

TTUHSC CHECKLIST FOR MOVING OR TERMINATING LABORATORY OPERATIONS

Principal Investigator (please print)			
Department		School	
Building		Room Number(s)	
Date laboratory room(s) will be vacated		Campus	
Termination Date			

I. GENERAL/ADMINISTRATIVE
(Mark N/A if not applicable)

COMPLETED

- a. Contact Safety Services to initiate the laboratory check-out/clearance process. _____
- b. Contact the respective committees for which you have an active license, sublicense, or protocol at least 30 days prior to your termination date (includes IBC, RSC, IACUC, IRB, etc.) _____
- c. If any research materials will be transferred, contact the Office of Research to obtain an outgoing MTA. _____
- d. Clear out personal items and remove any personal locks within the laboratory space. _____
- e. It is the departmental chair's responsibility to assure that all original research records (including, but not limited to data, research notes, laboratory notebooks, computer files and regulatory documents) are retained by the department in a manner that allows retrieval. (see OP 73.02) _____

II. CHEMICALS AND RADIOISOTOPES

- a. Contact Radiation Safety Services and consult the TTUHSC *Radiation Safety Manual (Revised November 2003)* for instructions on the transfer and/or disposal of radioactive material and/or radiation-contaminated equipment, and the proper procedures for decommissioning of radiation laboratory areas. _____
- b. Update inventory of all chemicals, and assure that all chemicals are properly labeled. _____
- c. Assure that all chemical containers are properly sealed and in good condition. Empty beakers, flasks, etc. _____
- d. Chemical Storage: Verify that chemicals have been removed from refrigerators, freezers, hoods, and cabinets. _____
- e. Determine which chemicals are useable. Arrange with Environmental Safety Services for transfer to another laboratory, or to prepare for disposal. _____
- f. Disposal: Notify Safety Services Environmental Protection Division to collect unwanted chemicals and chemical wastes. Complete and submit the "Request to Dispose of Chemicals" online form located at the following URL: _____
https://app4.ttuhscc.edu/safety/forms/dispose_chemicals.aspx

If online access is not available, forms may be obtained from Safety Services.

- g. Prepare materials for pick-up by Environmental Safety Services. _____
- h. Contact Safety Services for information on USDOT shipping rules, regulations, and requirements. Do not ship chemicals or isotopes without proper DOT certification. _____

III. CONTROLLED SUBSTANCES

- a. Inventory controlled substances and transfer materials and responsibility to another authorized person. Contact Safety Services for forms to transfer responsibility. _____
- b. Contact Safety Services for disposal of controlled substances. _____

IV. COMPRESSED GAS CYLINDERS

- a. Inventory all gas cylinders, including lecture bottles and spheres. Assure that all gas cylinders are clearly and appropriately labeled. _____
- b. Unwanted cylinders: Contact Shipping and Receiving to return unwanted cylinders. _____
- c. Prepare cylinders for transport. Remove regulators and replace cylinder safety caps. _____

V. BIOHAZARDS (INCLUDING SELECT AGENTS)

- a. Inventory all materials and assure that all materials are properly labeled. Affix biohazards symbol(s), if needed. _____
- b. Submit inventory of Select Agents to Responsible Official (RO), IBC, and Safety Services for transfer, destruction, or disposal. _____
- c. Assure that all containers are properly sealed and in good condition. _____
- d. Decontaminate with bleach and discard unwanted waste. Contact Environmental Safety Services for pick-up. _____
- e. Human Tissues: Follow TTUHSC Infectious Waste Procedures (See TTUHSC Regulated Waste Manual at the following link: <https://hscweb.ttuhs.edu/safety-services/documents/environmental/regulatedwastedisposalmanual.pdf>) _____
- f. Empty refrigerators and freezers. Defrost, clean, and decontaminate. _____
- g. Prepare biohazardous materials for transport. Appropriate packaging and transport carts must be used. Contact Safety Services for information regarding USDOT and/or IATA shipping rules, regulations, and requirements. Do not ship biohazardous or infectious agents without proper certification. _____
- h. Dispose of sharps in appropriate sharps container(s). _____
- i. Decontaminate all surfaces and equipment. _____

VI. MIXED HAZARDS AND WASTES

- a. Inventory all materials and determine types of mixed hazards, e.g. biohazard, chemical waste, radioactive material, etc. _____
- b. Contact Safety Services for consultation on proper disposal of mixed wastes. _____

VII. EQUIPMENT

- a. **ALL SUSPECT CONTAMINATED EQUIPMENT MUST BE DECONTAMINATED AS DIRECTED IN TTUHSC OP 75.05, “Contaminated-Suspect Equipment”** and include a completed “Certificate of Decontamination” form prior to being moved from the laboratory area. _____
- b. Inventory all equipment to remain or to be moved. (follow HSC OP 73.02)
- c. Clean, disinfect/decontaminate equipment including countertops, cabinets, surfaces of fume hoods and biosafety cabinets, etc. _____
- d. High Hazard Control Equipment: Alert Safety Services to the presence of equipment used with highly toxic chemicals or virulent agents. _____
- e. Equipment to be discarded: Assure that all hazardous materials have been removed and properly disposed, including mercury switches and thermometers (Contact Safety Services for assistance). _____
- f. Hazard labels: Remove or deface hazard warning labels (i.e., biohazard symbol, radiation symbols) from all equipment, countertops, and doors. _____
- g. Biological Safety Cabinets (BSC): Cabinets must be decontaminated before moving. Cabinets must be re-certified before being used in the new location. _____

VIII. SHARED WORK / STORAGE AREAS

- a. Check all shared areas for hazardous materials and waste. _____
- b. Decontaminate shared work areas as applicable. _____

IX. CLEAN-UP COMPLETION AND INSPECTION

- a. Contact Safety Services to inspect and approve completion of the laboratory clean-up procedure. _____
- b. Sign, date, and forward this document to the next approval level. _____

Investigator Signature

Printed Name

Date

The separating/moving faculty member identified above has fully met the requirements of this policy (HSC OP 73.10).

Department Chair Signature

Printed Name

Date

Safety Services Signature

Printed Name

Date

Office of Research Signature

Printed Name

Date

Completed copies of this form should be provided to the Investigator's Department and to Safety Services.