

Policy on Laboratory Move-Ins and Cleanouts

Policy Title	Laboratory Move-Ins and Cleanouts
Policy #	02.111.1
Policy Owner	Coordinator, Environmental Health & Safety
Contact Information	Questions about this policy should be directed to the Coordinator, Environmental Health & Safety (401) 874-7993
Approved By	Administrative Policy Committee
Effective Date	September 16, 2019
Next Review Date	No Later than March 30, 2022
Who Needs to Know About this Policy	<p>All individuals responsible for laboratories that contain chemical, biological, or radiological materials. This includes situations when a researcher is:</p> <ul style="list-style-type: none"> • Setting up a lab • Leaving the University and closing their laboratory • Retiring and closing their laboratory • Relocating their laboratory within the same building or to a different building on campus • Leaving the University but transferring responsibility of their laboratory to another researcher
Definitions	Hazardous Waste. A waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment. Hazardous waste is generated from many sources and may come in many forms, including liquids, solids, gases, and sludges.
Statutes, Regulations, and Policies Governing or Necessitating This Policy	<p>40 CFR §§ 260–262</p> <p>University of Rhode Island Chemical Hygiene Plan</p>
Reason for Policy/Purpose	To establish safe procedures for vacating or setting up laboratory spaces containing chemical, biological, or radiological materials.
Forms Related to this Policy	<p><i>Laboratory Clearance Form</i></p> <p><i>Laboratory Move-In Form</i></p> <p><i>Procedures for Laboratory Move-Ins and Cleanouts</i></p>

Policy Statement

The Division of Environmental Health & Safety (EH&S) is responsible for strict compliance with and enforcement of all environmental health and safety laws, regulations, and standards applicable to the University of Rhode Island. This includes arrangements for the disposal of all hazardous waste on University property. When laboratories change hands, EH&S often finds many unidentified and/or unwanted chemical, biological, and/or radiological materials left behind by previous laboratory occupants. The resulting unplanned cleanup and disposal is time-consuming and costly, particularly when the substances being disposed of are not identified.

Laboratory Move-Ins

When a faculty member or research investigator occupies a new space, including instances where responsibility for an existing laboratory is transferred from one individual to another, the responsible faculty member or research investigator shall contact EH&S to ensure all hazardous materials tracking is up to date and review compliance with hazard communication procedures as described in Procedures for Laboratory Move-Ins and Cleanouts.

Laboratory Cleanouts

Before a faculty member or research investigator leaves the University or relocates to another laboratory facility, that individual is responsible for proper removal of all unwanted/waste materials from their laboratory. The individual is required to notify EH&S at least two weeks prior to ceasing laboratory operations so that the transition can be appropriately planned. The individual faculty member or researcher must ensure that all waste is identified, labeled, and stored properly prior to the pre-arranged pickup date. Should the individual faculty member or research investigator be unable or unwilling to follow these procedures, responsibility shall fall to the Department Chair and then to the College Dean.

Disposal Costs

So long as individuals and their departments adhere to this Policy in planning routine laboratory move-ins and cleanouts, EH&S will cover the associated costs for routine disposal of chemical, biological, or radiological waste. Should an individual or department fail to follow the Procedures for Laboratory Move-ins and Cleanouts with respect to transferring unwanted chemicals, identifying and properly storing waste, and/or coordinating the cleanout in advance with EH&S, EH&S may at its sole discretion hold the department responsible for any disposal costs in excess of what would normally be incurred.

Improper Disposal

Under no circumstances shall unwanted or unidentified chemicals, whether hazardous or not, be left in the laboratory, discarded in the regular trash, or poured down the drain. Should the University be sanctioned for inappropriate disposal of waste materials, the responsible department shall bear the full cost of such sanctions and responsible individuals may be subject to disciplinary action.

Exceptions

None