

CREIGHTON UNIVERSITY

PROCEDURE FOR VACATING A LABORATORY OR ART STUDIO

PURPOSE:

It is the purpose of this procedure to assist in safely removing all hazardous or otherwise regulated substances from a laboratory or art studio being vacated and to leave the laboratory or art studio free from hazardous contamination or regulated substances. It is also the purpose of this procedure to achieve and maintain compliance with all federal, state and local regulations. This procedure applies to all research/teaching facilities, darkrooms, chemical stockrooms, core use facilities and art studios using chemicals or other hazardous substances. For further information contact the Chemical Coordinator, Department of Environmental Health and Safety (EH&S) at 402-546-6404.

GENERAL INFORMATION:

The principal investigator or responsible artist (“Responsible Faculty Member”) is responsible for seeing that the laboratory or art studio is free from hazardous or other regulated materials and contamination prior to vacating the laboratory/art studio. If the Responsible Faculty Member leaves any hazardous or other regulated materials in the laboratory/art studio or does not decontaminate the facility appropriately, the Department and ultimately the Dean of the college or school will be responsible for clean-up and any costs incurred. Charges for removal of hazardous or other regulated materials will be made according to the then current policy of EH&S or the Radiation Safety Office, as applicable.

Facilities Management personnel and renovation contractors will not be allowed to handle abandoned hazardous/regulated materials or begin work until the vacated laboratory/art studio has been decontaminated and inspected by EH&S.

The Responsible Faculty Member must notify EH&S to inspect the laboratory or art studio no less than 10 working days before the Responsible Faculty Member leaves the University to verify that clearance has been completed. The form attached to this procedure must be completed by the Responsible Faculty member and EH&S and signed by those individuals and the Department Chair to document the inspection. This procedure must also be followed when a Responsible Faculty Member moves from one laboratory space/art studio to another on campus.

Should a Responsible Faculty Member for a laboratory or art studio depart the University without advance notice to the University, the applicable Department Chair is responsible for following this procedure, notifying EH&S immediately upon becoming aware of the departure, and ensuring proper closing of the laboratory/art studio.

RADIATION:

If radioactive materials were used or stored in the area to be vacated, the Responsible Faculty Member must contact the Radiation Safety Officer, at 402-280-5570. Before a labeled lab may be vacated, undergo any renovations, or be given a new occupant, it must be certified contamination-free. The Responsible Faculty Member must do the following:

1. Remove all radioactive material via waste, transfer, *etc.*
2. Any labeled equipment must be decontaminated. Perform wipe tests to verify that no radioactive material remains in the equipment. If decontamination is not possible, contact the Radiation Safety Office at 402-280-5570 for further instructions.
3. Survey room with a Geiger counter using the appropriate probe (except for containing H-3 only). Decontaminate any positive areas.

4. Follow the meter survey with a wipe test. Decontaminate any positive areas. Recheck area(s) where contamination was found by dividing the area(s) into smaller segments. Continue process until all areas are below 220 dpm per 100 cm².
5. File reports showing equipment and areas surveyed, and the results of all wipe testing.
6. Submit a request to the Radiation Safety Office to have the lab terminated. Include a copy of the terminal wipe survey with map(s).
7. Make an appointment with Radiation Safety (402-280-5570) to conduct a formal termination survey and de-label the lab.

CHEMICALS:

If a Responsible Faculty Member is leaving the University, it is the Responsible Faculty Member's responsibility to ensure that all chemicals are transferred to another faculty member, transferred to another department or disposed of as waste prior to departure.

The Responsible Faculty Member must contact EH&S if there are any unknowns or unstable agents. The Responsible Faculty Member must notify EH&S in writing if perchloric acid or metal azides were used in this area. All chemicals must be labeled and sealed.

Chemical waste should be clearly and properly labeled as hazardous waste. All components of the waste, amounts/pounds, and the date the material was declared waste must be labeled on the outside of the containers and sealed. The Responsible Faculty Member must contact EH&S at 402-546-6404 for removal of wastes.

