



Policy for Vacating Laboratories

Purpose:

The purpose of this policy is to alleviate problems associated with the accumulation of waste in laboratories that may contribute to non-compliance with regulatory agencies including, but not limited to, those governing the use of radionuclides, biohazards, laboratory animals and toxic materials. This policy shall address the proper disposition of all chemicals and other hazardous materials used in laboratories and shall be effective in either of the following situations: 1.) upon the departure, change in employment status or termination of active research of the responsible individual(s); and 2.) any change in use of the assigned laboratory. The responsibility for proper management status of a laboratory lies with the principal investigator to whom the laboratory is assigned. Proper disposition of relevant laboratory materials shall be required from the responsible individual(s) by way of a LABORATORY CLOSEOUT CHECKLIST. The Department Chairperson shall be responsible for enforcement of this policy.

Definitions:

Responsible Individual(s): includes faculty, staff, and post-doctoral and graduate students assigned to a specific laboratory space. In the event of an undergraduate research project, the student's advisor for the project shall assume the responsibility. (Excluded are: secretaries or other untrained personnel in laboratory operations & safety.)

Change in use: when the laboratory is to be converted to a use other than for which it was intended (i.e. non-lab status as an office or a storage area.)

Waste: chemicals, working solutions or other mixtures of chemicals, biologicals, drugs, non-repairable / non-working equipment, broken glassware, used needles and other sharps, frozen and refrigerated samples, paper, notebooks, boxes, etc.

Appropriate labels: legible identification of contents, written in English, which includes the name of the chemical(s) present, concentration or percentage and solvent, if applicable, and any associated hazards.

Chemical Inventory: a catalog list of all chemicals used or stored in the laboratory and the amount of each.

Approved sharps disposal container: a puncture resistant, leak proof, closable, high-impact plastic container with an opening large enough to accept all sizes of sharps and a visible label indicating the contents.

Effects of Violation of this Policy:

If guidelines of this policy are not executed by the responsible individual(s) at the time of closeout of the laboratory, the cost for identification and removal of hazardous material and waste from the laboratory by non-departmental personnel will be assessed to the department.

Policy Requirements:

1. All chemicals, commercially prepared or synthesized in-house, shall have appropriate labels. Chemicals that can be used by another investigator within the department shall be transferred along with respective Material Safety Data Sheets at the time of laboratory closeout. Other chemicals shall be inventoried and reported on waste disposal sheets to Environmental Health & Safety. Material Safety Data Sheets for these chemicals shall be readily available in the lab. Chemical spills shall be cleaned from shelves, counters, cabinets, hoods, balances, etc.
2. Controlled substances (except Schedule II drugs) shall be segregated in a secured area for incineration by the HSC Facilities Safety representative. Schedule II drugs shall be handled according to DEA regulations.
3. Gas cylinders shall be identified with appropriate labels, and the vendor shall be notified for pick-up or disposal.
4. Shelves, cabinets, drawers, hoods, and general storage areas in the lab and/or shared storage areas outside the lab shall be cleared of all waste. An attempt should be made to transfer usable supplies to other investigators.
5. Usable lab equipment shall remain in place unless the area is to be renovated. Non-usable equipment shall be listed on Inventory Management Forms for pick-up. In either case, necessary decontamination of the equipment shall be completed before the lab is vacated.
6. Sharps, such as needles, razor blades, scalpels, etc. shall be placed in an approved sharps disposal container.
7. Biohazardous waste shall be properly disposed of by incineration or by autoclaving, as required by Federal Law. If the responsible individual is transferring biohazardous material to another institution, he/she shall make arrangements for temporary storage until material can be shipped under appropriate regulations. All work areas, storage freezers and refrigerators, etc. shall be decontaminated. Notify the Biohazard Safety Officer 3-7157 or contact the HSC Safety Office at 3-6924.

8. Animals shall not be abandoned in the laboratory or in the animal quarters. Proper disposition of animals, animal carcasses, and/or tissue samples shall be completed as required by applicable regulations. Human organs and/or recognizable specimens shall be transferred to the HSC Facilities Safety representative for incineration as “bits and pieces.”
9. Radiation Safety shall be notified (293-3413) for proper clearance, disposal and decontamination of the laboratory. A copy of the Radiation Safety Closeout Form shall remain in the laboratory.
10. The Health Sciences Center Laboratory Closeout Checklist shall be completed and signed by the responsible individual(s) and the Department Chairperson and shall remain in the laboratory. The HSC Facilities Safety Office representative shall be notified (3-6924) that the area is ready for final inspection.
11. This policy shall be reviewed annually.

Laboratory Closeout Checklist

Room:		Date:	
Building:		Department:	
Principle Investigator/Researcher:			
Department Chair:			
Chemical Hygiene Officer:			

Please make a checkmark (✓) in the space provided signifying that the task has been completed.

