

 Environmental Health and Safety TITLE: Lab Closeout	Effective Date: 02/13/2023	Procedure Number: EHS_SOP340
	Revision: 1	Page 1 of 7
	Approved by Chemical Hygiene Officer Date:	

1. APPLICABILITY

Laboratory close-out procedures are to be used in the event that University of Central Florida (UCF) laboratories will be vacated due to a Principal Investigator (PI) leaving the institution, the relocation or termination of research activities in a particular laboratory, or planning for a renovation project.

2. PROCEDURE STATEMENT

Laboratories owned or operated by the University of Central Florida (UCF) must be left in a state suitable for new occupants or for renovation activities. The vacating Principal Investigator and department are responsible for ensuring the decontamination of equipment and counters, the recycling of electronics and fluorescent bulbs, and that the transfer or disposal of chemical, biological, and radioactive materials is properly completed prior to vacating the space.

3. DEFINITIONS

4. RESPONSIBILITY

Environmental Health and Safety (EHS) will provide proper guidance for the vacating of laboratories. Principal Investigators and departments will be guided through the process of cleaning up a laboratory for clearance purposes. They will be issued a laboratory close-out clearance from EHS for those vacated laboratories found to be compliant with these guidelines.

Each department is responsible for ensuring that all Principal Investigators follow these procedures to ensure laboratory close-out clearance by EHS. Departments are ultimately responsible for the clearance of laboratory space and equipment of Principal Investigators that have left UCF.

Principal Investigator(s) are responsible for following these procedures to ensure that laboratories are left in a suitable condition for EHS to issue a laboratory close-out clearance.

Facilities Operations, Facilities Planning, and Outside Contractors must not work in laboratories that have not been cleared. Cleared laboratory equipment will have an EHS_SOP330_FORM001 Notice of EHS Clearance Form, signed by EHS, attached.

5. ASSOCIATED DOCUMENTS

EHS_SOP310 Regulated Waste for Generator
EHS_SOP330_FORM001 Notice of EHS Clearance Form (Equipment)
EHS_SOP340_FORM001 Laboratory Close-out Notification
EHS_SOP340_FORM002 Laboratory Closeout Checklist

6. PROCEDURE

Laboratory space cannot be re-occupied nor renovation work started until the space has been inspected and cleared by EHS. Once clearance is completed, the Laboratory Clearance Form will be posted in a highly visible place in the laboratory or area that has been cleared.

The vacating Principal Investigator and department must notify EHS with the EHS_SOP340_FORM001 Laboratory Close-out Notification document 30 days prior to anticipated date of close-out. The vacating Principal Investigator must complete the EHS_SOP340_FORM002 Laboratory Closeout Checklist document prior to the Clearance Form being issued by EHS.

- **Radioactive Materials (RAM)**

- Prior to close-out of a radioactive materials use area and/or a radioactive materials use permit, it is the responsibility of the department and the authorized permit holder to contact the Radiation Safety Officer (RSO) for proper lab decommissioning.
- Any unwanted radioactive materials and waste must be removed from the lab by the RSO. The RSO will assist the lab with the transfer radioactive materials to a new location.
- The RSO or assistant will perform wipe sampling to insure there is no contamination left in the lab.
- Remove all radiation signs, stickers, and tape from the lab after decontamination is complete.

- **Biological Waste Materials**

- Place all sharps (syringes, Pasteur pipettes, serological pipettes, razor blades, etc.) in a sharps container and place container in biohazard box.
- Dispose of all solid media and supplies in the laboratory as bio waste.
- Dispose of all other potentially biohazardous waste from the laboratory in red bags.
- Decontaminate all liquid media by autoclaving or by treating for 30 minutes with bleach solution (final concentration to be 10%) before drain disposal.
- Decontaminate all work surfaces using freshly prepared 10% bleach solution or 70% alcohol.

- **Biological Safety Cabinets (BSC)**

- Remove all of the contents.
- If necessary, disconnect tissue culture media vacuum flask.
- Decontaminate all accessible surfaces with an appropriate disinfectant.
- Ensure Decontamination of the BSC by a certified contractor, if a BSC is being relocated to a location outside of the building.
- Re-certify the BSC using a certified contractor when a BSC is relocated.
- If the BSC is not being moved or repair work will not open the contaminated inner space, a surface decontamination with an appropriate disinfectant is sufficient.

- **Internal Relocation of Chemicals**

Lab personnel are allowed to transport chemicals from their current laboratory to the new laboratory, if the labs are in the same building (i.e., no transporting on sidewalks and across streets). Lab personnel must contact EHS to discuss transportation procedures including cart usage, secondary containment, and proper incompatible chemical segregation. Upon relocation, the chemical inventory for the laboratory must be updated. If the lab does not wish to move the chemicals, the lab can utilize the procedure for "External Relocation of Chemicals." The lab is responsible for the costs of the outside contractor.

