

## APPENDIX F

### UMDNJ PROTOCOL FOR VACATING A LABORATORY

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#### **Introduction**

Decommissioning a laboratory is a multi-step process which ensures that the laboratory is free of old chemicals, equipment, refuse, and chemical, radiological or biological contamination. This process allows for the orderly scheduling of renovations and turning over lab spaces to new occupants.

Principal Investigators are responsible for the proper disposition of all biological, chemical, and radioactive materials in the laboratory, as well as for the complete removal of all equipment and supplies. A laboratory will not be decommissioned by EOHSS until all of the items listed below have been completed or deemed not applicable.

A minimum of two weeks before the laboratory will be vacated, notify EOHSS, Radiation Safety (even if radiation is not currently in use), and Environmental Services of your intention to vacate a laboratory. The Radiation Safety Officer requires four weeks notice if fixed equipment is to be moved or discarded, and in the event the laboratory is being decommissioned for a renovation.

EOHSS will work with the Laboratory Safety Officer (LSO) to identify chemicals for disposal. Laboratory personnel will be expected to label and inventory excess or unwanted chemicals for disposal through the University's Hazardous Waste Vendor. EOHSS and the LSO will make arrangements to transfer the waste chemicals to the Hazardous Waste Storage Area.

Following the decontamination of work surfaces and the removal of chemical, biological, and radiological hazards as well as all equipment and refuse, EOHSS will perform a final inspection to decommission the laboratory.

## **Information about Decommissioning a Laboratory**

### **General Requirements**

All areas of chemical and biological agent use or storage must be cleaned. This includes benchtops, chemical storage cabinets, chemical hoods, biological safety cabinets, shelves, ovens, incubators, refrigerators and freezers. Biological use areas should be cleaned using a 1:10 bleach solution. Chemical use areas should be cleaned with a detergent solution, and rinsed afterwards.

### **Assets Management**

All of the requirements of UMDNJ's Office of Asset Management (see University Policy Number 00-01-50-65:00 "Surplus Furniture and Equipment" for more information) must be followed before discarding tagged laboratory equipment.

### **Refrigerator/Freezer**

When moving or discarding a refrigerator or freezer, all materials must be removed from the refrigerator by laboratory personnel. Spills and other visible contamination must be removed by laboratory personnel. If the refrigerator or freezer was used to store biological or biohazardous materials, then all surfaces must be wiped with a 1:10 bleach solution prior to moving by Environmental Services. The Radiation Safety Officer must be contacted for instructions if radioactive materials have been stored in the unit.

If the refrigerator or freezer is to be discarded, in addition to the steps listed above, Physical Plant or Shared Equipment Services must be contacted to have the freon removed from the compressor. The cost of freon removal is the responsibility of the laboratory.

### **Biological Safety Cabinet**

A biological safety cabinet may only be moved after decontamination by the University's vendor. Contact the Department Office to arrange for this service. The cost of decontaminating the cabinet is the responsibility of the laboratory. Whenever a biological safety cabinet is moved, it must be re-certified prior to use.

### **Hazardous Waste Disposal**

In most cases, chemicals cannot be moved to a new location by laboratory personnel. As you prepare for the move, segregate out any chemicals that are no longer wanted or have expired. Any chemicals that are in the original container and are in good shape can be offered to other researchers for their use. Any chemicals that remain after this process must be disposed of as hazardous waste through EOHSS.

Contact EOHSS early as possible, as this process takes time and can delay the moving process unnecessarily. Laboratory personnel will be expected to label and inventory excess or unwanted chemicals for disposal through the University's Hazardous Waste Vendor. EOHSS will provide you with labels, an inventory form, and technical guidance to assist you in the proper disposal of your unwanted/excess chemicals.

### **Preserved Specimen Disposal**

Contact EOHSS for additional information if you need to dispose of preserved tissue specimens (human or otherwise).

### **Medical Waste Disposal**

The medical waste disposal program is managed by Environmental Services. Contact Environmental Services on your campus for assistance. Also, see Appendix I of this plan for information on medical waste disposal.

### **Compressed Gases**

Laboratory personnel are expected to return all used and unused gas cylinders to the supplier. Check with your campus representative from the Receiving Dock for additional information.

### **Chemical Hood**

EOHSS and Physical Plant must be notified in writing if perchloric acid and/or metal azides were used in the lab. These can pose a hazard to tradespeople who work on plumbing or ventilation ducts. The surfaces on the inside of the hood should be cleaned with a detergent solution and rinsed.

### **Laboratory Equipment which contains a Radioactive Source**

Contact the Radiation Safety Officer for assistance.

### **Radiation Safety**

The Radiation Safety Officer must be contacted at least two weeks in advance of the planned moving date, even if radioactive materials are not currently in use.

