

## Laboratory Decommissioning Checklist

The following checklist must be used whenever a University at Albany laboratory will be vacated for any reason; including renovation, relocation or halting of research activities. Laboratories must be left in a safe state suitable for new occupants or renovation. The vacating Principal Investigator (PI) or their designee should work with their department to coordinate the disinfection or sterilization of equipment, hoods and lab benches, movement of equipment from the lab for surplus, repair or relocation, and proper disposal of any chemical, biological, or radiological waste in accordance with applicable EPA, OSHA, NIH, CDC and other regulations; prior to vacating the lab.

PI's or their designees, should notify the Environmental Health and Safety Office (EH&S) of the intended laboratory vacancy, as soon as they become aware that a vacancy is planned. If the PI leaves suddenly, the Department should appoint a designee for the clean-out, who will coordinate and notify EH&S in the absence of the PI. EH&S will provide guidance and assistance to ensure that the space will be left in a safe and clean condition. PI's or the designees should utilize the attached checklist prior to vacating a laboratory.

Date & Initial When Completed	<b>When You Know The Laboratory Will Be Vacated, the PI or Designee should:</b>
	1. Assign a Lab Contact: Someone who is familiar with the research and the hazards involved in the lab and who will be responsible for overseeing the lab decommissioning process. This may be the P.I. or their designee.
	2. Notify EH&S of the intended vacancy/move, planned approximate dates of completion and the name of the Lab Contact.
	3. Request EH&S to perform an initial inspection of the lab(s) to provide guidance and assistance with the lab close-out and to develop a plan for completion and set target dates for critical steps of the decommissioning of the lab.
	4. Carefully inspect shared use spaces, such a refrigerators, freezers, cold rooms and flammable liquid storage areas, for all items that are the responsibility of the lab. Note locations of these items, so they can be addressed during the decommissioning process.

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Date & Initial When Completed	<b>Chemicals and Chemical Waste</b>
	1. Inspect and inventory all chemicals. Ensure that all chemicals are <u>clearly</u> labeled, as to the contents and hazards associated with that chemical. Check chemicals for expiration dates, sign of corrosion or crystallization. Ensure that the outside of chemical containers are clean and free of any hazardous materials. <u>Make every effort to identify any unknown substance.</u> Unknowns are expensive to dispose of as they must first be characterized by the waste disposal company.
	2. Determine which chemicals will be moved to a new location, <u>if any</u> . Separate any chemical(s) desired to be taken to the new lab. EH&S can advise on the transporting of these chemicals, though the ultimate responsibility for the legal transporting and/or shipping of any hazardous material resides with the PI or designee.
	3. Usable chemicals, which will not be transferred to a new location, may be donated to other researchers, instead of being disposed of. Any unopened or usable chemical, which is not expired or unstable, may be redistributed to other laboratories. This should be coordinated by the PI or designee and should be noted in each laboratory's chemical inventory.
	4. All chemicals that are <u>not</u> slated for transfer or redistribution must be properly disposed of as <b>hazardous waste</b> . No chemicals shall be discarded in the trash, poured down the sink or drain, or evaporated. Designate an area for storage of unwanted chemicals and segregate the chemicals according to hazards. Compile an accurate inventory list. Properly label all chemicals with an appropriate "Hazardous Waste" sticker. These stickers are free and available from EH&S. Contact EH&S (442-3495) to coordinate a plan for waste disposal and pickup.
	5. Arrange for a pickup for any other hazardous waste by contacting EH&S. <u>Hazardous waste cannot be transferred to a new laboratory.</u>

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	6. Carefully inspect shared storage areas, such as refrigerators, freezers and cold rooms. All samples, reagents, chemicals and other hazardous materials left by past staff or students must be identified and properly disposed of or transferred to a new laboratory.
	7. <b>Compressed Gas Cylinders</b> should be returned to CAS Stores for their return to the vendor. The regulator shall be removed and valve stem cap replaced prior to moving the cylinder. A gas cylinder cart must be used during the transportation of the cylinders. All lecture size cylinders shall be returned to the manufacturer. Contact EH&S for assistance in returning or disposing of small gas cylinders. Empty gas cylinders are still considered as being hazardous materials and cannot be discarded in the trash.
	8. <b>Controlled Substances</b> - For PI's who possess a DEA license for controlled substances, the PI's must contact the EH&S Chemical Hygiene Officer for the proper procedure for disposal or transfer of scheduled drugs. The DEA must be notified of destruction, termination or transfer of the license as appropriate.

