The use of this checklist is described in the document entitled Close-out of Research Spaces in the Physical Sciences Complex.

CHEMICALS

☐ Remove all chemicals from refrigerators, freezers, fume hoods, storage cabinets and place on bench tops.

☐ Ensure that chemicals are labeled with the proper chemical name or characterized according to chemical structure.

☐ Segregate chemicals that can be used from those that will be disposed of. Contact the Safety Manager regarding transfer of responsibility for usable chemicals to others within the department or University community.

☐ Chemicals offered for surplus must be in good condition and free of any surface contamination.

☐ Materials that cannot be transferred must be submitted for disposal as hazardous waste. Prepare unusable chemicals for disposal following guidelines outlined in the Hazardous Waste Manual.

☐ Dispose of materials in beakers, flasks, evaporating dishes, etc. via appropriate means.

☐ Decontaminate fume hood surfaces, countertops, and equipment

☐ Notify Facility Manager/Coordinator Management when laboratory clean-up is complete.

☐ The Facility Manager/Coordinator will contact the Safety Manager to arrange a close-out inspection.

CONTROLLED SUBSTANCES

The US Drug Enforcement Agency (DEA) issues controlled substance permits to individual researchers. Abandonment of a controlled substance is a violation of the DEA permit under which it was held. Permission to dispose or transfer ownership of a controlled substance to another individual must be received from DEA.

☐ If you have controlled substances that must be disposed of, contact EH&S at 255-8200.

GAS CYLINDERS

☐ Remove gas connections, replace cylinder caps, and return cylinders to appropriate area of the loading dock.

☐ For lecture bottles of non-returnable cylinders such as those obtained through military surplus, are non-returnable, please contact the Safety Manager.
BIOLOGICAL & BIOHAZARDOUS MATERIALS

☐ ANIMAL AND HUMAN TISSUES

This includes animal carcasses, tissues or animal or human origin.

☐ Separate tissue from liquid preservative. Liquid preservatives may be hazardous waste. Do not assume that preservatives may be flushed down drains. Contact the Safety Manager if you have questions.

☐ Place any tissues of human origin, animal tissues used with cell lines, Risk Group 2 organisms or other infectious tissue in a red biohazard waste bag per University Regulated Medical Waste procedures.

☐ Place non-infectious animal tissue in a black bag and dispose of as carcass waste bag per University procedures.

☐ If tissue was stored in a refrigerator or freezer – defrost and clean the refrigerator and freezer when emptied. Disinfect with suitable disinfectant.

Paraffin blocks or sections of fixed tissues can be placed disposed of as solid waste.

☐NUCLEIC ACIDS, MICROORGANISMS and CULTURES

This includes liquid media and cultures aspirated or decanted from flasks and dishes and human body fluids or other potentially infectious materials.

☐ Autoclave or treat with appropriate disinfectant for the recommended contact time then drain dispose.

☐ SHARPS

☐ Bio-hazardous sharps must be placed in red sharps container which must be labeled containers with group contact information and placed in RMW accumulation. Bio hazardous sharps include all hypodermic needles and syringes, broken or unbroken plastic ware that has been in contact with infectious material or products of human or mammalian origin.

RESIDUAL AMOUNTS OF CHEMOTHERAPEUTIC AGENTS

This includes antineoplastic agents, hormones or hormone-like drugs, synthetic analogs and other carcinogens used in molecular biological applications (BrdU).

☐ Place in yellow chemotherapeutic waste container (rigid container, bag) and deposit in the Regulated Medical Waste bin.

Refer to Laboratory Waste Disposal Guide for departments outside the College of Veterinary Medicine and the Visual Laboratory Waste Disposal Guide for additional disposal procedures.
MIXED HAZARDS

☐ Occasionally it is necessary to dispose of materials that may contain more than one hazard. Contact EH&S at 255-8200 for information on the disposal of any combination of bio-hazardous materials, and chemicals and/or radioactive materials.

OTHER SHARPS

☐ Non-hazardous sharps such as broken glass can be placed in a blue and white broken glass box or cardboard box which is sealed and taken to the dumpster by laboratory personnel.

RADIOACTIVE MATERIAL

Closeout of radiation permitted spaces must be coordinated through a member of the EH&S Radiation Safety Group.

☐ Notify Radiation Safety of the intent to close-out the permit.

☐ Ensure that all radioactive wastes have been properly identified and packaged for disposal.

☐ Decontaminate all radioactive use areas and equipment and conduct closeout survey to certify that areas are free of contamination.


LABORATORY EQUIPMENT

☐ Clean and disinfect equipment as is appropriate before departing. Especially equipment in which bio-hazardous material was used or stored. Alert EHRS and Facilities Management 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.

COMPUTERS & ELECTRONICS: Refer to list of materials and recycling guidelines for R5.

☐ Work with the department equipment asset coordinator to determine the fate of equipment remaining in the spaces.

☐ Decontaminate computers or electronics that are potentially contaminated with hazardous materials prior to disposal.

☐ Dispose of or remove personal computers and other non-fixed electronics not slated for disposal.

☐ Notify the Facility Manager/Coordinator if you suspect that an item may contain hazardous materials such refrigerants, coolants or, PCB oil, etc.

☐ Contact others to determine if items can be used by another researcher.