

TAMUCC Lab Close Out Procedures

The Principal Investigator (PI) assigned to a particular laboratory is responsible for proper disposition of all items in the laboratory, including furniture, equipment, chemicals, biological materials, radioactive materials, glassware, sharps and waste materials. The Department Chair is responsible for ensuring that all PIs understand their responsibilities and that the following procedures are followed when a PI leaves the University or transfers to a different department or laboratory.

Procedure:

1. EQUIPMENT, SUPPLIES & FURNITURE:

- The PI should notify the Department Chair of any furniture, equipment, or supplies that are to be transferred with the PI and those that will remain.

2. BIOLOGICAL WASTES

- The PI shall ensure that biological wastes are autoclaved and properly disposed of.
- Those that remain must be disposed of as Biohazardous waste.
- An account is required for the disposal.

3. HAZARDOUS MATERIALS

- The PI should attempt to locate other faculty or staff who may be able to utilize some or all of the remaining chemicals.
- Those that remain must be disposed of properly. An inventory list that include the name of the chemicals, the CAS numbers, and the quantities are required before contacting the Environmental, Health & Safety (E,H&S) at ext. 5555 for a hazardous waste pick-up.
- An account is required for hazardous waste disposal.

4. EQUIPMENT & GLASSWARE

- The PI shall ensure that all remaining refrigerators, freezers, fume hoods, biological safety cabinets, storage cabinets, sinks and bench tops are clear of glassware, chemicals, sharps and other items, and that surfaces of these items are cleaned and appropriately disinfected.
- The PI shall then sign a "Lab Exit Check List" upon completion of this step, notify E,H&S at ext. 5555, then post the check list on the door to the laboratory.

5. E,H&S EXIT INSPECTION

- EHS will perform an exit inspection at the time of hazardous waste pick-up and will sign the "Lab Exit Check List."
- EHS will submit a work request for Custodial Services to perform a general cleaning of the area and will sign the "Lab Exit Check List."
- Upon completion of these steps, the "Lab Exit Check List" must remain posted on the door to the laboratory, thus identifying the laboratory as cleared for construction, renovation, or use.

Laboratory Relocation Guidelines:

- The University moving crew is not permitted to move any chemical, biological, radioactive or hazardous material.
- Equipment to be moved must be decontaminated by laboratory personnel or a third party vendor prior to E,H&S approving transport. Please contact E,H&S for assistance with decontamination, referrals to third party vendors, or approval to move equipment.
- All laboratory personnel must wear proper personal protective equipment (safety glasses, lab coats, and appropriate gloves while handling chemicals.)
- This is a good time to go through your chemical inventory and dispose of expired, old, and unneeded chemicals. All hazardous waste must be disposed of properly. Contact E,H&S for a chemical, biological or radioactive hazardous wastes pick up. Do not move them to the new lab.

Moving Hazardous Materials Within Campus

- Inventory chemicals to be relocated from the current lab to the new facility.
- Replace any damaged or illegible labels. All containers must be labeled to accurately describe their contents. No abbreviations or chemical formulas are allowed.
- Check containers and lids for damage and cracks. Replace any faulty caps or containers. Damaged containers cannot be transported.
- All hazardous materials to be moved are required to have secondary containment to prevent leakage or spills.
- Segregate chemicals into the following categories/hazard classes:
 - Inorganic oxidizers
 - Flammable liquids
 - Inorganic acids

- Inorganic bases
 - Organic acids
 - Flammable solids
 - Miscellaneous organic compounds
 - Miscellaneous inorganic compounds
-
- Transport the chemicals in the secondary containment (boxes or bins) according to the above categories. Use sufficient packing material to prevent the bottles from breaking.
 - When the chemicals arrive at the new locations, lab personnel shall check contents for breakage/damage. Chemicals will need to be removed from boxes and placed in their designated locations within the laboratory.

Moving Hazardous Materials That Requires Transportation, Off Site, or Out of The Country.

- Contact E,H&S at ext. 5555.

If you have any questions, please contact E,H&S at ext. 5555.