

CHECKLIST - FOR DEPARTING LABORATORY PERSONNEL

Policy & Purpose:

This guide provides a generic process to aid in the proper management of laboratory related hazardous materials, facilities and equipment during the transition of personnel and facilities. Transition of personnel may include individuals separating entirely from the University and/or individuals vacating a laboratory space or a portion of, but remaining at the University.

Personnel (e.g. professors, undergraduate/graduate students, interns, post-docs, etc.) who work in laboratory facilities and/or who work with hazardous chemicals and are separating from the University must ensure the following:

- All hazardous chemicals (including research samples, solutions, etc.) have been reviewed and evaluated to determine their final disposition.
- Equipment associated with chemical use as well as facilities have been reviewed and evaluated in respect to chemical contamination and their final disposition determined.


Departments have the overall responsibility for ensuring proper hazardous chemical clearance and decommissioning of all areas in their custody and control.

Before using this checklist, please review the [“Chemical Clearance and Area Decommissioning of Laboratory Facilities”](#) guidance found on EHSS’s web site at ehss.syr.edu .

Please fill out the below table:

Laboratory Location (Bldg. & Rm’s):	
Principle Investigator:	
Individual Leaving:	
Position (undergrad, grad, post-doc, PI, etc.)	
Expected Departure Date:	
Department Chair:	

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<p style="text-align: center;">Each of the below sections should be reviewed by the departing personnel and their supervisor to ensure that the proper steps are taken during the transitional period. The checkbox column can be used to indicate when each item has been reviewed and actions completed.</p> <p style="text-align: center;">For departing Principal Investigators, EHSS should be contacted at least <u>60 days</u> before departure.</p> <p style="text-align: center;">Some sections may not apply to all personnel.</p>	
CHEMICALS	
<p>Review all lab areas including refrigerators, cold rooms, environmental chambers, etc. and identify chemicals that you worked with and have/had associated responsibility. Ensure those identified chemicals and their containers are properly labeled. Relabel as necessary.</p> <p>Evaluate and note the condition of the containers (e.g. leaking, deteriorated, compromised, etc.) and the age of the chemicals (e.g. expired, old and unused, etc.). This evaluation will aid in determining if the chemical should be disposed of or if it still has value to the department or to the University.</p> <p>Subsequent to the evaluation, one of the following options must be chosen for each chemical.</p> <ul style="list-style-type: none"> • Chemical is an “unknown” and will need further evaluation • Chemical will remain in current and active lab • Chemical will be transferred to another lab within department • Chemical will be donated to the University’s Excess Chemical Exchange Program • Chemical will leave with departing Principle Investigator • Chemical will be disposed of through EHSS <p><i>Note: Chemicals/containers that are leaking, deteriorated, compromised, expired and/or old might be considered “inherently waste-like” by regulators and should be disposed of as hazardous waste. Chemicals stored in excessive amounts (underutilized) may also be viewed as “inherently waste-like” and can be submitted to the University’s Excess Chemical Program.</i></p> <p><i>Rule of Thumb: If it hasn’t been used within last 3 years, considered having it removed.</i></p> <p>Once the above has been completed, continue with the below sections.</p>	G E N E R A L C O N S I D E R A T I O N S
<p>Unknown Chemicals to Identify: The “Worksheet for Unknown Chemicals” found on the EHSS website at ehss.syr.edu has been completed for "Unknown" materials identified during the evaluation.</p>	
<p>Chemicals to Remain: Chemical(s) that remain in an active lab have been acknowledged by the current Principal Investigator.</p>	
<p>Chemicals to Transfer: Chemical(s) transferred directly to other labs (within the department) have been received by an authorized individual and the transfer was acknowledged by the receiving lab’s Principal Investigator. [Acknowledgment by the receiving lab includes the receipt of Safety Data Sheets and the registration of the chemicals with EHSS using web form or providing a list].</p> <p>Chemicals transferred outside of the University (SU or non-SU facilities) have been reviewed and approved by the Department Chair and EHSS (US DOT & IATA requirements may apply).</p>	

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<p><u>Chemicals to Donate to Excess Chemical Exchange Program:</u> EHSS has been contacted to review chemicals that are no longer wanted by the laboratory and are within manufacturer’s expiration dates and containers are in good condition.</p>	
<p><u>Chemicals for Disposal:</u> Chemical(s) that are “inherently waste like” or otherwise not suitable for reuse, have been submitted for disposal by labeling and storing in the labs SAA according to training and protocols outlined the Hazardous Waste Management Manual, or as directed by EHSS. Empty chemical containers have been properly disposed of according to training and protocols outlined the Hazardous Waste Management Manual, or as directed by EHSS.</p>	
<i>GAS CYLINDERS</i>	
<p>Gas cylinder / regulator connections have been removed, cylinder safety caps replaced and cylinders returned to vendor.</p>	
<p>EHSS has been contacted to dispose of cylinders (including lecture size) that cannot be returned to vendor.</p>	
<i>SURFACE CLEANING AND/OR DECONTAMINATION</i>	
<p>All benchtops and sinks have been cleaned of surface contamination and noted on the “Working Surface Decontamination” form. This includes surfaces in refrigerators, cold rooms, environmental chambers, etc.</p>	
<p>Exposed interior surfaces of fume hoods and storage cabinets have been cleaned of surface contamination and noted on the “Working Surface Decontamination” form.</p>	
<p>Surfaces of all other storage areas (e.g. cabinets, shelves, etc.) have been cleaned of surface contamination and noted on the “Working Surface Decontamination” form.</p>	
<i>EQUIPMENT CLEANING, DECONTAMINATION and/or DISPOSAL</i>	
<p><u>Review</u> all lab areas including refrigerators, cold rooms, environmental chambers, etc. and identify lab equipment (glassware, electronics, mechanical, etc.) that you worked with and have/had associated responsibility.</p> <p><u>Evaluate and note</u> the condition of the equipment (functional, non-functional, contaminated), and its age.</p> <p>This evaluation will aid the Principal Investigator and/or the department in determining if the equipment should be properly disposed of or if it still has value to the laboratory, department or to the University.</p> <p>Subsequent to the evaluation, one of the following options must be chosen for each piece of equipment.</p> <ul style="list-style-type: none"> • Equipment will remain in current and active lab • Equipment will be transferred to another lab within the University • Equipment will be disposed of through Excess Property • Equipment will be disposed of as hazardous waste through EHSS • Equipment will leave with departing Principal Investigator <p>Once the above has been completed, continue with the below sections.</p>	G E N E R A L C O N S I D E R A T I O N S