A list of excess chemicals, that are in good condition, may be given to EH&S for redistribution. If chemicals are to be added or returned to departmental stores, acceptance of these items should be given in writing by the Department Chair.

If chemicals are being moved to an off campus location, the Responsible Faculty Member must be aware of legal regulations regarding transportation over public roads and schedule a hazardous materials contractor to move the chemicals. If chemicals are to be moved internally from one lab to another, they must be moved by lab personnel. University Moving Services (and their contractors) are not responsible for the transfer of chemicals.

The Responsible Faculty Member must wipe surfaces and equipment that have come in contact with toxic/hazardous chemicals with a warm solution of soap and water. This may include fume hoods (inside and out), bench tops, refrigerators and other equipment, sinks and floors.

GAS CYLINDERS:

Gas cylinders should be labeled by content. Gas cylinders should be returned directly to the gas supplier by the laboratory supervisor.

BIOLOGICAL:

Biological materials include all etiologic agents, human and animal blood, blood products and body fluids. If samples are to be saved, then responsibility for them can be transferred to another person who is willing to accept the responsibility and who has indicated such willingness in writing. Ensure that all containers of micro-organisms are properly labeled and secure.

The Responsible Faculty Member must autoclave and dispose of unwanted biological agents in appropriate containers.

Any surface with which a microbiological hazard has come in contact must be decontaminated as appropriate. Decontamination can include utilizing a solution of warm soap and water, then a solution of 1:10 household bleach. However, the principal investigator is responsible for verifying that sodium hypochlorite is the appropriate substance to inactivate the hazard. Biosafety Cabinets, centrifuges, incubators, refrigerator/freezers and other equipment, as well as floors and bench tops must be decontaminated.

SHARPS/MEDICAL WASTE:

Examples of sharps include all contaminated needles/syringes, pipets, lancets *etc.* All sharps must be placed in the special red puncture proof containers. The University's medical waste vendor is Stericycle, Lincoln NE. The Scientific Buyer in the Purchasing department can be reached at 402-280-4796 to assist in arranging for pickup of these wastes.

Sharps contaminated with radioactive materials must be kept segregated from other sharp wastes and should be treated as radioactive wastes.

GLASSWARE AND NON-CONTAMINATED SHARPS:

Broken glassware and other sharp items that are not contaminated may be placed into a heavy cardboard box that has been secured by taping all the edges. The box should be labeled "Clean Broken Glass" or "Clean Sharps"; Custodial Services may then be called for removal.

Contaminated glassware must be decontaminated prior to disposal.

CONTROLLED SUBSTANCES:

A Responsible Faculty Member must properly dispose of, transfer to another DEA registrant or arrange for the shipment to his/her destination of any controlled substances in his/her possession when leaving the University. The Responsible Faculty Member must notify EH&S prior to disposing of any controlled substances. Furthermore, the Responsible Faculty Member must make any required notifications to the Drug Enforcement Agency of any transfer or disposal of controlled substances. If a Responsible Faculty Member moves to another location at the University, it is critical that he/she ensures that the controlled substances and their records are moved under his/her supervision to avoid them from being lost, stolen or abandoned. Abandoned controlled substances may result in criminal penalties.

OTHER OFFICES:

As a reminder, principal investigators may need to notify other University offices, such as Sponsored Programs Administration, Institutional Animal Care and Use Committee, Institutional Review Board, or Institutional Biosafety, of his/her departure from the University. It is the responsibility of the principal investigator to contact the appropriate office(s).

Reviewed: October 2013

VACATING/MOVING A LABORATORY OR ART STUDIO
Creighton University

The following information is required:

Responsible Investigator or Artist:	Department:	Building/Room #:
Laboratory/Art Studio Vacating Date:	EH&S review date/time:	

The following was/were used/generated in this laboratory/art studio (check all that apply):

- Hazardous chemicals Hazardous waste (including medical)
- Radioactive materials Controlled substances
- Biohazards

The procedures listed above have been completed. The laboratory/art studio has been properly emptied and/or decontaminated and prepared for vacating.

Responsible Investigator/Artist

Date

EH&S Representative

Date

Department Chair

Date