

Laboratory Close-Out and Clean-Out

Occasionally laboratories discontinue operations. When this happens, it is mandatory to contact the OEHS for Laboratory Close Out one month prior to out-processing. One month seems long but it is necessary in case there are unknown chemicals that require identification, hazardous waste that must be removed, contaminated equipment to be decontaminated or chemical materials and laboratory equipment that must be surplused. Failure to appropriately Close Out a laboratory may result in the collection of fees for services provided by the OEHS. The OEHS will not be responsible for any additional costs, regulatory action or fines resulting from non-compliance with this policy. In these instances, the responsible department will be charged for any necessary remediation funds.

During laboratory Close Out it is important to be thorough and investigate all areas and equipment including; autoclaves, refrigerators, incubators, centrifuges, ovens, cabinets, freezers, cold rooms, stock rooms, fume hoods, etc. The following are guidelines for use when faculty and staff members responsible for laboratory facilities are leaving the University or transferring to a new laboratory.

Guidelines for Laboratory Close Outs

Chemicals

- All containers of chemicals must be securely closed and appropriately labeled. All laboratory glassware containing residues or chemicals must be emptied and disposed of appropriately. Please remember that UAH has a “No Drain” policy for chemical wastes. Insure all areas of the lab have been inspected for chemical wastes. Wastes must be segregated, prepared and labeled according to the Hazardous Waste Management Plan. A chemical waste inventory must be completed and submitted to the OEHS. The form and instructions are provided in Forms. Upon receipt of the inventory the OEHS will schedule a pick-up.
- Chemicals that will be transferred to other laboratories must be segregated. The chemicals must be packed according to compatibility and safe-handling techniques must be utilized. Contact the CHO at 824-2171 for more information.
- Empty drawers and cabinets.
- For disposing regular trash, try to confine the materials to one space.
- Clean all benchtops and work surfaces, including the work surface of fume hoods, and other ventilated devices. Ensure all surfaces are free from chemical residues.

If individuals in the lab are not able to complete the cleaning, contact OEHS to make arrangements for an environmental services contractor to do the work. The responsible department will be expected to pay the labor charges.

Gas Cylinders

- Reusable cylinders must be disconnected; their valve caps replaced and must be returned to suppliers.

- Non-returnable cylinders must be manifested for submission to the OEHS as chemical waste. The University's hazardous waste disposal contractor will, under special circumstances, accept pressurized cylinders for disposal at an expense.
- When empty, it is imperative to label all non-returnable cylinders as empty.

Laboratory Clean Out

The faculty member assigned to a laboratory is responsible for the proper use and disposal of all chemical materials in his/her assigned laboratory space. All laboratories must perform an annual review of the inventory to inspect the conditions of chemical containers and to dispose of any unwanted, unusable, and or expired chemicals. This is called a Laboratory Clean Out. Unwanted but usable chemicals should be redistributed within the department or contiguous campus labs. Dispose of the chemicals that are outdated and no longer useable or desired through OEHS. Before calling the OEHS for pick up:

- Remove and properly label all chemical waste from the laboratory and also from storage units such as refrigerators, cold rooms, stock rooms, and waste collection areas. Contact OEHS for assistance.
- Update the laboratory inventory.
- The start and end dates of the clean-out must be recorded. Also the name and amount of hazardous materials removed from the lab.
- All laboratory equipment, fume hoods, bench tops, cabinets, floors, and shelves must be cleaned and decontaminated
- If laboratory equipment is to be discarded, all hazardous materials (e.g., batteries, mercury switches, mercury thermometers, oil, asbestos linings, radioactive sources, and CFCs from refrigerators, etc.) must be removed before disposal. Contact OEHS for assistance. To dispose of equipment (not containing hazardous materials), place a surplus request with Business Services.
- OEHS will be overseeing the clean-out procedure. If necessary, OEHS will make arrangements for an environmental services contractor to do the work.

All clean-out procedures must be documented according to 40 CFR 262.213 Subpart K. The documentation must identify the laboratory being cleaned out, must identify the PI/supervisors, start and end date of the clean-out process, and the amount of hazardous material generated. OEHS must keep all the documentation a minimum of three years from the date clean-out ends. The OEHS will maintain paper documentation in PPB 115 A and electronic copies on the Central Files located on the PPB server. OEHS must remove all the unwanted material generated during the clean-out process from the lab within 10 days of the end of the clean-out.