

Laboratory, Art Studio, and Shop

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# Introduction

Hazardous materials such as chemicals, microorganisms, blood/blood products, body fluids, tissues, sources of radiation, and associated waste streams pose a risk of injury, illness, and environmental contamination when handled improperly. Additionally, the management, transportation, and disposal of hazardous materials/wastes must be conducted in compliance with applicable local, state, and federal regulations to avoid unnecessary violations or associated fines.

# Purpose

In accordance with USF Policies [6-006](#) and [6-016](#), the purpose of these Laboratory, Art Studio, and Shop (LASS) Cleanout/Closeout/Relocation Procedures is to establish the responsibilities and general requirements associated with the safe and compliant cleanout, closeout, or relocation of a LASS at USF.

# Definitions

1. LASS - acronym for Laboratory, Art Studio, and Shop
2. Cleanout - the removal of an excess amount of unwanted, unused, abandoned, or expired chemicals from a LASS cleanout may need to be completed during a closeout or relocation.
3. Closeout - the termination of LASS operations at USF.
4. Relocation - the transfer of LASS operations from one location at USF to another location at USF.

# Cleanout Procedure

A chemical cleanout is completed to dispose of expired, excess, or unwanted chemicals. Please see the checklist in [Appendix A](#). A chemical cleanout may occur as part of a closeout or relocation or may be completed independently. Routine hazardous waste pickup (fewer than 20 chemicals) are requested through CHEMATIX (see: [CHEMATIX User Training](#)).

The Lab Cleanout Procedure must be completed when a large number of chemicals (greater than 20) need to be removed from a LASS. A [Lab Cleanout Form](#) should be submitted at least three (3) weeks prior to the desired completion date. Environmental Health & Safety (EH&S) will schedule an appointment for the lab cleanout within three (3) working days after a request is submitted. Please allow ~~2~~ 3 weeks for EH&S to effectively prepare for and complete the laboratory cleanout. Time for completion may vary depending on the size of the cleanout or the nature of the chemicals.

## Redistribution of Chemicals

applicable local,

## Non-Compliance/Consequences

The proper management of hazardous materials and wastes during a LASS, cleanout, closeout or relocation is essential to maintaining a safe environment. Colleges/Departments involved in a LASS cleanout, closeout or relocation are responsible for reading and complying with these procedures.

Proper disposal of all hazardous materials used in LASSs is primarily the responsibility of the principal investigator, researcher, instructor, or other responsible party to whom a LASS is assigned. Ultimate responsibility for the safe handling, storage, and disposal of hazardous materials is the responsibility of the principal investigator, researcher, instructor, or other responsible party to whom a LASS is assigned. Ultimate responsibility for the safe handling, storage, and disposal of hazardous materials is the responsibility of the principal investigator, researcher, instructor, or other responsible party to whom a LASS is assigned.

## Appendix 1: Chemical Cleanout Checklist

Please make sure all items on this checklist are completed prior to chemical removal.

All containers must be closed and in good condition or overpacked inside containers that are in good condition.

Chemicals must be labeled (if not known label as "unknown").

Chemicals must be removed from the chemical inventory.

Place chemicals in the satellite accumulation area. Be aware that time sensitive chemicals such as ethers, should not be moved or handled if they are expired or not in good condition due to their unstable characteristics.

Keep incompatible chemicals segregated from each other.

Complete and submit the [Lab Cleanout Form](#) three (3) weeks prior to the desired completion date or submit a pickup request using CHEMIX if fewer than 20 chemicals.

## Appendix 2: Laboratory Closeout Checklist<sup>1,2</sup>

This checklist is designed to guide laboratory personnel safely through decommissioning procedures in the event that laboratory operations are moved or discontinued. In addition to the items in the checklist, please also consider the following:

