1.0 Purpose:
The purpose of this policy is to provide guidance for the orderly exit of graduate students and post docs from their laboratory and/or studio obligations. Historically, unknown chemicals and unlabeled hazardous wastes have been left behind by departing graduate students and post docs. The identification of these materials is almost always difficult once lab personnel have departed. In some cases, these unknown materials must be sent to an outside analytical laboratory for analysis and identification. Any costs incurred are usually borne by the University/Department. This policy will ensure all materials such as hazardous wastes, unused chemicals; unwanted radioactive and biological materials, synthesized intermediate chemicals, etc. are properly managed and removed from the laboratory prior to the students leaving the University. A “Departing Laboratory Student/Post Doc Checklist” is to be used in conjunction with this policy.

2.0 Scope:
2.1 This policy applies to all graduate students and post docs within the College of Arts and Sciences who work with or have worked with chemicals or chemical compounds of any kind. It also applies to their supervising Principal Investigators and/or supervisors.

2.2 The policy will be applicable to the following departments within the College of Arts and Sciences: Chemistry, Anthropology, Biology, Geology, Physics and Psychology. It also applies to Art Department in areas where chemicals such as paints, thinners, solvents, etc are in use.

3.0 Responsibilities:
3.1 Graduate students and post docs: Responsible for ensuring their areas are left in a clean and acceptable condition. Refer to section 5.0 for specifics.

3.2 Principal Investigators (PIs):
Responsible for ensuring this policy is followed. They must communicate this policy to all departing grad students and post docs and see that applicable UB EHS procedures that relate to this policy are followed.

3.3 UB Environment Health and Safety:
Provides technical guidance as required to grad students, post docs and PIs for the purpose of following this policy.

4.0 Definitions:
4.1 Work area: Specific work areas are many times assigned to an individual grad student or post doc. A work area is usually defined as but is not limited to bench tops, fume hoods, art studio space, etc.

4.2 Unknown Chemical or hazardous waste: Containers of hazardous waste and reagent chemicals that are either unlabeled or mislabeled are considered unknowns. It is the responsibility of the laboratory to ensure all containers are labeled so as to keep the unknown chemicals to a minimum.
5.0 Procedures:
Graduate students and post docs must review the procedures listed below and determine which of these will apply to their specific situation. This determination is to be made after consulting with their PI or supervisor. Where applicable:

5.1 All chemical samples, unknowns, and synthesized chemicals must be identified and arrangements made for their proper disposal through the UB EHS hazardous waste collection process. Be sure to look in spaces such as under cabinets, in drawers, etc. so nothing is left behind.

5.2 Work areas must be left in a clean condition. Each work area assigned to a graduate student or post doc must be thoroughly decontaminated and cleaned. All chemical residuals must be cleaned up and removed.

5.3 Chemical reagents must be designated for disposal or reassigned to other personnel.

5.4 Any needles or sharps have been properly disposed according to University policy.

5.5 Borrowed equipment has been returned to the proper place.

5.6 Compressed gas cylinders: Shut off cylinder valves. If the cylinders have been borrowed, return to original location.

5.7 Radioactive materials: All radioactive materials including sources, waste, etc. that are attached to a post doc or graduate student’s research must be properly managed according to UB Radiation Safety procedures and guidelines. Contact UB Radiation Safety for further information.

5.8 Biohazardous materials: All biohazardous materials must be properly labeled and arrangements made for disposal. UB EHS does not oversee biohazardous waste disposal, this process is handled by the individual department. Contact your specific academic department for further details.

5.9 Graduate students must leave their lab areas in an acceptable condition. Any graduate student who does not follow this policy as written will not be granted a signed M-form. By signing the M-form, the PI is indicating the graduate student has followed the requirements of this policy and has left his lab area in a clean condition. UB EHS has the option of inspecting individual student work areas at our discretion. No further work is permitted in the laboratory once the M-form has been signed.

6.0 Document Management: This procedure shall be reviewed once every two years, or as changes require.

7.0 Associated UB Documents:

7.1 Departing Laboratory Student Checklist. Used in conjunction with this policy.

7.2 UB EHS Hazardous Chemical Waste Management Guidebook

7.3 Campus Commitment to Safety, University at Buffalo, Office of the Provost, Office of the Senior Vice President, April 3, 2001.

7.4 Laboratory Facilities Release Policy # 02-101
8.0 Associated Documents and Regulations:

9.0 Document Revision History:

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12.0 Document Author: Tony Oswald, Hazardous Materials Manager