Below is the link to the University at Albany's Chemical Hygiene Plan. This plan contains the University's Hazardous Waste and Universal Waste Disposal Programs.

<http://www.albany.edu/ehs/pdf/CHEMICALHYGIENE12.pdf>

## Laboratory Decommissioning Checklist

Date & Initial When Completed	<b>Biological Materials and Bio-hazardous Waste</b>
	1. Assess the biological materials (rDNA, microorganisms and cell lines, tissues, organs, body fluids and biologically derived or contaminated media) and determine which will be moved to a new location, transferred to another investigator or disposed of.
	2. If the PI has an approved <b>Institutional Biosafety Committee (IBC)</b> protocol, the IBC must be notified of any modifications. This includes location changes, transferring of biohazard materials to another PI, or termination of the protocol. Contact the EH&S Biosafety Officer for assistance.
	3. Transfer or shipping of CDC/USDA Select Agents (including toxins below regulatory limits) requires approval from the EH&S Biosafety Officer <b>prior</b> to moving.
	4. Proper DOT/IATA shipping regulations must be followed for packaging and shipping biological materials off campus.
	5. Carefully inspect shared storage areas, such as refrigerators, freezers and cold rooms for biological agents that could be forgotten. All biological samples, reagents, and other bio-hazardous materials left by past staff or students must be identified and disposed of or transferred to a new laboratory.
	6. Properly dispose of all bio-hazardous and recombinant DNA waste. Dispose of all solid media and supplies as red bag waste, if not transferred to a new laboratory. Contact the EH&S Biosafety Officer to coordinate and assist in moving bio-hazardous material and rDNA material to new labs.
	7. All liquid bio-hazardous waste must be decontaminated by approved procedures.* Contact the EH&S Biosafety Officer for assistance.
	8. Decontaminate all work surfaces with an approved antimicrobial cleaner, including all door, cabinet and drawer handles in the lab.

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	<p><b>9. Equipment for Use with Biological Materials</b> – Decontaminate surfaces of any equipment likely to be contaminated, e.g. refrigerators, incubators, water baths, centrifuges, with an approved antimicrobial cleaner. The PI or designee must verify proper decontamination or sterilization of all equipment prior to being released to non-lab personnel (e.g. movers, repair services or Equipment Management for surplus).</p>
	<p><b>10. Biological Safety Cabinets</b> – Wipe down and remove all contents from the cabinet. Disinfect and decontaminate all accessible surfaces of the biosafety cabinet. Use an approved disinfectant that is appropriate and effective for the agents used in the research. Contact the EH&amp;S Biosafety Officer, if the biosafety cabinet is to be moved to another laboratory. Any moved biosafety cabinet will have to be recertified before it can be used again.</p>
	<p><b>11.</b> Refrigerators must be emptied of all contents. The refrigerator compartment and exterior surfaces (doors and handles) must be wiped down with an appropriate disinfectant. Freezers and freezer compartments of combination units do not have to be emptied, if moving laboratories, as long as the contents will not shift during the move. Exterior surfaces of the freezer must be wiped down with an appropriate disinfectant.</p>
	<p><b>12.</b> Any bio-hazardous materials to be moved within the University must be double packaged before transport. Both containers must be leak proof. The secondary container must contain enough absorbent material to absorb the contents of the primary container and must be labeled with a biohazard symbol and the name of the PI and new laboratory location. These packages cannot be handled by the movers and must be moved during normal working hours, so the EH&amp;S Biosafety Officer can be contacted if needed.</p>