### **Lead-Containing Equipment**

Contact your campus' Physical Plant for more information.

EOHSS will assist in the disposal of some lead-containing equipment (e.g., shielding from around a radioactive source, rechargeable batteries from uninterruptible power sources).

## Laboratory Vacating Questionnaire

The Principle Investigator or designee should fill in this questionnaire and fax it to EOHSS at 856-566-6352 at least two weeks prior to the date that the laboratory will be vacated.

### Who is the Principle Investigator for this laboratory?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Office/Laboratory Location: \_\_\_\_\_

### Who should EOHSS contact for information and to coordinate lab vacating activities?

Same as above OR

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Office/Laboratory Location: \_\_\_\_\_

This laboratory occupies room number(s): \_\_\_\_\_ in Building: \_\_\_\_\_

What is the targeted moving date for this laboratory? \_\_\_\_\_

### What is the contact information for the PI after the move is completed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Office/Laboratory Address: \_\_\_\_\_

### The lab is:

- Moving to a UMDNJ lab in the same building.** (Note: Lab occupants will likely be permitted to transport hazardous materials to the new location. Contact EOHSS for assistance.)  
**New Location:**
- Moving to a UMDNJ lab in a different building.** (Note: Consult with EOHSS to determine if lab occupants are able to transport hazardous chemicals/biological agents to the new location.)  
**New Location:**
- Moving off the UMDNJ campus.** (Notes: Hazardous materials must be moved by a licensed vendor under contract with UMDNJ. The laboratory can offer chemicals in original containers to neighboring labs for use or dispose of them as hazardous waste. Some commercial moving companies have a licence which allows them to package and transport hazardous materials. Any transport of infectious material must be in accordance with IATA regulations. Consult the EOHSS Biosafety Officer for additional information on infectious material transport).
- Completely disbanding. (e.g. due to a retirement.)** (Notes: Laboratory chemicals and equipment can be offered to neighboring labs for use. Any remaining chemicals must be disposed of as hazardous waste through EOHSS. Biohazardous materials to be disposed of as medical waste.)

## Camden Campus

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This is the checklist that EOHSS will use to decommission a laboratory area, which should be used to guide you as you prepare to move. Other activities may be required, depending on the type of laboratory. If a highlighted item is checked, it requires attention before final clearance can be given.

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### Final Clearance Checklist

#### Room:

#### Building:

- |                                     |                                    |                              |   |
|-------------------------------------|------------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Have all materials (equipment, supplies, chemicals, radioactive materials, and biological agents) been removed from the room?                   |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Has the refuse been correctly sorted and placed in the appropriate containers for removal by Environmental Services?                            |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Has all medical waste been removed from the laboratory?   |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Have the refrigerator(s) and freezer(s) been cleaned and decontaminated?  |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | If the any refrigerator or freezer has been designated for disposal, has the freon been removed by Shared Equipment Services or Physical Plant? |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Have all unwanted chemicals and/or chemical waste been transferred to the Chemical Waste Room?  |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Has the Biological Safety Cabinet been decontaminated by a licensed vendor?   |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Is documentation of the Biosafety Cabinet decontamination available?  |
| <input type="checkbox"/> Yes        | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Have all of this laboratory's material and equipment been removed from common rooms (i.e., warm and cold rooms, tissue culture rooms)?          |
| <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> No        | <input type="checkbox"/> N/A | Has unheated perchloric acid been used in the hood?   |
| <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> No        | <input type="checkbox"/> N/A | Has heated perchloric acid been used in the hood?   |
| <input type="checkbox"/> <b>Yes</b> | <input type="checkbox"/> No        | <input type="checkbox"/> N/A | Have any metal azides (e.g., sodium azide) been used in the hood?   |

#### If laboratory is being vacated for a new user:

- |                              |                                    |                              |   |
|------------------------------|------------------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Have all surfaces in the room been wiped and analyzed for the presence of radiation prior to decommissioning by the Radiation Safety Officer? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | If needed, have all contaminated surfaces been cleaned, wiped and reanalyzed prior to decommissioning by Radiation Safety Officer?            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> <b>No</b> | <input type="checkbox"/> N/A | Have all potentially contaminated pieces of equipment been decommissioned by the Radiation Safety Officer prior to removal from the room?     |

#### If laboratory is being vacated for renovations:

**Appendix F - Protocol for Vacating a Laboratory**

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- Yes     **No**     N/A

EOHSS contacted \_\_\_\_\_ at Radiation Safety on \_\_\_\_\_ to confirm that appropriate decommissioning of this lab area has occurred. )

**Postings:**

- Yes     **No**     N/A    Has the Caution sign been removed from the door by EOHSS?
- Yes     **No**    Has the "Decommission Clearance" notice been posted?

EOHSS Staff Signature:

Date: