

Laboratory Checkout/Intent to Vacate Procedures

Overview

The following is a list of requirements which must be before a group is vacating a lab. Principal investigators are responsible for leaving the vacated lab ready for occupancy.

Laboratory Checkout Procedure

Notification and Consult:

Notify EH&S at least 30-days in advance of the pending move/closure by completing and submitting the [Lab Checkout/Intent to Vacate Notification Form](#).

1. Upon receipt of your notice, an EH&S professional will schedule a consultation with you and/or your department's representative.
2. EH&S will help you address any safety issues identified during the consult. As a team, we will jointly develop a close-out plan that is customized to your lab and will agree upon target dates for critical process steps.

Note: If circumstances do not allow prior notification, or the PI has already vacated the lab, the Department Head is responsible for designating or directing the Lab Close-Out procedures.

General Close-out Guidelines:

General points are covered to help you safely and efficiently vacate your lab spaces. Where needed, more consultation will be provided by EH&S.

1. Review your lab space and shared spaces to ensure all hazardous and unknown materials have been identified and no new ones have been created while preparing to vacate the space.
2. Prior to allowing other PIs or Lab Employees take chemicals from the lab, you must have consultation with EH&S. There may be chemicals in poor condition or that are highly reactive that should not be transferred to other labs, but rather, should be removed by EH&S.
3. Seek assistance from EH&S during your consult in planning the safe transfer (to other's in your department or to the [Chemical ReUse Program](#)).
4. Follow-up on the status of time-critical close-out steps such as radioactive and chemical waste collection, moving of special equipment, etc.
5. Gas cylinders and lecture bottles should be returned to the supplier, unless owned by OSU. OSU owned cylinders should go back to the department. If lecture bottles cannot be returned to the supplier, EH&S will pick up lecture bottles; use the [online waste pickup request form](#). **Tubing** and regulators that are connected to corrosive or hazardous compressed gas cylinders should be detached using safe procedures such as purging and venting to a hood or ventilated area. Contact the [Hazardous Waste Safety Officer](#) for assistance or directions on this process.
6. If you have a **DEA controlled substance**, it must be managed under the requirements of your registration. If you no longer wish to keep the controlled substances in your possession, contact the [Hazardous Waste Safety Officer](#). If you are relocating the controlled substance you must get approval from DEA first.
7. If you are an authorized user on a radiation protocol, inform the [Radiation Safety Officer](#) (RSO), who will assist in the following:
 - Terminating your radioactive materials protocols.



- Ensuring laboratory facilities and equipment are free of contamination.
 - Ensuring all radioactive materials, radioactive waste, and potentially contaminated equipment or surfaces are properly labeled.
 - Disposing of radioactive waste by completing an online request.
 - If the authorized user is leaving the university, returning dosimeters, and any equipment, such as survey meters, radiation protection equipment, and shielding devices to the [Radiation Safety Officer](#).
 - Scheduling a final laboratory radiation survey (and bioassay, if appropriate) with the Radiation Safety Office.
8. If Biological materials are part of your teaching or research, Contact [Biological Safety Officer](#) for assistance.
 9. **Empty everything** from laboratory storage areas, e.g., refrigerators, freezers, cupboards, etc.
 10. Laboratory equipment or laboratory surfaces must be cleaned and decontaminated before vacating the space. Proper decontamination requires the wipe down of all contaminated surfaces with a cleaning agent capable of removing the contaminant.
 - **Biological Agents:** A solution of 5.25% sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water is effective at decontaminating most surfaces which have come in contact with infectious material. Allow contact for at least 20-30 minutes and follow-up with water to remove any bleach residue.
 - If other disinfectants are used, be sure to read the label to ensure the chemical is effective against the biological agent and the appropriate contact time is used.
 - Contact the [Biosafety Officer \(BSO\)](#) to determine if gas decontamination is needed.
 - **Chemicals:** For assistance in what type of cleaner or cleaning material to use and how to dispose of materials used to clean contaminated surfaces, contact the [Hazardous Waste Safety Officer](#).
 - **Radioactive Material:** A special decontaminating solution (e.g. Radiacwash, Count-off, Liftaway) is recommended. Wipe the surface with a paper towel to remove the contamination, changing paper towels often. If special solutions are not available, the use of sprays such as Fantastik or Windex may be used. After the equipment has been cleaned, it must be dried before a subsequent survey can be performed. Contact the [Radiation Safety Officer](#) to schedule.
 11. Notify [Hazardous Waste Safety Officer](#) of any equipment or procedures that may have contributed to hazardous **chemical residues remaining** on surfaces (e.g., perchloric acid) or any areas that cannot be fully decontaminated (e.g. material potentially containing asbestos).
 12. **Shipping** – Submit an [intent to ship hazardous material form](#) to EH&S if you will be sending any of the following materials off campus to a new destination:
 1. Hazardous materials
 2. Radioactive materials
 3. Diagnostic specimens
 4. Infectious substances
 13. Also, see [Transporting Chemicals](#) for Inter- and Intra- Campus.



