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**ADVISORY 7.1.1:                    LABORATORY FACULTY, STAFF, AND STUDENT  
   DEPARTURE PROCEDURES**

The purpose of this advisory is to provide departure procedures for faculty, staff, and students who work in University laboratories. Hazardous materials management responsibility is a regulated activity in any organization. Both Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations address issues of contamination, exposure, and disposal.

Material tracking is an integral part of a facility hazardous materials management program. Faculty, staff, or students who are leaving the University (or are moving to a new location within UC) are accountable for the hazardous materials in their current workspace. Unnecessary costs are borne by others within the University when lab personnel leave without cleaning out their lab space and arranging for proper disposition of hazardous materials. Testing and analysis to identify the contents of unknown or unlabeled containers increases disposal costs. Improper container labeling is a violation of the OSHA Hazard Communication Standard and the EPA Resource Conservation and Recovery Act (RCRA) hazardous waste regulations. **Therefore, no removal, transportation, or disposal can legally be initiated until the materials are identified.**

Laboratory equipment abandoned by exiting personnel also has disposal costs associated with its removal. Abandoned equipment must be decommissioned (decontaminated) and purged of any regulated materials prior to disposal.

Development of a departure procedure for all laboratory personnel and staff who have responsible authority over the purchase and use of regulated materials will help eliminate time-consuming and costly remediation activities. To assist department heads and business managers in this endeavor, the following list of items should be addressed during the departure procedure.

- 1) All chemicals and other hazardous materials must be accounted for prior to leaving the University or transferring to another location within UC. Hazardous materials that have been claimed by others must be properly labeled. Transfer of possession must include a Material Safety Data Sheet for the material.
- 2) All **chemicals** targeted for disposal must be [properly identified and labeled](#) (see Advisory 7.3 – Management of Chemical Wastes).
- 3) All **compressed gas cylinders** must be returned to the supplier/manufacturer or claimed by other staff at UC. Gas cylinders claimed by others must be properly labeled and transfer of possession must include a Material Safety Data Sheet.

*Matheson Gas Cylinders (call Wright Brothers at 731-2222)*  
*Liquid Carbonic Cylinders (call Prax-Air at 821-2192)*  
*AGA Gas Cylinders (call 563-9400)*  
*BOC Gases (call Airgas Puritan at 721-5614)*  
*BOC Industrial Gases (call 771-5777)*

- 4) Materials that are biohazards (blood, blood product, tissues, needles, syringes, etc.) must be properly identified and [labeled for disposal](#) (see Advisory 10.1 – Legislation Regarding Infectious Waste Management/Disposal). **Biohazard materials** claimed by others must be properly labeled before transfer of possession.

- 5) **Laboratory equipment** that is inoperable or unwanted must be properly decommissioned. Some laboratory equipment contains hazardous materials that must be removed prior to disposal. Refrigerators (freon), transformers (PCBs), radiation counting equipment (lead), and manometers (mercury) are a few examples. Contact Environmental Health & Safety for assistance at 556-4968. For items with radiation labels and/or contamination, contact Radiation Safety at 558-4110.

Refrigerators, freezers, and other equipment used for chemical, biological, or radiological materials must be decontaminated/decommissioned prior to disposal (see Appendix A).

- 6) **Biological Safety Cabinets** must be decommissioned prior to departing or moving the cabinet. This must be completed by a contractor certified to perform this task. Contact Environmental Health and Safety at x-64968 for an updated list of vendors.
- 7) All **lab benches and work surfaces** must be decontaminated prior to departing.
- 8) Laboratories that are **radiation** use labs must be decommissioned prior to the departure of the authorized users (AU's). Contact the [Radiation Safety Office](#) at 558-4110 for information concerning decommissioning procedures.
- 9) Personnel leaving the University and who have participated in a University-provided medical surveillance program must schedule an exit physical and contact University Health Services at 584-4457.
- 10) The Principal Investigator, with assistance from a EH&S representative if requested, will complete the attached **Laboratory Clearance Checklist**. The checklist will be signed by the principal investigator and the chair or director of the department or administrative unit after which the lab will be considered safe for reuse by another investigator. The completed and signed Clearance Checklist will be kept on file in the department and EH&S.

Responsibility for the hazardous materials management program involves the Department Head, Principal Investigator, faculty, supervisor, and staff. The departing individual's immediate supervisor (or advisor for students) has the responsibility for ensuring that the above-listed items are addressed so that the new occupant is not left having to bore the cost of identifying and disposing of chemicals and other regulated materials.

#### CONSTRUCTION-RELATED ACTIVITIES

UC renovation and construction staff (Facilities Management Project Services, Construction Management, et al.) and outside contractors should be aware of working in laboratories and other areas where hazardous materials were used, stored and/or left behind. Every effort should be made to contact the previous occupant of the area to handle the labeling, decontamination and disposal of all hazardous materials as is listed above.

