

Laboratory Closeout Guidelines

INTRODUCTION

Proper disposal of hazardous materials is required whenever an individual leaves the University or transfers to a different laboratory. Plan the disposal of hazardous materials carefully. Hazardous materials such as chemicals, microorganisms, tissues, and radioactive materials can injure faculty, students, staff, contractors and visitors if handled inappropriately.

The primary responsibility for the proper disposal of all hazardous materials used in laboratories lies with the principal investigator or researcher. Ultimate responsibility for hazardous materials management lies with each department.

When the proper management of hazardous materials at close-out requires the services of the Department of Environmental Health and Safety, or an outside contractor, the responsible department may be charged for these services.

Any regulatory action or fines resulting from improper management or disposal of hazardous materials will accrue to the responsible department.

CHEMICALS

- ✓ Determine which chemicals are usable. Transfer responsibility for these chemicals to a party within the department willing to accept them. If a new user cannot be found, dispose of materials following University Guidelines for the Disposal of Chemical Waste.
- ✓ Contact Environmental Health and Safety for waste collection. Do not flush hazardous chemicals down drains or discard them in the trash.
- ✓ Label all chemical containers with the proper chemical name. Abbreviations, chemical formulas or structures are not acceptable. Close all containers securely.
- ✓ Empty all beakers, flasks, evaporating dishes, etc. Remove all chemicals from refrigerators, freezers, fume hoods and bench tops as well as storage cabinets.
- ✓ Wash off fume hood surfaces and counter tops.

Note: *The transporting of hazardous materials is regulated by the Department of Transportation (DOT). Anyone offering for transport, packaging or transporting hazardous materials must do so under the requirements contained in the Code of Federal Regulations Chapter 49. Individuals/companies who violate these regulations can be held liable and are subject to fines/imprisonment.*

Radioactive Materials (RAM)

- ✓ All RAM facilities must be radiologically closed-out before equipment or materials are removed and/or the facility is released for renovation or turned over to new occupants.
- ✓ Notify Radiation Safety (5-7813) as soon as possible of the intent to relocate, the expected effective date, and the planned disposition of any remaining RAM. Please note that RAM may only be transferred to another properly licensed, authorized location or disposed through the Radiation Safety Office.
- ✓ Contact Radiation Safety to assist with and/or arrange for:

Radiological surveys

Licensing issues

Records turnover

Off-site shipping of RAM (including possible RAM contaminated items)

Radioactive waste disposal

CONTROLLED SUBSTANCES

- ✓ The US Drug Enforcement Agency (DEA) issues controlled substance permits to individual researchers. There is no central record of permit holders at the University.
- ✓ Abandonment of a controlled substance is a violation of the DEA permit under which it was held.
- ✓ Permission to transfer ownership of a controlled substance to another individual must be received from DEA.
- ✓ Removal and/or disposal of controlled substances must be authorized by the DEA.
- ✓ Visit the following website to obtain more information:
<http://www.deadiversion.usdoj.gov/index.html>

GAS CYLINDERS

- ✓ Remove gas connections, replace cylinder caps, and return cylinders to suppliers.
- ✓ If cylinders are non-returnable, please contact Environmental Health and Safety.

ANIMAL and HUMAN TISSUES

- ✓ Separate tissue from liquid preservative. Liquid preservatives may be hazardous waste. Do not assume that preservatives may be flushed down drains. Contact EH&S for information.
- ✓ Discard animal tissue by placing it in a biohazard waste bag per University infectious waste procedures.
- ✓ If tissue was stored in a refrigerator or freezer - defrost, clean and disinfect the refrigerator and freezer when emptied.
- ✓ Locate an appropriate person to take responsibility for retained samples.
- ✓ If appropriate tissue disposal is uncertain, contact the University Biosafety Officer at ext. 3-6260.

MICROORGANISMS and CULTURES

- ✓ If the material cannot be decontaminated, contact the University Biosafety Officer at ext. 3-6260.
- ✓ Locate an appropriate person to take responsibility for retained samples.

MIXED HAZARDS

Occasionally it is necessary to dispose of materials that may contain more than one hazard. Contact EH&S at ext. 3-6260 for information on the disposal of any combination of biohazardous materials, and chemicals and/or radioactive materials.

SHARPS DISPOSAL

Dispose all sharps into infectious waste sharps containers. Large 18 gallon sharps disposal containers are provided by Custodial Services (5-6846). The following items (whether contaminated with infectious substances or not) are considered sharps and must be disposed in infectious waste sharps containers:

- ✓ Needles (including suture needles)
- ✓ Syringes (with or without needles)
- ✓ Needles with vacutainers
- ✓ Needles with attached tubing
- ✓ All blades (razors, scalpels, etc.)
- ✓ Pasteur pipettes
- ✓ Glass slides or cover slips
- ✓ Broken or unbroken glassware or plastic ware



EQUIPMENT

- ✓ Clean and disinfect equipment as is appropriate before departing. Especially equipment in which biohazardous material was used or stored. Alert EH&S and Facilities Services of exhaust or filtration equipment used with extremely hazardous substances or organisms.
- ✓ If moving biological safety cabinets decontaminate before moving and recertify before use in the new location.
- ✓ Deface or cover hazard labels on equipment to be moved or discarded.
- ✓ When discarding laboratory equipment: remove capacitors, transformers, mercury switches, mercury thermometers, radio
- ✓ Active sources, chemicals and biohazards before disposal.

Questions regarding these procedures should be directed to **EH&S**:

The Department of Environmental Health and Safety
1630 Edison
Phone: 3-6260