Laboratory Checkout/ Intent to Vacate

Lab Information:

Vacating PI: _____

Department: _____ Building: _____

Room(s); _____

Anticipated date lab/shop will be vacated: _____

Checklist	√	N/A	Initials
Submitted notification of move/vacating form to EH&S at least 4 weeks prior to lab checkout	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chemicals			
• Identify all chemicals for disposal, including investigation of unknown materials	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Label all containers with full chemical name(s) and waste label as required.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If redistributing chemicals, call the Hazardous Waste Safety Officer for proper procedures	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Confirm that all hazardous waste and surplus chemicals have been removed. Be sure to check all drawers, cabinets, cupboards, refrigerators, etc.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean and decontaminate benchtops, furniture, other surfaces, laboratory hoods, storage cabinets, and other fixed equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gas Cylinders/Lecture Bottles			
• Identify contents of cylinder(s) even if “empty”	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Remove regulators and manifolds. Cap all cylinders and bottles	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Return cylinder(s) to supplier	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Submit a Waste Pickup Request for non-returnable bottles	<input type="checkbox"/>	<input type="checkbox"/>	_____
DEA Controlled Substances			
• Contact Hazardous Waste Safety Officer regarding disposal	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If moving location, obtain approval from DEA prior to the move	<input type="checkbox"/>	<input type="checkbox"/>	_____
Laser Equipment			
• Equipment is being transferred to another PI (name/location): _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Equipment is being moved to another location on campus: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Equipment is being relocated outside the University	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The following equipment is being disposed of	<input type="checkbox"/>	<input type="checkbox"/>	_____
Radioactive Materials			
• Evaluate and sort radioactive materials for moving or disposal	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Package all surplus and waste radionuclides in approved and labeled waste containers	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Submit a Waste Pickup Request	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Decontaminate all surfaces and equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Schedule closeout survey with EH&S	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Remove all rad signs, stickers, postings, etc	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Transfer inventory to: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Prepare Rad materials for shipment to new location	<input type="checkbox"/>	<input type="checkbox"/>	_____



Shared Storage Areas

- Check all shared areas for hazardous materials ☐ ☐ _____

Empty Containers and Glassware

- For empty containers that held an EPA-regulated acutely hazardous waste, triple rinse with a solvent appropriate for removing the waste. Then deface the label, and follow EH&S procedures for recycling or disposal. ☐ ☐ _____
- Submit a waste pickup request to remove universal waste (e.g., electronics, batteries, etc.) ☐ ☐ _____

Animal and Human Tissue

- Dispose of research animal carcasses and tissue. If tissues are in a preservative, submit a hazardous waste request ☐ ☐ _____

Microorganisms, Cultures, and rDNA

- Evaluate and sort biologicals into categories: move, research materials to preserve, and waste ☐ ☐ _____
- Follow protocol and organizational procedures for on-site disposal of biological material and waste (e.g., disinfect, autoclave) ☐ ☐ _____
- Clean and disinfect benchtops, furniture, other surfaces, biological safety cabinets, gloveboxes, storage cabinets, and other fixed equipment ☐ ☐ _____
- Consult with BSO to determine if gas decontamination is needed ☐ ☐ _____

Laboratory Equipment

Call EH&S for disposal information regarding contaminated lab equipment

- Clean and decontaminate movable lab equipment that is to be left in place, moved, sold as surplus, or disposed of ☐ ☐ _____
- For refrigerators, freezers, and other movable equipment that may be contaminated with chemicals, biologicals, or radiological materials, EH&S must clear before they can be moved or given to surplus. Remove all stickers ☐ ☐ _____

Lab Inspection

- Request an exit inspection (voluntary) ☐ ☐ _____

Principal Investigator's Agreement

I certify that my staff and I have adequately cleaned out and decontaminated the laboratories under my supervision.

Principal Investigator's Signature

Date

Department Head/Designee

I am aware of the status of the lab(s) being vacated and I understand that I am responsible for the laboratory space and contents of the vacated lab(s).

Department Head's/Designee's Signature

Date

Please return a copy of this form to EH&S.

Laboratory Checkout/Intent to Vacate

