 <p>Environmental Health and Safety UNIVERSITY OF CENTRAL FLORIDA</p>	Effective Date: 04/27/2018	Form Number: EHS_SOP340_FORM001
TITLE: Laboratory Closeout Notification	Responsible Authority: Laboratory Safety Coordinator	

Building: _____ Lab Number(s): _____ Department: _____

Principal Investigator: _____ Phone #: _____

Lab or Dept. Contact: _____ Phone #: _____

Reason for Closeout: _____

Estimated start date for close-out process: _____

Estimate completion date for close-out process: _____

Were radioactive materials used in the lab? No ___ Yes ___

Describe: _____

Were chemicals used in the lab? No ___ Yes ___

Describe: _____

What waste removal issues are present?

Mixed chemical/radioactive materials _____

Biohazardous chemical waste _____

Radioactive waste _____

Highly reactive chemicals _____

Shock sensitive materials _____

Temperature sensitive materials _____


Highly toxic compressed gases _____

Unlabeled/unknown materials _____

Signatures:

Principal Investigator _____ Date _____

Department Administrator _____ Date _____

 Environmental Health and Safety <small>UNIVERSITY OF CENTRAL FLORIDA</small>	Effective Date: 04/27/2018	Form Number: EHS_SOP340_FORM002
TITLE: Laboratory Closeout Checklist	Responsible Authority: Laboratory Safety Coordinator	

This checklist is to guide laboratory personnel when laboratory operations are moved or discontinued. Other requirements may apply. Contact the Department of Environment, Health and Safety (EHS) 30 days prior to vacating the laboratory, room or area. For more information, call the Laboratory Safety Coordinator at 3-5498 or see <http://www.ehs.ucf.edu>.

Procedure	Date Completed
Chemicals	
Evaluate all chemicals and label all containers.	
Update online chemical inventory. **	
Identify unknown chemicals if possible.	
Submit waste forms online at https://ehs.fs.ucf.edu/EHSAWeb/EHSAWebISAPI.dll/	
Clean laboratory surfaces.	
Confirm hazardous waste has been removed. ***	
Post completed clearance form on entry door to lab.	

Controlled Substances	
<p>For disposal of DEA materials, please call the DEA agent for UCF, at (407) 333-7000. You must schedule an appointment for him to visit your lab and dispose of the DEA material. Have your Controlled Substance Registration Certificate, and any disposal paperwork ready for inspection.</p> <p>If you do not have a Controlled Substance Registration Certificate, please call the EHS Health Sciences Campus Coordinator at 6-7080 for disposal arrangements.</p> <p>Guidelines for DEA schedule substances. Controlled Substances Schedule I through V, and the Drug Codes associated with each controlled substance. http://www.deadiversion.usdoj.gov/schedules/</p>	
Gas Cylinders	
Return to supplier if applicable.	
For non-returnables, request cylinder disposal using the online waste form at: https://ehs.fs.ucf.edu/EHSAWeb/EHSAWebISAPI.dll/	
<u>*Make sure cylinder is disconnected, valve off, and the cap is on.</u>	
Animal and Human Tissue	
Dispose of preserved human tissue. Human tissue in preservative can be left in specimen containers. If there are many specimen containers with the same preservative, the specimen containers should be placed into a wide mouth plastic container for waste pickup. Submit waste forms online at https://ehs.fs.ucf.edu/EHSAWeb/EHSAWebISAPI.dll/ It must be indicated on the waste form “ tissue is non-infectious ”. Infectious prions could be present in brain tissue preserved in formalin. This tissue must be autoclaved before it can be picked up as hazardous waste.	
Dispose of preserved animal tissue. Animal tissue in preservative can be left in specimen containers. If there are many specimen containers with the same preservative, the specimen containers should be placed into a wide mouth plastic container for waste pickup. Submit waste forms online at https://ehs.fs.ucf.edu/EHSAWeb/EHSAWebISAPI.dll/	

Animal and human tissue that is not preserved must be placed in a biohazard bag and autoclaved. After autoclaving, animal tissue must be put in a biohazard box and sealed to go for incineration. Contact the Biological Safety Officer at 3-1526 for pick-up of human tissue after autoclaving.	
If cultures are being left behind in the lab list name of new person responsible for them. Transfer responsibility of samples to: _____	
Microorganisms and Cultures	
Autoclave waste, please contact the Biological Safety Officer at 3-1526.	
Liquid materials are to be autoclaved in vented containers on the liquid cycle of the autoclave. Once cool, it can be flushed down the sink.	
Users should transfer cultures to back-up incubators prior to beginning the procedures listed below. <ul style="list-style-type: none"> • The moving and reconnection of incubators will be done in two stages so that cultures can stay behind in back-up incubators until incubators in the new location are up and running. • Schedules should be made to explain in detail the timing of disconnecting/draining/reconnecting for the incubators. • Users will drain incubators and prepare them for moving. • CO2 tanks should be in place in the new building and ready for connection to incubators. • Users will bring water, etc. to the new building and will be responsible for refilling. 	
Decontaminate all laboratory surfaces with appropriate disinfectant.	
Remove all biohazard and carcinogen signage in the laboratory and on the laboratory door.	
If cultures are being left behind in the lab list name of new person responsible for them. Transfer responsibility of samples to: _____	