- **External Relocation of Chemicals**

Chemical moves to laboratories in external locations/outside buildings must be transported by a U.S. Department of Transportation approved hazardous material hauler. EHS has agreements with vendors to provide this service. However, all related chemical move costs are the responsibility of the laboratory. The vendor will prepare all paperwork necessary for the chemical move. In order to utilize these services, lab personnel are required to:

- Remove all laboratory chemicals from shelves, cabinets, etc., which require moving and place them in a central location. Label the area "Chemicals to be moved".
- Upon relocation, the chemical inventory for the laboratory must be updated.

- **Chemical Waste Disposal**

All chemical waste must be managed in accordance with the UCF Waste Disposal Procedures. At a minimum the following procedures must be used:

- Keep an appropriate hazardous waste label on all chemical waste containers. Hazardous waste labels are available free-of-charge by contacting EHS.
- Keep all chemical waste in an appropriate container and closed at all times.
- Keep an area of the laboratory or other points of waste generation designated for chemical waste only, and label utilizing Chemical Waste Satellite Accumulation Area.
- Complete the EHS_SOP310 Regulated Waste for Generator on the EHS website.
- For disposal of various aqueous buffers and empty containers please refer to the UCF Waste Disposal Procedures.
- Do not relocate hazardous waste containers from area of original waste generation.

- **Disposal of Compressed Gas Cylinders**

Remove regulators and replace the valve stem cap. Return gas cylinders to the supplying vendor. Contact EHS for non-returnable cylinders.

- **Relocating Compressed Gas Cylinders (including Liquid Nitrogen Cylinders)**

When laboratory relocations require crossing a public road, compressed gas cylinders (including Liquid Nitrogen Cylinders) must be transferred by the supplying vendor. Please call the appropriate vendor prior to relocating to arrange the move.

- **Liquid Nitrogen-lined Freezers**

The vendors supplying liquid nitrogen recommend that liquid nitrogen-lined freezers be drained to a minimum level (to sustain freezing of cells) prior to relocating. Liquid nitrogen freezers are moved by the moving company and should be scheduled for refill as soon as possible at the new location by the vendor.

- **Laboratory Equipment Relocation or Disposal**

The following procedures must be completed before laboratory equipment will be cleared:

- Remove all contents from laboratory equipment, e.g. chemicals, media, and glassware.
- Remove all bench coat and disposable liners/covers from equipment and dispose of properly.
- Decontaminate all surfaces of contamination prone equipment, e.g., refrigerators, freezers, incubators, water baths, biological safety cabinets and centrifuges, with an appropriate disinfectant. Contact EHS for assistance.
- Freezers which have been used for the storage of biological materials must be unplugged and defrosted.
- Incubators and water baths must be drained of all standing water, including water inside the jacket.

- **Electronics Recycling**

All electronics (central processing units, monitors, keyboards, printers, televisions, and scanners) must be separated from general trash and sent to surplus. <https://fo.ucf.edu/enterprise-logistics/surplus-property/>

- **General Laboratory Cleanup**

All laboratory areas must be thoroughly cleaned to assure removal of all hazardous residues. All surfaces where hazardous chemicals have been used or stored must be washed with detergent and water. This includes bench tops, cabinets, drawers, floors, etc. For furniture and other items that are to be removed from the laboratory, thoroughly decontaminate accessible surfaces to prevent harm to movers.

- Remove all bench coat and disposable liners/covers from work surfaces and dispose in properly.
- Empty and properly dispose of material from all drawers, cabinets, and fume hoods.
- Properly clean laboratory bench tops, cabinets, drawers, floors and fume hood surfaces (preferably with soap and water).

7. RECORD KEEPING

Laboratories closeout records are kept on hand by the Laboratory Safety Coordinator for 3 years.

8. ARCHIVES

Laboratories closeout records are archived for life by the Laboratory Safety Coordinator.

9. DISTRIBUTION

This document is shared through:

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| <input type="checkbox"/> EHS only | <input type="checkbox"/> Facility and Safety | <input checked="" type="checkbox"/> UCF community |
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| <input type="checkbox"/> Other: _____ | | |

10. REVIEW

	Name	Signature	Date
Chemical Hygiene Officer			04/05/23

11. DOCUMENT HISTORY

Date	Revision number	Author	Modifications
07/01/2019	0	Casey Brock	Format based on EHS_SOP001
02/13/2023	1	Franco Del Pino	Updated surplus link