



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 73.10, **Faculty Laboratory Decommissioning Procedure**

PURPOSE: The purpose of this Operating Policy and Procedure is to define a laboratory space decommissioning procedure applicable to faculty separating from employment with Texas Tech University Health Sciences Center (TTUHSC), relocating to another laboratory space, and/or to faculty discontinuing laboratory operations in current space. Decommissioning procedures include the following:

1. The principal investigator (PI) is fully responsible for complying with all laboratory decommissioning requirements. In the event of death, disability, abrupt termination of employment, or other unplanned event, the department chair becomes responsible for implementing the decommissioning procedure;
2. Procedures for transfer or disposal of hazardous materials (which include biological, chemical, or radiological materials and substances) that have been used and/or stored in the laboratory space during the faculty member's occupation of the laboratory space to be vacated;
3. Requirements for safely and properly inspecting, removing, transferring, disposing or decontaminating as necessary, equipment or other items located in the laboratory space that may be contaminated; and
4. Maintaining compliance with applicable federal, state, and local rules and regulations.

REVIEW: This HSC OP will be reviewed on June 1 of each odd-numbered year (ONY) by the Director of Safety Services and the Vice President for Facilities and Safety Services, with recommendations for revisions forwarded to the Senior Vice President for Research.

POLICY/PROCEDURE:

1. **Policy Statement.** In order to conduct an efficient and orderly laboratory space decommissioning procedure, safeguard state property, clear accounting records, obtain information on the continuation of certain benefits, and to protect the safety of individuals on the TTUHSC premises, all separating/moving faculty occupying laboratory space are required to complete a "TTUHSC CHECKLIST FOR MOVING OR TERMINATING LABORATORY OPERATIONS" (Attachment A).

DEPARTMENTS MAY INCUR SIGNIFICANT COSTS AS A RESULT OF LABORATORIES THAT HAVE NOT BEEN PROPERLY DECOMMISSIONED; and

FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN A DELAY IN THE TRANSFER OF RESEARCH FUNDING AND/OR RESEARCH EQUIPMENT AND MATERIALS.

2. **Laboratory Space Checkout Procedure.**

- a. Department Chair. The Department Chair or other Dean's designee is responsible for a faculty member's laboratory space being vacated according to TTUHSC policy.
- i. Notice. Not later than thirty (30) days prior to the date of separation or move, the Department Chair or other Dean's designee will instruct the separating/moving faculty member to complete the Attachment A to this policy, "TTUHSC Checklist for Moving or Terminating Laboratory Operations."

- ii. Responsibility for Costs. If these procedures are not followed, Safety Services will arrange for the proper disposal and decontamination, as is deemed necessary. The cost of these activities, including labor charges, will be charged to the Department or School in which the faculty member held an appointment. Any regulatory actions or fines resulting from the improper management or disposal of any regulated material may also accrue to the department.
 - iii. Facility Information. Any change in space use or function category should be timely reported to Facilities and Safety Services, Division of Facilities Planning, Facilities Information Group.
- b. Faculty Member. The faculty member who will be separating and/or moving from current laboratory space will notify the Department Chair or other Dean's designee of the impending separation/move not later than thirty (30) days prior to the date of separation/move.
 - i. Responsibility. The faculty member is responsible for ensuring that the laboratory space is free from all chemicals, radioactive, and biological materials and certify that any equipment that is moved or left behind is free of contamination.
 - ii. Inform Safety Services. The faculty member shall timely inform Safety Services prior to the shipment or movement of any hazardous material. All shipment of any hazardous material must meet the requirements of applicable federal, state, and local rules and regulations.

Faculty member will not remove any hazardous materials or items from the laboratory space without knowledge of Safety Services.

- iii. Fill Out Checklist. The faculty member will obtain a copy of the "TTUHSC Checklist for Moving or Terminating Laboratory Operations" (Attachment A to this OP), and notify Safety Services not later than thirty (30) days prior to vacating the laboratory space. (See section c. below.)
 - iv. Notify Regulatory Committees. Not later than thirty (30) days prior to the date of separation or move, the faculty member shall contact his/her respective regulatory committee(s) (IBC, IRB, RSC, IACUC, ESCRO etc.), the Office of Research, and the Office of Sponsored Programs, to terminate/revise any current protocols, licenses, and/or registrations.
- c. Safety Services. Safety Services is responsible for providing information and assistance regarding laboratory space decommissioning and for a final inspection of the vacated space.
 - i. Assistance. The Divisions of Laboratory Safety, Radiation Protection, and Environmental Protection will provide assistance with identifying specific procedures for decommissioning and clearing out the laboratory space. This shall include guidance for decontaminating, removing, transferring, or disposing of equipment or other items in the laboratory space.
 - ii. Inform About Regulations. In addition to advising the faculty member of the decommissioning procedure, Safety Services personnel will inform the faculty member as to all applicable federal, state, and local rules and regulations regarding the transfer and disposal of hazardous materials maintained in the laboratory space by the separating/moving faculty member.
 - iii. Inspection and Approve Checklist. Safety Services personnel must approve and sign the Checklist following their inspection and verification that laboratory space is free of hazardous materials, and will forward the completed and signed Checklist to the Office of Research for final approval.

3. **Approval/Disapproval of Laboratory Space Checkout Procedure.**

- a. Office of Research. The Office of Research is responsible for final confirmation that separating/moving faculty is in good standing as follows:
 - i. Verification from Safety Services. Upon receipt of the Checklist, verify with Safety Services that separating/moving faculty has fully met the requirements of this policy.
 - ii. Department or School of Faculty Member. A copy of the completed Checklist with final Approval/Disapproval shall be provided to the Department Chair or other Dean's designee.