



# Chemical Safety Program

## Chemical Hygiene Program

Form

### Checklist for Vacating Laboratories

Please print the following information:

|                                   |                                                                                                                                                                                                                                                   |             |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Occupant Name:                    |                                                                                                                                                                                                                                                   | Department: |
| Building:                         | Laboratory/ies To Be Vacated:                                                                                                                                                                                                                     |             |
| Date(s) of Vacating Laboratories: | <b>Note:</b> When vacating a laboratory, the Occupant must move, discard, or transfer responsibility for all potentially hazardous materials. Please return the completed form to EHS at least 7 CALENDAR DAYS <u>PRIOR</u> to scheduled vacancy. |             |

| Hazardous Chemicals                                                                                                                                                            | ✓ | N/A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| Identify and centrally collect all hazardous chemicals in workspace.                                                                                                           |   |     |
| Ensure all materials are properly identified, labeled, and stored in tightly closed, chemically compatible containers.                                                         |   |     |
| Check with others in your Department to see if they can use any of your unwanted, unopened, or uncontaminated chemicals. [Attach transfer inventory information to this form]. |   |     |
| Complete and submit a <a href="#">Hazardous Waste Disposal Request</a> for all unwanted or waste chemicals via EHS at least 30 calendar days prior to scheduled vacancy.       |   |     |
| Pending disposal by EHS, ensure all chemical wastes are being managed in accordance with EHS published Hazardous Waste Management Procedures.                                  |   |     |
| Contact EHS for information concerning analysis of unknowns (at Departmental expense) or for disposal of potentially reactive chemical wastes.                                 |   |     |
| Confirm that all chemicals have been removed from all workspaces including fume hoods, storage cabinets, and common work areas.                                                |   |     |
| Clean all work surfaces including fume hoods and storage cabinets.                                                                                                             |   |     |
| Compressed Gas Cylinders                                                                                                                                                       | ✓ | N/A |
| Return unwanted cylinders to Supplier.                                                                                                                                         |   |     |
| If transferring usable cylinders to another campus location, contact EHS.                                                                                                      |   |     |
| Label all unreturnable, unwanted gas cylinders with Hazardous Waste Label.                                                                                                     |   |     |
| Complete and submit a <a href="#">Hazardous Waste Disposal Request</a> for all unwanted or waste gas cylinders via EHS at least 30 calendar days prior to scheduled vacancy.   |   |     |
| Confirm that all compressed gases have been removed from laboratory and support spaces.                                                                                        |   |     |
| Controlled Substances                                                                                                                                                          | ✓ | N/A |
| Contact DEA directly for disposal and permit transfer/deactivation instructions at least 30 calendar days prior to scheduled vacancy.                                          |   |     |

|                                                                                                                                                                                                                                                                                                                                                                           |   |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| Microorganisms, Cultures, Recombinant DNA (Biologicals/Potentially Infectious Material, etc.)                                                                                                                                                                                                                                                                             | ✓ | N/A |
| Identify and centrally collect all biologicals & needles, syringes, scalpels, etc. (Sharps)                                                                                                                                                                                                                                                                               |   |     |
| Autoclave all cultures and solid, non-sharp biological wastes; tightly seal in opaque trash bag and dispose. Use disinfection guidance if autoclave incompatible.                                                                                                                                                                                                         |   |     |
| Add bleach to liquid waste to final concentration of 10%, and then pour down drain.                                                                                                                                                                                                                                                                                       |   |     |
| Place sharps in red, puncture proof sharps containers and request pickup from EHS at least 30 calendar days prior to scheduled vacancy.                                                                                                                                                                                                                                   |   |     |
| Disinfect benches and equipment where cultures are used.                                                                                                                                                                                                                                                                                                                  |   |     |
| Clean/defrost and disinfect refrigerators, freezers, and any other lab equipment. If equipment is being permanently removed from the laboratory after cleaning, remove Biohazard signs & labels from equipment and submit request to EHS to remove refrigerant or other hazardous material. Then a <a href="#">Material Management Service Request</a> will be submitted. |   |     |
| Wipe all working surfaces of the Biological Safety Cabinet (BSC) with a disinfectant.                                                                                                                                                                                                                                                                                     |   |     |
| If a BSC is to be moved to a new campus location or if the cabinet needs to be deconned, contact the EHS to schedule decontamination of the unit at least 30 calendar days prior to scheduled vacancy.                                                                                                                                                                    |   |     |
| Contact EHS if moving Biologicals to another campus location at least 30 calendar days prior to scheduled vacancy.                                                                                                                                                                                                                                                        |   |     |
| Contact EHS prior to moving or shipping infectious materials off-campus at least 30 calendar days prior to scheduled vacancy.                                                                                                                                                                                                                                             |   |     |
| Notify the Institutional Biosafety Committee (IBC) Chairperson and EHS to inactivate registered research.                                                                                                                                                                                                                                                                 |   |     |
| Biologicals moved on campus must be transported in tightly-sealed and labeled primary and secondary containers.                                                                                                                                                                                                                                                           |   |     |
| Arrange with Housekeeping for the disposal of waste non-contaminated glassware.                                                                                                                                                                                                                                                                                           |   |     |
| Transfer responsibility of Biologicals to:                                                                                                                                                                                                                                                                                                                                |   |     |
| _____                                                                                                                                                                                                                                                                                                                                                                     |   |     |
| Personnel Name/Building/Room Number/Date of Transfer [or attach information to this form]                                                                                                                                                                                                                                                                                 |   |     |
| <b>Animal Carcasses and Human Tissue</b>                                                                                                                                                                                                                                                                                                                                  | ✓ | N/A |
| Identify & centrally collect all carcasses & tissues.                                                                                                                                                                                                                                                                                                                     |   |     |
| Drain all free preservatives and liquids from carcasses and tissues.                                                                                                                                                                                                                                                                                                      |   |     |
| Place drained animal carcasses/tissue in tightly sealed plastic bag. Contact EHS for disposal at least 30 calendar days prior to scheduled vacancy.                                                                                                                                                                                                                       |   |     |
| Place human tissue in tightly sealed plastic bag, then in incinerator box. Contact EHS for disposal at least 30 calendar days prior to scheduled vacancy.                                                                                                                                                                                                                 |   |     |
| Complete and submit a <a href="#">Hazardous Waste Disposal Request</a> for disposal of liquid preservatives via EHS at least 30 calendar days prior to scheduled vacancy.                                                                                                                                                                                                 |   |     |
| <b>Radioactive Materials</b>                                                                                                                                                                                                                                                                                                                                              | ✓ | N/A |
| Identify and centrally collect all radioactive materials, wastes, or radiation producing devices.                                                                                                                                                                                                                                                                         |   |     |
| Notify EHS regarding the termination of work or possible transfer of any radioactive materials (including non-regulated and naturally occurring materials) to other campus Authorized Users in writing at least 90 calendar days prior to scheduled vacancy.                                                                                                              |   |     |

|                                                                                                                                                                                               |   |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| Notify the EHS in writing at least 90 calendar days prior to scheduled vacancy regarding the relocation or change in user of a radiation-producing device.                                    |   |     |
| Package all radioactive wastes in approved waste containers, date, and label as to isotope and approximate activity. Identify and list all hazardous chemical constituents and approximate %. |   |     |
| Contact EHS regarding the disposal of unwanted radioactive materials, wastes or radiation producing devices at least 30 calendar days prior to scheduled vacancy.                             |   |     |
| Perform contamination survey, decontaminate, and re-survey, if necessary, at least 60 calendar days prior to scheduled vacancy.                                                               |   |     |
| Schedule closeout survey with EHS at least 30 calendar days prior to scheduled vacancy.                                                                                                       |   |     |
| Arrange for Authorized User to be present during survey.                                                                                                                                      |   |     |
| Provide EHS with copies of all laboratory radiation survey documentation maintained during use of radioactive materials.                                                                      |   |     |
| <b>Equipment and Furniture</b>                                                                                                                                                                | ✓ | N/A |
| Clean/decontaminate equipment or furniture to be left in workspace, including fume hoods.                                                                                                     |   |     |
| Contact EHS for assistance if laboratory equipment to be disposed of contains potentially hazardous materials such as asbestos, transite, mercury, PCBs, radioactive sources, freon, etc.     |   |     |
| Label non-working equipment with operation deficiency.                                                                                                                                        |   |     |
| Contact Material Management at least 30 calendar days prior to vacancy regarding disposal of all unwanted furniture & equipment: <a href="#">Material Management Service Request</a>          |   |     |
| Return any leased/rented equipment to Vendor at least 30 calendar days prior to scheduled vacancy.                                                                                            |   |     |
| <b>Shared/Common Storage Areas and Mixed Hazards</b>                                                                                                                                          | ✓ | N/A |
| Check all shared areas for hazardous materials, biologicals, and radioactive materials.                                                                                                       |   |     |
| If mixed hazards are identified, contact EHS for guidance at least 30 calendar days prior to scheduled vacancy.                                                                               |   |     |
| <b>Lab Inspection</b>                                                                                                                                                                         | ✓ | N/A |
| Request exit inspection by EHS at least 7 calendar days prior to scheduled vacancy.                                                                                                           |   |     |

Occupant Agreement

I certify that my staff or I have adequately cleaned and decontaminated all workspaces under my supervision and that all hazardous materials have been located and disposed of in accordance with EHS Hazardous Material Clearance Procedures for University Workspaces policy.

|              |           |      |
|--------------|-----------|------|
|              |           |      |
| Printed Name | Signature | Date |

Department Chair/Administrative Supervisor

I certify that my designated representative or I have inspected the workspace at least 10 calendar days prior to the scheduled vacancy and found the space clean and free of all biologicals, chemicals, and radioactive materials.

|              |           |      |
|--------------|-----------|------|
|              |           |      |
| Printed Name | Signature | Date |

EHS Clearance

Workspace cleared of the following (check all that apply):  Biological  Chemical  Radioactivity

|           |      |
|-----------|------|
|           |      |
| Signature | Date |

**EHS Comments:**