



Laboratory Close-Out, Move and Decommissioning

LAB CLOSE-OUT CHECKLIST

Investigators relocating or vacating UCSC facilities are responsible for leaving laboratories in a state suitable for re-occupancy or renovation.

Complete the following clearance checklist then contact EH&S at x9-2553 or ehs@ucsc.edu to request a final inspection walk through of your facilities. A close-out release will be provided to you after the final inspection.

GENERAL:

- All equipment and supplies are removed from the laboratory unless special arrangements have been made with Department Coordinators for storage or transfer to another occupant.

CHEMICALS:

- All laboratory chemicals and chemical containers have been removed from the laboratory.
- All hazardous waste and unwanted empty chemical containers have been disposed utilizing the *UCSC Hazardous Waste Determination and Classification Guidelines* and the WASTE online waste tracking program.
- Storage cabinet areas have been wiped clean; chemical residues, drips and spills have been removed and decontaminated.
- Bench mat and/or disposable liners/covers have been removed from work surfaces and disposed of as hazardous waste if contaminated.
- Laboratory benchtops have been washed with soap and water.
- All debris has been removed from the fume hoods. Fume hood floor and walls have been decontaminated and wiped clean. All contaminated rags and towels have been disposed of as hazardous waste.
- Floor drains and sink traps are filled with water to prevent back draft of sewer gas.
- EH&S has been notified about areas where perchloric acid has been evaporated or used in significant quantities without scrubbing or trapping vapors (A test for perchlorates will be conducted to ensure the safety of maintenance workers).
- Signage and/or placarding for specific hazardous materials that are no longer present have been removed (i.e. *registered carcinogens, eye protection required, etc.*).

RADIOACTIVE MATERIALS:

Consult with Radiation Safety Officer before proceeding with close-out.

- ❑ Submit an amendment to change use locations on your current permit.
- ❑ All radioactive waste is tagged and tendered to radiation safety program for disposal.
- ❑ All radioactive samples and stock vials packaged and checked for leakage.
- ❑ Close-out survey completed for all radiation use areas.
- ❑ Radiation warning signs and labels removed from doors, hoods, and benches and placed in the Radioactive Dry Waste container. *Do not remove signage until approved by the RSO.*
- ❑ Radiation Safety has completed verification survey and signed off.

BIOHAZARDOUS MATERIALS AND SHARPS CONTAINERS:

- ❑ Biohazardous Sharps: Needles, syringes and other biohazardous sharps are in clear sharps containers and disposed in compliance with the UCSC Sharps Disposal Matrix. <http://ehs.ucsc.edu/programs/research-safety/biosafety/documents/sharps-march2014.pdf>
- ❑ Surfaces that have been used to work with biological agents have been decontaminated.
- ❑ Placards and/or biohazard signs have been removed from doors and areas within the lab, after consulting with the BSO.
- ❑ All media and supplies have been removed.
- ❑ Biological Safety Cabinets are decontaminated.
- ❑ Partially full plastic biohazard sharps containers have been capped, taped and moved to your new location or disposed according to the sharps matrix.
- ❑ Cardboard Glass Trash boxes containing non-biohazardous, non-contaminated broken glassware are disposed into dumpster.

COMPRESSED GAS CYLINDERS/ CRYOGENICS CYLINDERS:

- ❑ Each cylinder is labeled with contents and “owner”.
- ❑ Regulators have been removed and valve protection caps are securely in place.
- ❑ Coordinate movement of compressed gas and cryogenic cylinders with appropriate vendor or EH&S as directed for your specific move situation.

SPILLS

If a hazardous chemical spill occurs, contact EH&S at x9-2553 or call 911 for emergency assistance. *DO NOT* clean spills without assistance unless you have received appropriate spill training.

WASTE DISPOSAL CHECKLIST

Contain→***label contents***→***segregate***→***set for pickup by EH&S***

- Unwanted, outdated, or “inherently waste-like” hazardous materials have been entered into the WASTE database, tagged and waste pick up requested. *Utilize the flowcharts available in the Hazardous Waste Determination and Classification Guidelines.* <http://ehs.ucsc.edu/programs/waste-management/documents/hw-guide1.pdf>
- Each container is completely sealed or leak proof (e.g., lids or caps tightened, debris double bagged and air tight, questionable containers double bagged, etc.), entered into the WASTE database, tagged and waste pick up requested. *Rubber stoppers, Parafilm, corks, and glass stoppers are NOT acceptable lids. The container should have no leaks or spillage when turned upside down or sideways. The outside of all waste containers have been cleaned and are not contaminated.*
- Materials are segregated in secondary containment by hazard class (flammables, corrosive acids, corrosive bases, oxidizers, poisons, etc). Secondary containment trays are available from the Thimann Stockroom or Engineering Facilities Department.
- Outdated peroxide formers (dioxane, THF, ethyl ether, etc) and other reactives have been identified for special evaluation and handling. Contact EH&S x9-2553 or ehs@ucsc.edu regarding evaluation.

**UNIVERSITY OF CALIFORNIA SANTA CRUZ
ENVIRONMENTAL HEALTH AND SAFETY
LABORATORY CLOSURE & CLEARANCE AUTHORIZATION**

DATE: _____

Principal Investigator / Lab Safety Representative:

This statement is to declare that as of the above date, the following laboratory area(s) have been inspected by EH&S and cleared as suitable for occupancy. This authorization is based on visual inspection and/or information submitted to EH&S by the past users of the identified location(s):

EH&S Representative

Title

Lab Representative (Print)

Lab Representative (Sign)