Radioactive Materials	
Prepare Radioactive waste for pick-up and use the online form found at: https://ehs.fs.ucf.edu/EHSAWeb/EHSAWebISAPI.dll/	
For all types of equipment, shielding, source containers, work surfaces etc., do wipe tests, and attach results to the RC-14 form found online at https://ehs.ucf.edu/radiation-safety	
Call Radiation Safety Officer at 3-0476 to change permit to new locale or to terminate permit.	
Exit survey of rooms and equipment is required.	
Laboratory Equipment	
Large quantities, overflows, or confidential paper pick-ups: https://fo.ucf.edu/recycling-at-ucf	
Clean and defrost refrigerators/freezers.	
Units for disposal that may contain refrigerants must be evaluated by Facilities Operations to determine if the refrigerant needs to be removed. If refrigerant needs to be removed, submit a work order to Facilities Operations (3-5223).	
For equipment that may be contaminated with radioactive material, decontaminate, remove warning stickers, complete a Notice of Decontamination Form, and attach it to the unit. For information, call the Radiation Safety Officer at 3-0476.	
For equipment (including refrigerators, freezers, incubators, drying ovens) that may be contaminated with chemicals or biological material, decontaminate according to manufacturer's recommendations with an appropriate disinfectant, remove warning stickers, complete a Notice of Decontamination form, and attach it to the unit prior to surplus. For information, call 3-5498 or see Decontamination Guidelines at: http://www.ehs.ucf.edu	

When cleaning the incubators in the event of bacterial or fungal contamination, flasks and culture plates shall be moved to biological safety cabinet. Shelves shall be moved to sink for wipe down with 10% bleach solution followed by a thorough wipe down with disposable towels soaked in 70% ethanol.	
Biological Safety Cabinets must be decontaminated with formaldehyde gas before they can be moved or discarded and when it is being left in the lab for another user. If the cabinet is relocated, recertification will be required. Please call 3-1526 to schedule decontamination and recertification of cabinets.	
BSL3 laboratories must be decontaminated with formaldehyde gas when the laboratory is vacated. Please contact the Biological Safety Officer at 3-1526 for information.	
The "Surplus Property Management System"; for information on Surplus Property please contact Surplus Property at (3-1111) https://fo.ucf.edu/enterprise-logistics/surplus-property/	
If you intend to discard a chemical fume hood, please contact the Laboratory Safety Coordinator at 3-5498, and complete the decontamination form and affix the form to the hood.	
Sharps and Glassware Disposal	
Clean out all laboratory drawers. Dispose of all sharp items (glass, pipettes, syringes, blades) in a sharps container or, if unused, transfer to another laboratory.	
For chemically or biologically contaminated sharps, use a poly sharps container, and submit for biological waste pickup. To obtain information on sharps containers please contact the Biological Safety Officer at 3-1526.	
For radioactive sharps, use plastic container or cardboard box and place in radioactive dry waste container, label them sharps, and then prepare Radioactive waste for pick-up using the online form found at: https://ehs.fs.ucf.edu/EHSAWeb/EHSAWebISAPI.dll/	
Deface labels on empty bottles then discard in normal trash or recycle.	

Other glassware that is empty, use plastic-lined cardboard glass box, then discard in normal trash.	
Transportation of Hazardous Materials	
All materials must be transported in secondary containment that is rigid, puncture resistant, leak proof, impervious to moisture. The secondary container must be sealed to prevent leakage and must be labeled with content (follow University Hazmat Transportation Policy).	
Carts should be used to transport materials. Do not stack materials or overcrowd the cart.	
Use indoor hallways to transport materials. Avoid busy, public corridors.	
Liquid nitrogen must be emptied from dewars before the dewars can be moved.	
If refrigerators or freezers will be moved with infectious material in them, the material in the equipment must be packed in secondary containment. The equipment must be taped or shrink wrapped shut.	

** Incubators, Non UCF Tenants or Shop/Studios may not have online inventory and the Chemical Safety & Security Coordinator will need to be consulted for proper Inventory close out verification.

*** Incubators or Non UCF Tenants will need a final Hazardous waste bill prior to Laboratory close-out.