Chemicals	
	Appropriate labels on all chemicals including waste
	Updated Chemical Inventory
	Spills cleaned from shelves, counters, cabinets, hoods, balances, etc
	Material Data Safety Sheets available in laboratory

Controlled Substances	
	Material (except Schd II) segregated for pick-up by Facilities Safety representative
	Record book on hand for signature by Facilities Safety representative

Gas Cylinders	
	Cylinders returned to vendor

General Storage	
	Shelves, counters, cabinets, hoods, drawers, etc cleared of all lab waste

	Desiccators emptied
	Refrigerators and Freezers emptied
	Shared storage area outside lab cleared of all lab waste

Equipment and apparatus	
	Applicable equipment and apparatus decontaminated (See Appendix A and Appendix B) **Must receive a signed “decontaminated” sticker from HSC Safety Office in order for equipment to be sent to surplus or the trash.**
	Inventory Management Equipment Disposal Forms filled out for all non-usable equipment

Sharps	
	Used needles and other sharps placed in approved sharps disposal container

Biohazards	
	Work and storage areas decontaminated and labeled (Appendix A and Appendix B)
	Biohazardous material autoclaved or incinerated
	Biohazardous material transferred to another investigator Name of Investigator:

Animal and Human Tissue	
	Animals in Animal Quarters sacrificed
	Animals in Animal Quarters transferred to another investigator per ACUC amendment (NAME:)
	Animal carcasses and/or body parts returned to Animal Quarters for incineration

	Specimens of animal tissue in preservative box for incineration
	Bits and pieces of human tissue boxed for incineration

Radioactive Material	
	Copy of Radiation Safety Decommissioning form in lab

Principle Investigator

Date

Department Chairperson Signature

Date

HSC Safety Office Representative Signature

Date

APPENDIX A
WVU Health Sciences Center Safety Office
Procedure for Laboratory Refrigerator/Freezer Disposal

IMPORTANT: Before beginning the decontamination process, the HSC Safety must be contacted to conduct a biosafety hazard analysis. Once the analysis has been completed, Principle Investigators or Department Owners will be required to decontaminate equipment. Failure to contact the HSC Safety Office to receive a biosafety hazard analysis will result in the denial of signed “decontamination stickers” or may require PIs or Department owners to decontaminate equipment again. (Please also see APPENDIX B)

The HSC Safety Office	Location: G-139 HSN	Telephone #: 293-6924
Health Sciences Center Safety Office Website: www.hsc.wvu.edu/safety		

- 1.) Department owner must empty and decontaminate/sanitize the refrigerator/freezer appliance before disposal.
 - Defrost refrigerator/freezer. Lay lab mats down or other absorbent material around refrigerator/freezer to prevent flooding or contamination.
 - Spray 10% bleach/water mixture (200ppm chlorine) on both the inside and outside of the appliance.
 - Leave the door open and let air dry for at least 20 minutes.
 - Remove any bio-hazard stickers as Facilities Maintenance will not remove the appliance if this sticker is present.
- 2.) Contact the HSC Safety Office (293-6924) for a signed decontamination sticker to be placed on the appliance. Facilities Maintenance will not remove the appliance without this sticker.
- 3.) Place a work order with Facilities Management (available online) for appliance removal and disposal.
- 4.) Contact Dr. Andrew Cockburn, Biosafety Officer at 293-7157 or the HSC Safety Office at 293-6924 for any questions regarding this procedure.

WVU Health Sciences Center
Procedure for Laboratory Refrigerator/Freezer Transfer within the HSC

- 1.) The outside of the appliance must be decontaminated/sanitized before it can be moved to another location within the HSC.
 - Spray 10% bleach/water mixture (200ppm chlorine) on the outside of the appliance.
 - Let air dry for at least 20 minutes.
- 2.) Contact the HSC Safety Office (293-6924) for a signed decontamination note to be placed on the appliance. Facilities Maintenance will not transfer the appliance without this sticker.
- 3.) Place a work order with Facilities Management (available online) for appliance transfer. All items in a refrigerator must be removed before transfer.

APPENDIX B
WVU Health Sciences Center Safety Office

Laboratory Close-Out Costs

Principle Investigators and Department Owners are required to decontaminate laboratories and dispose of chemicals and biological materials appropriately when closing out a laboratory. Failure to decontaminate laboratories or dispose of chemicals properly will result in fees incurred by the Principle Investigator or Department.

For More Information or Help, Please Contact the HSC Safety Office

The HSC Safety Office	Location: G-139 HSN	Telephone #: 293-6924
Health Sciences Center Safety Office Website: www.hsc.wvu.edu/safety		

Fee Schedule

Item	Cost	
Large Laboratory Equipment (i.e. Refrigerators, Freezers, Hoods, Biological Safety Cabinets, etc.)	\$300	For EACH piece of equipment
Small Laboratory Equipment (i.e. microscopes, small centrifuges, large laboratory equipment parts, etc.)	\$200	For EACH piece of equipment
Miscellaneous Equipment/Items	\$150	For EACH piece of equipment/item
Chemical Disposal	\$65	Per Hour for EACH HSC Safety Office Employee
Unknown Chemical Disposal (chemicals not labeled)	\$	For EACH unknown chemical
Other Safety Issues	\$100	Per Hour for EACH HSC Safety Office Employee

