

PROCEDURES for Policy on Laboratory Move-Ins and Cleanouts

Effective Date: September 18, 2019

Policy # 01.111.1

Introduction

The University's Policy on Laboratory Move-Ins and Cleanouts requires faculty members and research investigators to work with Environmental Health & Safety (EH&S) to coordinate management of chemical, biological, and/or radiological materials when moving into or out of, or transitioning responsibility for, laboratory spaces containing such hazardous materials.

These procedures as amended from time to time have been established to ensure compliance with the policy.

Questions regarding these procedures should be directed to the Coordinator, Environmental Health & Safety (401) 874-7993.

Procedure or Standard

Moving into a Laboratory

The faculty member or research investigator responsible for the laboratory will, upon occupying the laboratory and before commencing laboratory operations:

1. Contact EH&S to review chemical management procedures for storage and labeling of hazardous material and waste and to document incoming chemical inventory.
2. Prepare a Hazard Communication door sign that identifies chemical hazards in the lab and includes contact information.
3. Complete a Laboratory Move-In Checklist and submit this form to EH&S.

EH&S will present incoming faculty with an electronic copy of the University's Chemical Hygiene Plan and Laboratory Radioactive Safety Manual (if applicable).

Vacating a Laboratory

The faculty member or research investigator responsible for the laboratory will, upon occupying the laboratory and before commencing laboratory operations (the Department Chair will be responsible if the departing faculty member or researcher is unable to carry out these functions):

1. Notify EH&S at least two (2) weeks prior to shutting down laboratory operations and coordinate disposal of unwanted chemical, biological, and/or radiological materials.
2. Complete a Laboratory Clearance Form and forward to EH&S. This form outlines actions that need to be conducted prior to transfer of chemicals to another lab and disposal of certain chemical waste, biohazard waste, and equipment prior to vacating the lab.
3. If radioactive materials were previously used or stored in the laboratory, notify the Radiation Safety Officer so the laboratory can be surveyed for radioactive contamination and cleared for re-use.

4. All hazardous and biohazardous materials within the lab must be either moved or discarded or have the responsibility transferred to another PI.
5. Upon receipt of the completed Laboratory Clearance Form and prior to the PI vacating the lab, EH&S will complete a final inspection of the lab space to ensure no chemicals or biohazardous materials remain.
 - a. Lab space may not be reoccupied or renovated until the space has been inspected and cleared by EH&S.

EH&S and the Radiation Safety Office are solely responsible for removal of Hazard Communication and radiation signage/labels on doors.

At no time may unwanted hazardous or non-hazardous chemicals be left in the laboratory, discarded in the regular trash, or poured down a drain.

Exceptions

None