

Texas State University-San Marcos
Environmental Health Safety & Risk Management
Laboratory Closure Procedures and Checklist
512.245.3616

All Principal Investigators (PIs) are to complete this checkout list and procedure no later than one week prior to the completion of their association with Texas State University-San Marcos. PIs must assure that all hazardous chemical, biological, Class IIIB and IV lasers, radioactive materials and radiation producing machines under their supervision are properly disposed, removed for surplus, or transferred to another Texas State lab. Uncontrolled inventories of hazardous chemical, biological, or radioactive materials eventually lead to storage problems, increased waste disposal costs, contamination, potentially unsafe conditions, and regulatory compliance issues.

1. Department Chairs will notify Environmental Health Safety & Risk Management when a faculty member is leaving the University. EHSRM will then contact faculty members with laboratories and arrange a meeting to discuss the lab closeout procedures at least one month prior to his or her departure. This will allow adequate time for the scheduling of lab clean-outs, clearance or release of laboratory equipment, and compliance with regulatory requirements.
2. One of the most problematic situations is the sharing lab space and storage units such as refrigerators, freezers, cold rooms, and waste collection areas, particularly if no one person has been assigned to manage the space. Departing researchers must carefully survey any shared facility in order to locate and appropriately dispose of hazardous materials belonging to them.
3. The PI is responsible for following and completing the attached Checklist. Once the checklist is complete, the PI must call EHSRM at (512) 245-3616 to schedule a final walk-through of the lab(s). The PI and EHSRM representatives will sign the checklist once everything has been satisfactorily completed.

BIOLOGICAL

N/A

Date Completed	Close-out Task
	Double bag animals/animal parts or tissues for disposal through EHSRM.
	Autoclave microbiological waste (e.g., culture plates and vials), and dispose in regular trash following University procedures.
	If waste cannot be autoclaved, place in biohazard bag for pick-up by EHSRM.
	Contact EHSRM for pickup of all sharps containers.
	If biological waste is in a liquid form, disinfect appropriately, and then pour down the drain.
	Any biological materials remaining in the lab should be transferred to another Texas State research group willing to use and take responsibility for them.

CHEMICAL

N/A

Date Completed	Close-out Task
	Make certain that all containers of chemicals and chemical reagents are labeled with the name of the chemical. All containers must be securely closed and in good condition. Check refrigerators, freezers, fume hoods and bench tops as well as storage cabinets and drawers for chemical containers.
	Beakers, flasks, evaporating dishes, etc. should be emptied and properly cleaned.
	Determine which chemicals and chemical reagents are usable and transfer responsibility for these materials to another Texas State lab group who is willing to take charge of them. The chemical inventory should also be transferred.
	Call EHSRM for disposal of all remaining chemicals. (Chemicals should not be thrown away or dumped down drains.)
	Call EHSRM for Hazardous Waste pick-up at least one week prior to vacating lab.

GAS CYLINDERS

N/A

Date Completed	Close-out Task
	Transfer gas cylinders and small lecture bottles to a party willing to take responsibility for them.
	If no one wants the cylinder, return to supplier.
	If cylinder cannot be returned to supplier, contact EHSRM for pickup.

DEA CONTROLLED SUBSTANCES

N/A

The Drug Enforcement Agency (DEA) and the Department of Public Safety (DPS) issue controlled substance permits to individual researchers. Abandonment of a controlled substance is a violation of the DEA permit under which it is held. (For more information about controlled substances, see

http://www.access.gpo.gov/nara/cfr/waisidx_02/21cfr1308_02.html)

Date Completed	Close-out Task
	Unwanted controlled substances held by a licensed individual can be disposed through EHSRM using National Pharmaceutical Returns.
	If controlled substances are found, for which the licensee is unknown, contact EHSRM.

