

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 to request a final inspection of your facilities. 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.
- Sharps: broken glassware and non-contaminated sharps removed from the laboratory in rigid puncture resistant containers.

CHEMICALS:

- All laboratory chemicals and chemical containers including wastes have been removed from the laboratory.
- All hazardous waste and unwanted empty chemical containers should have been disposed of through EH&S. **Note:** Laboratory personnel are responsible for filling out hazardous waste disposal tags and arranging for hazardous waste pick-ups. See page 3 for hazardous waste disposal checklist.
- Storage cabinet areas clean; chemical residues, drips and spills, have been cleaned and decontaminated.
- Benchcoat and/or disposable liners/covers removed from work surfaces.
- Laboratory benchtops washed with soap and water.
- All debris removed from the fume hoods. Fume hood base surface and walls have been decontaminated and wiped clean.
- Floor drains and sink traps flushed with water to prevent backflow of sewer gas.
- If perchloric acid has been evaporated or used in significant quantities without scrubbing or trapping of vapors, EH&S has been notified. (A test for perchlorates will need to 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:

- ❑ Use locations amendment submitted for your current permit.
- ❑ Close-out survey completed for all radiation use areas.
- ❑ Radiation warning signs and labels removed from doors, hoods, and benches.
- ❑ Close-out documentation (see page 4) submitted to Radiation Safety Officer. x9-3911

BIOHAZARDOUS MATERIALS AND SHARPS CONTAINERS:

- ❑ SHARPS: Needles, syringes and other biohazardous sharps put in red biohazard sharps containers and disposed of through EH&S.
- ❑ Decontaminate work surfaces that may be contaminated with biological agents.
- ❑ Remove placards and/or biohazard signs from doors and areas within the lab.
- ❑ Remove all media and supplies.
- ❑ Biological Safety Cabinets decontaminated.
- ❑ Partially full red plastic biohazard sharps containers may be capped, taped and moved to your new location.
- ❑ Full red plastic biohazard sharps containers should be sealed and disposed through EH&S.
- ❑ Cardboard *Glass Trash* "Fisher Boxes" for non-biohazardous sharps should be disposed rather than moved.

COMPRESSES GAS CYLINDERS/ CRYOGENICS CYLINDERS:

- ❑ Label each cylinder to identify who it belongs to and what it contains.
- ❑ Remove regulators and make sure valve protection caps are securely in place.
- ❑ Use the special cylinder transporting hand trucks to move your cylinders. (*Do not attempt to move cylinders without these special hand trucks*)
- ❑ *Do not move acetylene cylinders.* Contact EH&S for assistance.
- ❑ Contact EH&S for special cryogenic cylinder relocations needs.

SPILLS

Should you have a spill involving hazardous chemicals, contact EH&S at x9-2553 or dial 911 for emergency assistance. *DO NOT* clean spills without assistance unless you have been trained to do so.

WASTE DISPOSAL CHECKLIST

- ❑ Have you completed a Chemical Waste Pick-Up Request Form for your unwanted hazardous materials and hazardous waste? (Chemical waste pick-up request forms and waste tags are available at NSBO, Applied Sciences 301, Earth Sciences Dept. office EMS-A232 or from EH&S)
- ❑ Have you mailed your request for a hazardous waste pick-up to EH&S well before your scheduled move? (EHS likes to have 3 weeks notice when feasible).
- ❑ Have you attached a properly completed hazardous waste tag to *each* discarded hazardous material container?
- ❑ Is your discarded hazardous material a reusable chemical reagent? If so, please indicate on *Chemical Waste Pick-Up Request Form* and waste tag under chemical composition and chemical constituents, respectively.
- ❑ Have you identified all unknown wastes? (EH&S cannot pick up unknown materials.)
- ❑ Have you completed all information required on both the form and tag to ensure disposal/treatment are minimized?
- ❑ Have you segregated your wastes by hazard class?
- ❑ Have you ensured that each container is completely leakproof or sealed (e.g. lids or caps tightened, debris double bagged and air tight, questionable containers double bagged, etc.) for transportation?
- ❑ Where appropriate, have you packaged your chemical wastes in approved shipping boxes and also allowed enough slack between containers to accommodate handling and transportation?
 - *EH&S will need to inspect box contents before transport so please do not seal shut.*
- ❑ Are outdated peroxide formers and other reactives clearly marked and segregated for separate handling and evaluation?
- ❑ Have you labeled each shipping box with the words "Hazardous Waste" and the specific Hazard Class of the chemicals? (Labels are preferred to writing on the box.)
- ❑ Have you stored your Hazardous Wastes in an obvious unobstructed area in your lab for pick-up by EH&S?

