Lab Closeout Policy

Revised October 18, 2022

Purpose & Scope

Vacated laboratories and their associated research materials (e.g., chemicals, biologicals, radioactive materials, & sharps) and equipment that have not been properly cleaned and/or decontaminated pose hazards to personnel who may enter. These hazards are amplified when materials are not labeled or remain unidentified, especially to those who will have to later dispose of them.

This policy provides procedures to ensure safe and compliant transitions in laboratory occupancy. Furthermore, it supports the requirements of Chancellor's Memorandum CM-54 – Campus Research Space Policy for all Schools, which states that "Vacated research space should be thoroughly cleaned and prepared for reassignment to another investigator or unit: old equipment should be surplused. Space should be presentable for recruitment purposes."

This policy applies to all University research laboratories and any auxiliary laboratory support areas. It contains procedures for the management and removal of all chemical, biological, and radiological hazards prior to transition for any of the following reasons:

- The Principal Investigator is leaving the University;
- The Principal Investigator is relocating to a new laboratory at the University;
- The Principal Investigator is relocating to an off campus location;
- The space is being vacated for renovations.

It is the responsibility of the Department Head to notify EH&S of the relocation/departure of Principal Investigators working under their authority and assist to ensure the effective execution of the requirements of this policy.

Requirements for Cleaning and Hazard Removal

Laboratories and support spaces shall be cleaned, and hazards removed according to the following guidance:

General Housekeeping

- Trash shall be removed from the space including empty containers, papers, and disposable materials. Remove all lab matting, absorbents or chucks from all benches and cabinets and empty all drawers. Non-hazardous materials may be disposed of as general waste.
- Chemical fume hoods must be empty of all chemicals and equipment/materials. Interior

surfaces of the hood shall be wiped down with a mild detergent/water solution.

- Uncontaminated broken glass or unwanted glassware shall be disposed of in a glass waste box with a clear plastic liner.
- Sharps such as needles and/or razor blades shall be disposed of in an approved sharps-container and shall be removed from the space. See the Standard Operating Procedure (SOP) for Safe Handling of Sharps on risks, PPE, handling procedures and disposal requirements of both glassware and sharps materials.
- Remove all hazard identification signs and labels.

Laboratory Equipment/ Supplies

- Equipment (fume hoods, refrigerators, freezers, centrifuges, biological safety cabinets, incubators, ovens, countertops, cabinets, etc.) must be completely empty of all hazardous materials. Equipment contaminated or potentially contaminated with chemicals or biological materials shall be decontaminated.
- Surfaces that may be contaminated with biological agents should be disinfected in accordance with Standard Operating Procedure (SOP) for Laboratory Disinfection. If the decontamination procedures may damage the equipment or cause a safety issue, consult EH&S for guidance.
- Surfaces with non-visible chemical contamination can be cleaned with warm, soapy water. Visible (liquid or solid) chemical contamination should be cleaned in accordance with EHS 200.02, Chemical Spill Response Procedure.

Chemical Hazards

- All laboratory chemicals shall be inventoried and segregated by class and compatibility in preparation for close-out. All chemical containers are to be labeled with the chemical name or a best description of the compound. Unknown chemicals shall be identified and appropriately designated for waste disposal.
- Chemicals designated as waste shall be removed at least one week prior to final close- out. Request for pick-up shall be submitted through a work order in the Maintenance Connection system. Procedure for proper handling and disposal of hazardous chemical waste is detailed in EHS 200.04, Chemical Waste Management Procedures. Disposal of hazardous chemicals into sinks, drains, commodes or other sewage disposal channels is **STRICTLY PROHIBITED**.
- Chemicals to be exchanged with other laboratories should be in their original, undamaged containers, with the original label still affixed to the container. No chemicals shall be exchanged that are expired. Before transfer check chemical containers for expiration dates and signs of damage, corrosion, or crystallization. The receiving laboratory must notify EH&S and update their chemical inventory in SafetyStratus. Expired chemicals or chemical containers exhibiting damage, corrosion, or crystallization shall be disposed of as chemical waste. Any remaining chemicals can be removed and disposed of by EH&S by submitting a work order in the Maintenance Connection system.

