

Environment, Health & Safety

Laboratory Facility Release Checklist

In order comply with applicable federal and state regulations, your laboratory must be decontaminated prior to your move to make it ready for the next occupant. Use the checklist below and prepare your laboratory prior to the move. Refer to the “Laboratory Facility Release Policy” on the Environment, Health & Safety (EH&S) website for more detailed information.

Plan on stopping all laboratory work one week prior to your move. This will give you time to perform all necessary decontamination and inventory procedures.

For Labs Containing Hazardous Chemical, Biological Agents or Materials of Biological Origin	Done	N/A
1. Review your chemical and biological materials inventories (including contents inside refrigerators and freezers) and see what can be disposed of (check for items which might have significant chemical degradation). Process disposal paperwork and have wastes removed by Environment, Health and Safety (EH&S) by calling 829-3301. Follow your department’s procedures for disposing of Regulated Medical Waste for biological/medical wastes.		
2. Empty or full chemical containers that are saved must be checked for and cleaned of external contamination. If the saved materials are to be transported over roadways, contact EH&S for information on the US Department of Transportation regulations for packaging and labeling items to be shipped. If you need to borrow totes to transport chemicals for an internal move, contact EH&S.		
3. All chemical and biological samples in beakers, flasks, test tubes, culture dishes, vials, etc. (liquid or solid) must be labeled with the chemical or agent name (symbols are acceptable if name is uncommon or very lengthy), preparer’s name, and hazard information, if known. Any agents, toxins or other materials currently on the CDC/NIH Select Agent List must be handled according to strict transfer rules with appropriate documentation. Please contact EH&S for the agent list and guidance in handling these items.		
4. All hazardous chemicals and biological materials must be removed from all laboratory surfaces (benches, shelves, cabinets, hoods, etc.) prior to moving from the laboratory. In addition, chemical residues, stains, deposits, etc. on all laboratory surfaces must be removed, neutralized, or otherwise rendered non-hazardous to human health or the environment using appropriate chemical and physical methods.		
5. Decontaminate all internal and external surfaces with appropriate solutions that are known to kill the organisms that may be present and/or inactivate the hazardous substances of biological origin.		
6. If decontaminating agents may leave a corrosive or otherwise harmful residue, the surfaces must be rinsed clean of hazardous contaminants.		
7. Research Equipment (hoods, refrigerators, freezers, analytical instrumentation, centrifuge, etc.): Complete the “ <i>Laboratory Equipment Release Checklist</i> ” form and affix an “ <i>Laboratory Equipment Release Certification</i> ” form to each piece of equipment in the laboratory.		
8. Hazard labels must be removed or defaced when the respective hazards have been removed from equipment.		
9. Final Lab Survey - After all items are packed, do a thorough lab survey of benches, hoods, floors, shelves, waste areas, equipment, etc. Decontaminate all surfaces before movers arrive. Hazard labels on the exterior door must be removed or defaced when the respective hazards have been eliminated from the laboratory.		
10. Affix a signed and dated “ <i>Laboratory Facility Release Certification</i> ” form to the exterior of the laboratory door to certify that the laboratory poses no hazard to human health or the environment.		

For Radioactive Materials labs, EH&S Radiation Safety will assist you in the move from your old laboratory to your new space. Implement the checklist below to prepare yourself for the move.

Plan on stopping radioisotope work one week prior to your move. This will give you time to perform all necessary survey and inventory procedures.

For Labs Containing Radioactive Material	Done	N/A
Radioactive Materials Inventory		
1. Go through your inventory and see what can be disposed of (check for items which might have significant chemical degradation).		
2. Isotopes that are saved must have inventory disposal sheets, and be checked for contamination. All stock vials must have their inventory/disposal sheets before being moved. Box stock vials separately. Shipping containers must indicate isotope, activity on shipping container. If you need additional shipping containers, contact Radiation Safety.		
3. All radioactive samples in beakers, test tubes, culture dishes, etc. (liquid or solid) must be identified as to activity, isotope, and be checked for contamination. These must be properly packaged with isotope and activity listed on the shipping container. Notify Radiation Safety of any radioactive item that needs to be moved.		
4. NOTE: Radiation Safety will deliver all radioactive materials to new locations. We can provide storage space to store stock vials until laboratory has moved to its new location.		
5. Go through your inventory and see what can be disposed of (check for items which might have significant chemical degradation).		
6. Isotopes that are saved must have inventory disposal sheets, and be checked for contamination. All stock vials must have their inventory/disposal sheets before being moved. Box stock vials separately. Shipping containers must indicate isotope, activity on shipping container. If you need additional shipping containers, contact Radiation Safety.		
7. All radioactive samples in beakers, test tubes, culture dishes, etc. (liquid or solid) must be identified as to activity, isotope, and be checked for contamination. These must be properly packaged with isotope and activity listed on the shipping container. Notify Radiation Safety of any radioactive item that needs to be moved.		
<i>NOTE: EH&S Radiation Safety will deliver all radioactive materials to new locations. We can provide storage space to store stock vials until laboratory has moved to its new location.</i>		
Radioactive Labeled Equipment For example: refrigerator/freezer, centrifuge, microfuge, pipettors, glassware, etc.		
1. Perform a wipe survey inside and outside of all labeled equipment for contamination - before packaging for the move. <i>Do not defrost any freezer that is contaminated with radioactive material - Call Radiation Safety for assistance.</i> Save all survey results in your yellow binder.		
2. If equipment cannot be decontaminated, notify Radiation Safety for assistance.		
3. Labeled equipment must be tagged with a Radiation Safety supplied notice to inform the mover that the equipment is not contaminated and is safe to move.		
4. Prepare your LSC Counter for shipping by contacting your service representative. Certain parts may need to be secured to prevent damage during the move.		
5. Final Lab Survey - After all items are packed, do a thorough lab survey, benches, hoods, floors, shelves, waste areas, equipment, etc. Decontaminate <i>before</i> movers arrive.		

For Labs Containing Radioactive Material	Done	N/A
Radioactive Waste		
Note: All waste containers will be transferred to your new lab by EH&S Radiation Safety		
1. Empty all scintillation vials.		
2. Any beakers, test tubes, microfuge tubes, etc. that may have radioactive waste should be disposed of in proper waste containers.		
3. Perform a wipe test all waste containers, decontaminate if necessary.		
4. Empty all scintillation vials.		

Call EH&S at 829-3301 if you have any questions or cannot clean items as described above.