- To assure others that appropriate cleaning and decontamination have been done, prepare a Laboratory Space & Equipment Clearance Statement [Appendix 4](#)



|   |  |
|---|--|
| Redistribute usable chemicals to other laboratories. Notify EH&S of new location or for assistance coordinating the redistribution.   |  |
| Follow organizational procedures for proprietary samples and research materials to preserve.  |  |
| Review and investigate unknown materials for clues as to their identity not identifiable, contact EH&S for hazard categorization services.<br>Contact EH&S for removal of chemical waste by submitting a <a href="#">Cleanout Form</a> or a |  |

|   |  |
|---|--|
| Dispose of treated biological waste according to organizational procedures. If you have a large amount of biological material to dispose of, contact EH&S to request extra biohazard waste. |  |
| Contact EH&S or RIC for removal of other biological material and waste.   |  |
| Update biological inventory records for disposal and new locations.   |  |
| For registered recombinant DNA work, protocol must be closed or updated for new location prior to move.   |  |
| Clean and disinfect benchtops, furniture, other surfaces, biological saf  |  |

|  |  |
|--|--|
| Conduct exit survey of rooms and equipment. Be sure to check all drawers, cabinets, etc. Submit survey results to RIC  |  |
| Sharps include needles, syringes with or without needles, Pasteur pipettes, pipette tips, and contaminated broken glass.   |  |
| Keep separate sharps that are radioactive, biologically contaminated, chemically contaminated. Contact EH&S or RIC for removal.  |  |
| Decontaminate movable lab equipment that is to be left in place, moved, sold as surplus, or disposed of.   |  |
| Units that may contain refrigerants must be evaluated by Facilities Management to determine if refrigerant needs to be removed. If so, arrange for removal.  |  |
| For refrigerators, freezers, and other movable equipment that may be contaminated with chemicals, clean, decontaminate, remove warning stickers, and attach a <a href="#">EH&amp;S Clearance Statement</a>   |  |
| For incubators that may be contaminated with biological materials, disconnect CO <sub>2</sub> gas feed line, drain water jacket, clean, disinfect, remove warning stickers, and attach a clearance statement.  |  |
| For refrigerators, freezers, ultracentrifuges, UV boxes, transilluminators, imaging stations, and other movable equipment that may be contaminated with biological materials, clean, disinfect, remove warning stickers, and attach a clearance statement. |  |



## Appendix 3: Resources and Contacts

|   |  |              |   |
|---|--|--------------|---|
| Environmental Health & Safety (EH&S)                | Chemicals, biomedical waste, and general safety                    | 813-974-4036 | <a href="http://www.usf.edu/ehs">www.usf.edu/ehs</a>  |
| Division of Research Integrity and Compliance (RIC) | Biological and radiological materials<br>Lasers<br>X-Ray equipment | 813-974-5638 | <a href="https://www.usf.edu/researchinnovation/researchintegrity-compliance/rieprograms/index.aspx">https://www.usf.edu/researchinnovation/researchintegrity-compliance/rieprograms/index.aspx</a> |
| Comparative Medicine                                | DEA controlled substances  |              |   |

# Appendix 4: EH&S Laboratory Space & Equipment Clearance Statement\*

|   |   |
|---|---|
| <b>Principal Investigator:</b>  | <b>Phone/Email:</b>                             |
| <b>Department:</b>  |   |
| <b>Description of Space/Equipment: (i.e., Model, Serial #, USF Barcode, etc.)</b> |   |
| <b>Building and Room Number Removed From:</b>                                     | <b>Building and Room Number Transferred To:</b> |

Prior to vacating a laboratory or offering scientific equipment for disposal, transfer, maintenance, or surplus, this Laboratory Space & Equipment Clearance Statement must be completed and submitted to EH&S. When preparing the space/equipment for release, the following items must be completed:

1. Remove all hazardous chemicals (transfer ownership or properly dispose) from the space. Complete a [Lab Cleanout Form](#) if disposing more than 20 chemicals.
2. Decontaminate all potentially contaminated, accessible surfaces and request waste disposal from EH&S.
3. Notify EH&S if equipment contains any of the following: Pump oil, refrigerants, asbestos, fluorescent tubes or other mercury containing lamps, batteries (excluding alkaline), mercury (including switches) lead, or any other hazardous materials.
4. Complete this Laboratory Space & Equipment Clearance Statement and submit to EH&S. If you need assistance or have any questions please contact EH&S at 974-4036.
5. Post copies of the Laboratory Space & Equipment Clearance Statement in space and on equipment that have been cleaned and/or decontaminated.

**Clearance Statement:**

With the exception of hazardous materials which are inherent in the construction of this equipment (e.g., items listed in number 3 above), I certify the following:

All hazardous chemicals used or stored in this equipment have been removed, and

All surfaces potentially contaminated with hazardous chemicals have been decontaminated.

Chemical agent(s) were decontaminated by the following method:

Other known or suspected hazards not removed:

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

\* Note: This form does not cover biological or radioactive materials. Contact RIC at (813) 974-5638 for