- Peroxide-forming chemicals (Safe Handling and Storage of Peroxide Forming Chemicals) are not allowed to be exchanged and shall be segregated and identified to EH&S for appropriate disposal.

Compressed Gas Cylinders

Return compressed gas cylinders to the vendor, Air Gas. Contact the Air Gas technician at 568-6543 to arrange pick-up. If cylinders were not procured from Air Gas or are non-returnable, consult EH&S for disposal requirements. Preparation for return should include removing gas connections and replacing cylinder caps.

Biological Hazards

- All biological materials (i.e., blood, fresh tissue, bacterial cultures, etc.) must be removed from the laboratory by disposal according to Institutional policy, by shipping to another facility while conforming to the approved shipping regulations (EHS 300.05, Shipping Biological Materials Policy), or by transferring to another University lab. This includes those materials stored in refrigerators, freezers, incubators and cold rooms. The receiving laboratory must notify EH&S and update their chemical inventory in SafetyStratus.
- Decontaminate all cultures, stocks, and other potentially infectious materials in accordance with the Blood Borne Pathogens - Exposure Control Plan. Follow the Standard Operating Procedures for Safe Operation of Autoclaves if agents will be inactivated by steam sterilization.
- Clear and clean incubators, drying or curing ovens, refrigerators, freezers, and bench tops. An appropriate cleaning agent is a 1:100 dilution of commercial bleach.
- Biological Safety Cabinets, tissue culture hoods, and glove boxes that have been used with potentially infectious materials must be decontaminated by the LSUHSC NSF certified contractor. Decontaminations shall be coordinated by EH&S; request support using a work order in the Maintenance Connection system.

Radiological Material Hazards

The Radiation Safety Officer (RSO) will perform a final clearance survey prior to laboratory closure. Permitted radiation users must perform the following prior to the survey:

- Return all remaining radioactive isotopes and waste to the RSO for disposal;
- Ensure that all personnel have returned their dosimetry badge to RSO;
- Perform a final radiation survey of all laboratory areas, equipment and furniture to ensure that no contamination is present. Report these findings to the RSO in writing.
- Coordinate with EH&S to ensure proper decontamination of storage and other equipment.
- EH&S will update their radiological inventory in SafetyStratus.

Recordkeeping

Upon completion of the closeout inspection, EH&S will notify the Department Head and Principal Investigator in writing of the results. EH&S will maintain documentation of the laboratory closeout for a minimum of three years.

Laboratory Closeout Checklist

Principal Investigator: _____
Department: _____ Office Phone: _____
Laboratory Address: _____ Lab Phone: _____
E-mail Address: _____

		Inspection Date		
Check the box that is applicable:		Yes	No	N/A
Chemical	Chemicals inventoried, labeled and segregated			
	Waste chemicals removed or Work Order submitted			
	Chemical storage areas are clean, w/surfaces wiped down and free of chemicals			
Biological	All biohazards have been disposed of properly			
	Cultures, stocks, and other potentially infectious materials have decontaminated			
	Incubators, drying or curing ovens, refrigerators, freezers, and bench tops are clear and decontaminated			
	Biosafety cabinet(s), tissue culture hoods and glove boxes: decontaminated?			
Radiological	Radioactive isotopes and waste returned to the RSO			
	Personnel dosimetry badges returned			
	Final PI survey of all laboratory areas, equipment and furniture complete			
	RSO Clearance Survey complete			
General	Equipment, drawers and cabinets are emptied, cleaned, and wiped down			
	Fume hoods empty and cleaned			
	Broken/ uncontaminated glassware removed or disposed in glass waste box			
	Compressed gas cylinders returned to vendor/removed			
	General cleanliness & hygiene acceptable			
	Hazard identification signs/labels removed			
	Other/comments:			

Principal Investigator _____ Date _____

EH&S _____ Date _____