stickers, postings, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Return all inventory documents to Radiation Safety Office	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transfer inventory to:</b>		

<b>Shared Storage Areas:</b>	<b>Done</b>	<b>N/A</b>
Check all shared areas for hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mixed Hazards:</b>	<b>Done</b>	<b>N/A</b>
If mixed hazards are identified, contact UW Safety / RMMC for guidance	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equipment and Lab Furniture:</b>	<b>Done</b>	<b>N/A</b>
<i>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 UW Safety (766-3277) for assistance</i>	<input type="checkbox"/>	<input type="checkbox"/>
Clean or decontaminate equipment or furniture to be left in lab, including fume hoods	<input type="checkbox"/>	<input type="checkbox"/>
Remove all chemical bottles (and debris) from fume hoods and process for disposal or transfer	<input type="checkbox"/>	<input type="checkbox"/>
Place contaminated bench top covers/liners from work surfaces in appropriately identified bags	<input type="checkbox"/>	<input type="checkbox"/>
Label non-working equipment with operational deficiency	<input type="checkbox"/>	<input type="checkbox"/>

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	<p><b>University of Wyoming Safety</b>  <b>Wyoming Hall Room 262</b>                  Phone: (307) 766-3277 Fax: (307)766-6116  <b>Regulated Materials Management Center</b>                  Phone: (307)766-3698 Fax: (307)766-3699                  Web: <a href="http://www.uwyo.edu/safety">www.uwyo.edu/safety</a> Email: <a href="mailto:uwehs@uwyo.edu">uwehs@uwyo.edu</a></p>
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<b>Cleaning Procedures:</b>	<b>Done</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Clean laboratory bench tops and fume hood surfaces with soapy water.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Decontaminate work surfaces using freshly prepared 10% bleach solution, 70% alcohol, or commercially available disinfecting solution.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Decontaminate all biological safety cabinets using germicidal soap and rinse with de-ionized water. Do not use bleach on stainless steel surfaces.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Decontaminate radioactive area work surfaces with commercially available decontamination product.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lab Inspection</b>	<b>Done</b>	<b>N/A</b>
Request exit inspection by UW Safety	<input type="checkbox"/>	<input type="checkbox"/>

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## Department Clearance:

<b>Principal Investigator's Agreement:</b>	
I certify that my staff and I have adequately cleaned and decontaminated the laboratories under my supervision	
<b>Principal Investigator's signature:</b>	<b>Date:</b>
_____	_____
<b>Department Chair:</b>	
I am aware of the status of the lab(s) being vacated	
<b>Departmental Chair/Unit Director Signature:</b>	<b>Date:</b>
_____	_____
_____	_____

## UW Safety Clearance:

Lab has been cleared of biological materials	
<b>Signature:</b>	<b>Date:</b>
_____	_____
Lab has been cleared of chemicals	
<b>Signature:</b>	<b>Date:</b>
_____	_____
Lab has been cleared of radioactivity	
<b>Signature:</b>	<b>Date:</b>
_____	_____
Lab has been cleared of waste chemicals and materials	
<b>Signature:</b>	<b>Date:</b>
_____	_____