

Checklist for Vacating Laboratories

When vacating a laboratory, the PI must either move, discard or transfer responsibility for all potentially hazardous materials.

Laboratory Information

Laboratory to be vacated: Building: _____ Room(s): _____

Principal Investigator: _____ Department: _____

Date laboratory will be vacated: _____

Chemical Safety

Yes N/A

- Transfer usable chemicals/gases to another lab.
- All waste containers for chemicals are sealed and in compatible containers
- Identify all waste chemicals with full chemical name(s) using UM Hazardous Waste Tags
- Arrange for disposal of all hazardous waste and unwanted chemicals by requesting waste pickup from ESSR via online (<https://essr.umd.edu/forms/regulated-waste-system>)
- Return gas cylinders to supplier or label all gas cylinders that cannot be returned to supplier with UM Hazardous Waste Tags
- Contact ESSR for information concerning packaging chemically-contaminated materials
- Contact ESSR for unknown chemicals/gases are present
- Confirm that all chemical/gases have been removed from laboratory and support spaces

Biological Safety

Yes N/A

- Inventory all biological/recombinant materials (refrigerators, freezers, and in liquid nitrogen)
- Non-transferable biological/recombinant materials are autoclaved, placed into opaque trash bags, and into building dumpster.
- Materials not autoclaved are placed in incinerator box and request pickup from ESSR via online
- Materials are properly disinfected (bleach or appropriate disinfectant) to liquid waste at effective concentration and disposed of down drain after applicable contact time
- All sharps i.e., needles, syringes, razorblades, pasteur pipette are placed in sharps containers and request waste pickup from ESSR via online
- All benches and equipment are cleaned with appropriate disinfectant
- Surface disinfect the biological safety cabinet with appropriate disinfectant
- Contact ESSR to schedule gas/vapor decontamination of biological safety cabinets
- Shippers are trained and all regulations are followed before biological/recombinant material are shipped to another facility
- Cultures to be moved within campus are transported in a primary and secondary containers and labeled appropriately

Animal and Human Tissue

Yes N/A

- Place animal carcasses/tissues in plastic bag, store in approved refrigerator, and call CARF (301.405.4921) for pickup
- Place human tissue in plastic bag, then in incinerator box, request pickup by ESSR via online
- Separate preserved tissue from liquid, place tissue in incinerator box, and dispose of liquid preservative as chemical waste

Radioactive Materials

Yes N/A

- Package all materials in approved and labeled waste containers
- Complete radioactive waste cards and attach to containers
- Submit Low-Level Radioactive Waste Pickup Request Form to request removal of radioactive waste
- Perform contamination survey, decontaminate and re-survey if necessary
- Schedule closeout survey with the Radiation Safety Office
- Arrange for a responsible person to be present during survey
- Remove all radiation signs, stickers, postings, etc.
- Return all inventory cards to Radiation Safety Office

Transfer inventory to: _____

General Safety

- Label non-working equipment with operational deficiency
- Contact ESSR for information regarding contaminated equipment
- Clean all laboratory surfaces including fume hoods, storage cabinets, and other enclosures with was soap, and other solvents that are needed to remove chemical residues.
- Check all shared areas for hazardous materials
- Contact DEA for disposal and permit transfer/deactivation instructions
- If mixed hazards are identified, contact ESSR for guidance

Lab Inspection: Request exit inspection by ESSR

Department Clearance

Principal Investigator's Agreement

I certify that my staff and I have adequately cleaned and decontaminated the laboratories under my supervision

_____ Date

Principal Investigator's signature

Department Chair

I am aware of the status of the lab(s) being vacated

_____ Date

Chair/Unit Director signature

Department

ESSR Clearance

Lab has been cleared of biological material

Lab has been cleared of chemicals

Lab has been cleared of radioactivity

Signature

Date

Please return a copy of this form to ESSR

For questions or assistance Call ESSR Research Safety Department at 301.405.3960

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