*Under no circumstances should these materials be moved to a central location, out in the hall, or any other area, without the approval of the UC EH&S office.*

Contact Environmental Health and Safety at 556-4968 for assistance.

| <b>LABORATORY EXIT CHECKLIST</b>                              |             |             |                 |
|---|-------------|-------------|-----------------|
|   | <b>ROOM</b> |             |                 |
| <b>ITEM</b>   | <b>PASS</b> | <b>FAIL</b> | <b>COMMENTS</b> |
| <b>GENERAL CONDITION</b>                                      |             |             |                 |
| Laboratory Clean  |             |             |                 |
| Equipment Clean   |             |             |                 |
| <b>EQUIPMENT</b>  |             |             |                 |
| Clean (wiped with soap and water)                             |             |             |                 |
| * Property accounted for                                      |             |             |                 |
| Excess equipment decontaminated                               |             |             |                 |
| Excess equipment removed                                      |             |             |                 |
| <b>BIOSAFETY CABINETS</b>                                     |             |             |                 |
| Decommissioned by an approved vendor                          |             |             |                 |
| <b>CHEMICAL</b>   |             |             |                 |
| All chemicals/containers labeled                              |             |             |                 |
| * Chemical inventory current                                  |             |             |                 |
| Excess chemicals prepared for disposal                        |             |             |                 |
| * MSDS for all chemicals in laboratory                        |             |             |                 |
| <b>INFECTIOUS MATERIALS</b>                                   |             |             |                 |
| Excess equipment decontaminated                               |             |             |                 |
| Excess infectious materials prepared for disposal             |             |             |                 |
| All infectious/containers labeled                             |             |             |                 |
| Infectious materials inventory current                        |             |             |                 |
| <b>GAS CYLINDERS</b>  |             |             |                 |
| All gas cylinders (including lecture bottles labeled)         |             |             |                 |
| Gas cylinders inventoried (inside the lab and stored outside) |             |             |                 |
| All empty cylinders disposed of                               |             |             |                 |
| Cryogens labeled  |             |             |                 |
| Empty of excess cryogen tanks disposed of                     |             |             |                 |

\* The supervisor of the existing Research is responsible for checking and completing these items

**Researcher's Inspection**

\_\_\_\_\_  
 Signature Date

**Supervisor's Inspection:**

\_\_\_\_\_  
 Signature Date

**Environmental Health &  
 Safety Inspection:**

(Signed only after all "failed" items  
 Above are corrected)

\_\_\_\_\_  
 Signature Date

## APPENDIX A

### REFRIGERATOR, FREEZER, AND EQUIPMENT DECONTAMINATION

Refrigerators, freezers, and laboratory equipment that have been used for the storage of biological, chemical, and/or radiological materials must be completely emptied and properly decontaminated before discarding. Units that are being moved from laboratories within a building must have the exterior decontaminated prior to moving. ATTACH THE "NOTICE" TO EACH UNIT AFTER IT HAS BEEN CLEANED.

**Biological Safety Cabinets (BSC)** – refer to item #6 on page 2 for information related to proper decommissioning of BSC.

#### BIOLOGICAL AGENTS, TISSUES, ETC.

- Use a 10% bleach solution (one part bleach to nine parts water) or other tuberculocidal disinfectant ([EPA List of Disinfectants](#)) and wipe down interior and exterior of the unit.

#### CHEMICALS/PHARMACEUTICALS/CONTROLLED SUBSTANCES

- Soap and water should be used to clean interior and exterior of the unit.
- Check the Material Safety Data Sheets (MSDS) for compatibility of soap/water (or other cleaning agent) with the items that were stored in the refrigerator/freezer.
- Call 556-4968 (EH&S) for additional information on material compatibility.

#### RADIOLOGICAL AGENTS

- Contact Radiation Safety at 558-4110 for decontamination procedures.

#### COMBINATION OF AGENTS

- *Radiological and Chemical or Biological:* Contact Radiation Safety at 558-4110.
- *Chemical and Biological:* use the procedures listed above. Be sure to check for incompatibles prior to cleaning.

After decontaminating the unit, complete an [SE Request Form](#) from Surplus Equipment for final disposition. There is a \$100 - \$200 fee to have the freon removed and the refrigerator/freezer discarded.

Contact Environmental Health and Safety at 556-4968 for additional information.

*Tape this page to the unit*

## NOTICE

This refrigerator/freezer/equipment was properly cleaned in accordance with Appendix A in Environmental Health and Safety advisory 7.1.1

[http://ehs.uc.edu/Advisories/Advisory\\_7\\_1\\_1.PDF](http://ehs.uc.edu/Advisories/Advisory_7_1_1.PDF)

*Department:* \_\_\_\_\_ *Date:* \_\_\_\_\_ *Phone #:* \_\_\_\_\_

*Cleaned by: Sign:* \_\_\_\_\_ *Print Name:* \_\_\_\_\_

*Supervisor: Sign:* \_\_\_\_\_ *Print Name:* \_\_\_\_\_

### **PLEASE NOTE**

**This form must be signed and attached to each unit or  
Grounds & Moving may refuse pickup.**