RADIATION/LASER

N/A

Date Completed	Close-out Task
	A letter of intent to terminate the sub-license will be submitted to the Radiation Safety Officer (RSO) at least 10 working days before vacating the lab. This letter will include: a. The date of termination. b. The listing of the sub-licensee's authorized laboratories, including storage and waste areas. A diagram of all these areas should accompany this letter of intent. c. A statement that all radioactive materials, and radioactive wastes used and/or stored will be removed. They must be transferred either to the RSO for storage or disposal, or properly transferred to another sub-licensee who is properly authorized to possess the materials and activities under consideration, without exceeding his/her limits or he/she must make application to amend the radionuclides and activities to his/her sub-license. NOTE – This would also apply to radiation producing equipment.
	The terminating sub-licensee will provide copies of the results of an IN DEPTH contamination survey on the laboratories, equipment, storage and waste areas authorized on his/her sub-license. If contamination levels greater than those listed in 25 TAC §289.202(ggg)(6) are found, the contaminated areas and/or equipment will be decontaminated until allowable limits are reached.
	Contact the (RSO) to conduct a close-out survey of the affected areas and equipment.
	Based on a review of the letter of intent, the results of the close-out survey, and the disposition of the radioactive material or radiation producing equipment, the RSO will make his recommendations to the Radiation Safety Committee (RSC) which in turn will consider and vote on the request to terminate the sub-license.
	Upon termination, all signs and labels, indicating that the areas were authorized for use of radioactive material, shall be removed. The areas are now considered for unrestricted use. Areas with radiation producing equipment may or may not qualify for unrestricted use.
	All equipment and personnel monitoring devices (i.e. survey meters, shielding, film badges, etc.) not owned by the terminating sub-licensee must be returned to the radiation safety officer or to owners of the equipment at this time.

SELECT AGENTS

N/A

Date Completed	Close-out Task
	If CDC/HHS/USDA select agents or toxins are present, EHSRM personnel will notify CDC of transfer or destruction of agents 5 days prior to action. An EHSRM representative must be present when the material is shipped or destroyed.

EQUIPMENT

N/A

Date Completed	Close-out Task
	If laboratory equipment is left for the next occupant, clean or decontaminate it before departing the laboratory. If exhaust or filtration equipment has been used with extremely hazardous substances or organisms, notify EHSRM.
	Clean and disinfect (if necessary) refrigerators, freezers, incubators, and drying or curing ovens.
	Contact Materials Management (5-2294) to schedule a pickup of the equipment that is not being left for the next occupant or being transferred to another lab. This equipment should be decontaminated before being picked up.
	If laboratory equipment is to be discarded, be aware that capacitors, transformers, mercury switches, mercury thermometers, radioactive sources, and chemicals must be removed before disposal. Contact EHSRM for disposal of these items.

GENERAL HOUSEKEEPING

N/A

Date Completed	Close-out Task
	Wash off fume hood surfaces and counter tops.
	Empty drawers.
	Broken glassware boxes provided by EHSRM should be properly sealed and disposed of in a dumpster.
	Usable glassware must be transferred to another Texas State lab group willing to take responsibility for it or transferred to the supply room.

EHSRM FINAL INSPECTION

Date Completed	Close-out Task
	Contact EHSRM to schedule a final walk-through inspection at least five working days prior to departure date.

Texas State University-San Marcos
Environmental Health Safety and Risk Management
Laboratory Closure Signature Page

PI Name: _____

Department: _____ E-Mail: _____

Forwarding Address: _____ Work Phone #: _____

_____ Home Phone #: _____

Laboratories Closed Out
(List Building & Rm. #): _____

BIOLOGICAL yes no N/A

Name: _____

Signature: _____

_____ Date

CHEMICAL yes no N/A

Name: _____

Signature: _____

_____ Date

GAS CYLINDERS yes no N/A

Name: _____

Signature: _____

_____ Date

DEA CONTROLLED SUBSTANCE yes no N/A

Name: _____

Signature: _____

_____ Date

EQUIPMENT yes no N/A

Name: _____

Signature: _____

_____ Date

RADIATION/LASER yes no N/A

Name: _____

Signature: _____

_____ Date

SELECT AGENT yes no N/A

Name: _____

Signature: _____

_____ Date

PI: _____

(Signature)

_____ Date