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<u>Equipment / Glassware to Remain:</u> Glassware & other lab items/equipment that are remaining in the space or have been provided to other University labs, have been cleaned of chemical hazards and noted on the "Equipment Decontamination" form.	
<u>Equipment for Disposal:</u> Electronic lab/office equipment – Excess Property has been contacted to dispose of non-contaminated items. Caution – some equipment may contain mercury, PCB's, asbestos, refrigerants, oils, etc. which must first be removed before going to Excess Property. Contaminated equipment that cannot be decontaminated by the laboratory personnel has been labeled as such and EHSS has been contacted.	
<u>Broken Glassware:</u> Chemically contaminated broken glassware has been submitted for disposal by labeling and storing in the labs SAA according to training and protocols outlined in the Hazardous Waste Management Manual or as directed by EHSS. Non-contaminated broken glassware has been placed in designated "broken glass" receptacles and disposed of by the lab or by the University's custodial department.	
RADIOACTIVE MATERIALS AND USE AREAS	
Refer to the Radiation Protection Program Handbook and Contact Radiation Safety staff at 443-9133.	
TISSUE SPECIMENS / CULTURES / BIOLOGICAL	
Refer to the <i>Microbiological Safety Program</i> (Contact Biosafety Officer, 443-2447) for disposal, transfer, removal and/or decommissioning of BSL-2 Material/labs (including human material and potentially infectious bacteria, viruses and fungi).	
Ensure the following steps are completed for decommissioning all BSL-1 (non-infectious) material use spaces:	
Notification has been made to the Biosafety Officer (443-2447) and the laboratory's biological inventory updated.	
All cultures, stocks and/or tissues for disposal have been deactivated using an appropriate disinfectant and flushed in the sanitary drain, non-liquids placed in Regulated Medical Waste containers.	
All biological use areas (including, lab benches, biosafety cabinets, incubators, shakers, etc.) have been cleaned and disinfected.	
All biologically contaminated sharps have been placed in Regulated Medical Waste Sharps containers.	
CONTROLLED SUBSTANCES/DEA REGULATED MATERIAL	
Refer to Controlled Substance Policy (contact Biosafety Officer, 443-2447)	
LIST OTHER ISSUES AS NEEDED:	

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Once all the necessary actions have been completed, the PI shall review the associated laboratory space and sign below. When the PI is the departing, the Chair shall also sign below. A copy of the signed checklist shall be sent to EHSS.

Principal Investigator: _____ Date: _____

Department Chair: _____ Date: _____

Equipment Decontamination Form

This form can be used for the following scenarios:

Laboratory Closure:

During a laboratory closure, this form should be used extensively throughout the lab by the departing PI/Supervisor.

OR

Personnel Departure:

During a departure of an individual (undergraduate, graduate student, etc.) it is understood that equipment decontamination may be limited in this scenario.

Following decontamination, fill out the below table, and attach the completed form to the checklist. By filling this out, you are assuring, to the best of your knowledge, that the equipment is free of recognized hazards.

Building: _____ Room Number: _____

Person Performing Decontamination: _____ Date: _____

Equipment / Location	Contaminant(s)	Method of Decontamination
Eg: Dynacalibrator Gas Generator	Iodine (gas)	Purged system with nitrogen for 24 hrs.

Working Surface Decontamination Form

This form can be used for the following scenarios:

Laboratory Closure:

During a laboratory closure, this form should be used extensively throughout the lab by the departing PI/Supervisor.

OR

Personnel Departure:

During a departure of an individual (undergraduate, graduate student, etc.) it is understood that surface decontamination may be limited to the area where the individual was working/assigned.

Surfaces that need to be decontaminated may include but are not limited to:

- benchtop surfaces
- cabinet drawers
- shelf surfaces
- refrigerator surfaces (interior)
- environmental chamber surfaces (interior)
- glove box surfaces (interior)
- fume hood surfaces (interior)

Following surface decontamination, attach a copy of this completed form to the various surfaces cleaned. The original should be attached to the checklist. By filling this out, you are assuring, to the best of your knowledge, that the working surface is free of recognized hazards.

Building: _____ Room Number: _____

Person Performing Decontamination: _____ Date: _____

Indicate what chemical contaminant was on the working surface or equipment and the method of cleaning:

(Use copies of this form for multiple / distinct surfaces.)