**\*Below is the link to the University at Albany’s Guide to Managing your Biological Waste.**  
<http://www.albany.edu/ehs/pdf/ManagingYourBiologicalWasteattheUniversityatAlbany.pdf>

## Laboratory Decommissioning Checklist

Date & Initial When Completed	<b>Radioactive Materials and Waste</b>
	1. The EH&S Radiation Safety Officer (RSO) must be contacted as soon as the PI or designee knows that they are planning on vacating a laboratory or halting research using radioactive materials (RM) to arrange for a Radioactive Contamination Exit/Release Survey.
	2. If the PI is transferring to another laboratory, the PI must submit an amended RM Use Application to the <b>Radiation Safety Committee (RSC)</b> for approval. The RSC approves all users and locations for use of RM throughout the University.
	2. If the PI is halting research using RM, place all unused radioisotope stock and radioactive samples in the lab's RM waste containers. Contact the EH&S RSO for waste pick up and disposal. If the PI chooses to transfer any unused radioactive material to another RSC approved PI and laboratory, the EH&S RSO must approve the RM transfer. Contact the EH&S RSO for assistance.
	3. <b>Equipment for Use with Radiological Materials</b> – Any equipment used for the storage of RM or used in protocols with RM that are required to be moved, contact the EH&S RSO to perform a Contamination Release Survey of the equipment. The EH&S RSO must verify the equipment is free of contamination, <b>prior</b> to being released to non-lab personnel (e.g. movers, repair services or Equipment Management for surplus). Only the EH&S RSO can remove stickers and labeling stating a device was used with RM.
	4. When the EH&S RSO verifies the laboratory is free of RM and radioactive contamination, the EH&S RSO will send correspondence to the PI or designee/Department and Building Manager stating that radioactive decommissioning is complete. The EH&S RSO will then remove any radioactive labeling and stickers, and the laboratory entrance sign.

Below is the link to the University at Albany's Radiation Safety Manual, which covers Radioactive Waste Disposal.

<http://www.albany.edu/ehs/pdf/RSM&App.pdf>

## Laboratory Decommissioning Checklist

Date & Initial When Completed	<b>General Laboratory Close-Out</b>
	1. Remove any absorbent material and tape from all lab surfaces, including benches, cabinet shelves and fume hoods. If contaminated with hazardous material, dispose of materials as appropriate hazardous waste.
	2. <b>Equipment</b> – Wipe down and disinfect any equipment that is likely to be contaminated, e.g. refrigerators, water baths, incubators, centrifuges. Refrigerators should be emptied and thoroughly wiped down inside and out. The PI or designee must verify proper decontamination of all equipment prior to being released to non-lab personnel (e.g. movers, repair services or Equipment Management for surplus). Any refrigerators or freezers being disposed of will need to be released from Equipment Management and then they will need to have any freon in them removed by the University’s Refrigeration Shop.
	3. Empty and properly dispose of all materials from all drawers, cabinets, shelving and fume hoods. All specimens must be properly disposed of or transferred to an appropriate location with the approval of the Department. All unwanted paperwork with confidential information (data or personal identifiers) should be shredded and all other unwanted paperwork, magazines, books etc. should either be recycled or given away. Wipe down all surfaces of fume hoods, laboratory benches and cabinets where chemicals were used or stored to remove residual chemicals.
	4. <b>Sharps Containers</b> – All sharps should be placed in a red sharps container to be ultimately disposed of as regulated medical waste. Red sharps containers purchased from CAS Stores should be returned to CAS Stores for disposal as regulated medical waste. For proper disposal of regulated medical waste, contact the EH&S Biosafety Officer.
	5. <b>Glass Waste</b> – Broken glass and other glass waste should be collected in a labeled, sturdy container for disposal. Boxes with durable liners for broken glass can be obtained from CAS stores. Chemically contaminated glass waste must be disposed of as hazardous waste. Glass waste contaminated with bio-hazardous material may need to be disposed of as regulated medical waste. Contact EH&S for assistance.
	6. Laboratory floors should be swept and cleaned before vacating. Ensure that all microtubes, pipet tips, etc., that may have fallen under equipment and in corners are properly disposed of.



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