RADIATION USERS

For those Permittees moving from laboratories, certain procedures must be followed to meet Licensing requirements.

1. Amendment of Permit- As radioisotope use locations will be changed, it will be necessary to amend your current permit to reflect these changes. The attached Amendment Form (Page 5) may be used for this purpose. Complete the applicable sections and forward to EH&S.

2. Close-out of Radiation Laboratories- Each Permittee is responsible for closing out their laboratories. These close-out procedures include the following for each laboratory currently in use or for any that have been used in the past.
 - a. Removal of all radioactive materials including radioactive research materials, old or outdated radioisotopes and any radioactive waste materials.
 - b. Removal of all radioactive signs, labels, and markings from doors, hoods, and benches, etc. (Note- If the lab re-occupying the lab is an authorized radiation use lab, the exterior door labels may be left.)
 - c. After you remove all radioactive materials and equipment from your permitted facilities, you must survey them for contamination. Any contamination found as a result of this survey must be removed. For those labs where only higher energy radioisotopes, (i.e. P-32, I-125 etc.), were used, monitoring with a calibrated portable monitor will suffice. If lower energy isotopes, (i.e., H-3, C-14, S-35, P-33, etc.), have ever been used in a laboratory, a comprehensive wipe testing program must be used. For the latter, draw a map of the laboratory, and indicated on the map by a numbering system where each wipe test was taken. Finally indicate on the map or attach results of the analyzed wipe samples. Any contaminated areas (more than twice background), must be decontaminated and new wipe samples taken with all results recorded.

3. Close-Out Statement- Each permittee vacating a radiation use area must state in writing that each laboratory under his or her jurisdiction has been cleared of all radioactive materials, radiation signs, labels, etc., monitored and cleared of all radioactive contamination, and must further state that the room(s) have been returned to non-restricted use. The attached memo (page 6) may be completed and signed and used for this purpose. Forward a copy to Environmental Health and Safety.

4. Should you have any questions or assistance required, please call the Radiation Safety Officer Ken Smith at x9-3911.

**UNIVERSITY OF CALIFORNIA SANTA CRUZ
AMENDMENT OF PERMIT REQUEST**

DATE: _____

Radiation Safety Officer

This is to request an amendment to my Permit as indicated below:

Change of Use Location

1. Delete the following areas of use: _____
Bldg., Room Number(s)

2. Add the following areas of use: _____
Bldg., Room Number(s)

X _____
Principle Investigator

Permit Number

**UNIVERSITY OF CALIFORNIA SANTA CRUZ
RADIOACTIVE MATERIALS CLEARANCE AND
LABORATORY CLOSEOUT DECLARATION STATEMENT**

DATE: _____

RADIATION SAFETY OFFICER

This statement is to declare that as of the above date, the following area(s) of use of radioactive materials listed on my Permit has/have been cleared of all radioactive materials, radioactive signs, labels, etc. and monitored and cleared of all radioactive contamination:

Name of each building and room number(s):

1. _____

2. _____

3. _____

4. _____

Please attach a copy of the close-out wipe test to this form and forward to EHS. Retain the original in your monitoring files.

The areas of radioactive materials named above are hereby declared safe for non-restricted use.

x _____
Principle Investigator

Permit Number

Note: _____ A copy of the statement has been retained in Permittee's file.

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

DATE: _____

Principal Investigator:

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 reoccupancy. 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