

Checklist for Vacating Laboratories

University of Maryland Baltimore County

Laboratory Information

Laboratory to be vacated: Building: _____ Room(s): _____
Principal Investigator: _____ Dept: _____
Date laboratory will be vacated: _____

When vacating a laboratory, the PI must move, discard or transfer responsibility for all potentially hazardous materials.

CHECKLIST

Chemicals/Gas Cylinders

Yes N/A

If transferring usable chemicals/gases to another lab, contact ESH for procedure.

Return gas cylinders to supplier

Label all gas cylinders that cannot be returned to supplier with UMBC Hazardous Waste Tags.

Insure all waste chemicals are in sealed, compatible containers.

Contact ESH for information concerning packaging chemically contaminated materials.

Identify all waste chemicals with full chemical name(s) using UMBC Hazardous Waste tags.

Submit Hazardous Waste Removal Request Form via the internet.

Contact ESH if unknown chemicals/gases are present.

Confirm that all chemical/gases have been removed from lab and support spaces.

Clean all laboratory surfaces including hoods and storage cabinets.

Controlled Substances

Contact DEA for disposal and permit transfer/deactivation instructions.

Microorganisms, Cultures, Recombinant Organisms

Autoclave all cultures and solid, non-sharp biological waste and place in building dumpster

If autoclave not available, place in incinerator box and request pickup from dept. PI.

Add bleach to liquid waste to final concentration of 10%, and then pour down drain.

Place needles and syringes in sharps containers and request pickup from dept. PI.

Disinfect benches and equipment used with cultures.

Contact ESH to schedule formaldehyde decontamination of biological safety cabinets.

If cultures are shipped to another facility, all shipping regulations must be followed.

Cultures to be moved within campus must be transported in a primary & secondary container.

Transfer responsibility to: _____

Animal and Human Tissue

Place animal carcasses/tissue in plastic bag, contact PI for procedures.

Place human tissue in plastic bag, then in incinerator box, contact PI for pick up.

Separate preserved tissue from liquid, place tissue in incinerator box.

Dispose of liquid preservative as chemical waste.

Radioactive Materials

Contact ESH for procedures

Equipment and Lab Furniture

Clean or decontaminate equipment or furniture to be left in lab, including fume hoods.

Label non-working equipment with operational deficiency.

Contact ESH for information regarding contaminated equipment.

Shared Storage Areas

Check all shared areas for hazardous materials.

Mixed Hazards

If mixed hazards are identified, contact ESH for guidance.

Lab Inspection

Request exit inspection by ESH

Department Clearance

Principal Investigator's Agreement

I certify that my staff and I have adequately cleaned and decontaminated the labs under my supervision.

Principle Investigator's Signature
Department Chair

Date

I am aware of the status of the lab(s) being vacated

Department Chair/Unit Director Signature

Date

ESH Clearance

<input type="checkbox"/> Lab has been cleared of biological material	_____	_____
	Signature	Date
<input type="checkbox"/> Lab has been cleared of chemicals	_____	_____
	Signature	Date
<input type="checkbox"/> Lab has been cleared of radioactivity	_____	_____
	Signature	Date

Department of Safety and Health

Please return a copy of this form to ESH