

Laboratory Close-Out Procedure

Rationale

Principal Investigators whose labs are closed due to retirement or resignation must leave their laboratory in a state which is safe, clean, and suitable for new occupation. All hazardous materials must be identified and removed or re-assigned; laboratory equipment must be properly cleaned and decontaminated. Unidentified hazardous material in laboratories is a violation of State and Federal statutes. Laboratories which are left dirty and cluttered pose a danger to new tenants.

Responsibilities

Principal Investigators are responsible for ensuring that all laboratory chemical, biological, and radiological hazardous materials have been identified, re-assigned to other personnel, or removed for disposal prior to leaving the university. They are responsible for completion of all activities on the close-out checklist, including cleaning lab surfaces and equipment.

Departments are responsible for insuring that Principal Investigators comply with the requirements in the close-out checklist.

The Center for Environmental Health and Safety (CEHS) is responsible for providing guidance to the Principal Investigator for appropriate removal of hazardous material and proper cleaning of the lab.

Enforcement

When the appropriate procedure for lab closing is followed, CEHS will provide guidance, and will remove and dispose of hazardous material at no charge to the Principal Investigator or Department.

If the Principal Investigator fails to complete the lab close-out, any additional costs for labor in reference to completion of the close-out checklist (e.g. hazardous material identification or laboratory cleaning) incurred by CEHS will be billed to the Department. It is the Department's ultimate responsibility to ensure compliance with the close-out procedure.

Laboratory Close-Out Checklist

The following checklist is a guide for procedures to discontinue or vacate lab space. Please contact CEHS 60 days prior to vacating the lab. For more information, call CEHS at 453-7180 or visit our website: www.cehs.siu.edu. This form can be mailed to MC: 6898.

Building _____ Laboratory Number _____

Department _____

Principal Investigator _____

CEHS Representative _____

Chemicals

Activity	Date Lab Completed	CEHS Initials
All containers of chemicals are completely labeled with the chemical name. Abbreviations, chemical formulae, or structures are not acceptable. Make attempts to identify any unknown substances.		
All containers are securely closed with a screw-type cap; all beakers, flasks and other containers are emptied and cleaned.		
All chemicals and samples have been removed from refrigerators, freezers, bench tops, and fume hoods.		
Chemicals suitable for research purposes are re-assigned to another investigator and removed from the lab. Transfer responsibility for chemicals to: _____		
Hazardous waste containers, including chemicals not re-assigned, are labeled with the appropriate yellow label and collected in one area. Hazardous chemicals cannot be disposed to the trash or to the sewer.		
DEA controlled substances have been transferred to another investigator with the appropriate Form 222, or disposal has been requested with the appropriate Form 41. Transfer responsibility for DEA substances to: _____		
Arrangements for shipping chemicals to another institution have been made with the Department, in cooperation with CEHS.		

A chemical waste pickup request has been filed with CEHS at www.cehs.siu.edu		
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Biological Materials

Activity	Date Lab Completed	CEHS Initials
Frozen specimens of human or animal tissue for disposal have been identified and collected in one freezer. Biological waste must have a "Biohazard Waste" label attached.		
Chemically preserved specimens of human or animal tissue for disposal have been drained of storage fluid, the fluid collected and identified as hazardous chemical waste, and the tissue collected, double-bagged and placed in a cardboard biohazard waste box, available from CEHS.		
All sharps – hypodermic needles, syringes, scalpels, razor blades and Pasteur pipettes – have been placed in a sharps container; all containers have been moved to one area of the lab.		
Frozen or preserved specimens for transfer to another institution have been clearly marked and segregated from waste.		
Arrangements for shipping biological materials to another institution have been made with the Department, in conjunction with CEHS.		
A biological waste pick-up request has been filed at www.cehs.siu.edu		

Compressed Gas Cylinders

Activity	Date Lab Completed	CEHS Initials
Compressed gas cylinders have been returned to the vendor or reassigned to another investigator.		
Cylinders scheduled for vendor pick-up are disconnected from equipment, regulators removed, capped, and secured.		

General Laboratory Clean-Up

Activity	Date Lab Completed	CEHS Initials
All bench top disposable liners or covers have been removed and appropriately disposed.		
All bench tops have been cleaned and disinfected with agents appropriate to potential contaminants.		
All drawers and cabinets have been emptied and cleaned.		
Broken glass has been placed in a cardboard glass disposal box, the box has been sealed, and the sealed box has been placed in a dumpster.		

All signs and labels have been removed from the lab and lab door (emergency posters, phone lists, radiation labels, biohazard labels).		
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Laboratory Equipment

Activity	Date Lab Completed	CEHS Initials
Refrigerators and freezers are empty, defrosted, and have been cleaned with an appropriate disinfectant.		
Incubators, autoclaves, ovens, and other equipment remaining in the lab have been appropriately cleaned according to manufacturers' directions.		
Incubators and water baths have been drained of all standing water.		
Glassware remaining in the lab has been cleaned and placed in cabinets or drawers.		
A request has been filed with Surplus Property for removal of old or nonfunctioning equipment with an SIU tag, and this equipment has been clearly marked and segregated.		
Old material, and equipment without an SIU tag that is not suitable for use, has been recycled or disposed.		
Broken glass has been appropriately disposed.		
All drawers and cabinets have been cleaned.		
All bench tops have been cleaned.		
Fume hoods and biosafety cabinets have been cleaned and emptied.		
Any equipment to be transferred to another institution has been identified and segregated, and appropriate shipping arrangements have been made.		
Arrangements have been made with Building Services to clean the floor and remove trash.		

Surplus Property

Activity	Date Lab Completed	CEHS Initials
Lab equipment for disposal that has an SIU tag must be disposed through Surplus Property; equipment must be decontaminated.		
A request has been filed with Surplus Property for removal of the equipment.		
Equipment for Surplus Property has been segregated and clearly marked.		
Computers for disposal must be scrubbed or over-written in compliance with applicable policies.		

Shared Areas

Activity	Date Lab Completed	Department Initials
The Principal Investigator, accompanied by the Department representative, has toured all shared areas (darkrooms, prep rooms, cold rooms, etc.) and clearly identified all material.		
Any chemicals in shared areas have been removed or re-assigned to other investigators.		
All biological material in shared areas have been removed or re-assigned to other investigators.		
All equipment in shared areas has been cleaned, and emptied if appropriate.		

Note: Packaging and handling of chemical, biological and radiologic agents must only be performed between the hours of 8 am and 4:30 pm, so personnel from CEHS will be available to respond to spills or releases.

Once all of the applicable close-out procedures have been completed, please contact CEHS for a close-out inspection. This should be scheduled at least two weeks prior to departure.