



Laboratory Close-Out Procedure

Principal Investigator: _____

Department: _____

Building and Room Number: _____

Purpose: Provide thorough laboratory deactivation to assure the safety of the space in accordance with all applicable EPA, OSHA, NIH, CDC, and state regulations after laboratories are relocated, renovated, vacated or closed.

Responsibility: Upon completion of the procedure, the Principal Investigator (or the Department Chair in the absence of the Principal Investigator) certifies that all laboratory equipment and items that may pose a potential chemical, radioactive, biological or other hazard to people or the environment have been removed, decontaminated, and/or properly disposed as indicated below in the “Date Completed” column.

Signature, Principal Investigator

Date

Procedure	Date Completed
Chemicals	
For questions, call Hazardous Materials Manager 2-5509 or see http://ehs.unc.edu	
All chemicals/containers have been labeled properly. All unknown chemicals have been identified.	
All mercury-containing thermometers/devices have been replaced with non-mercury alternatives.	
All chemicals identified for discard--including mercury containing thermometers/devices-- have been relocated for hazardous waste pick-up. <ul style="list-style-type: none"> If you only have a few chemicals to discard, submit all hazardous chemical waste pick-up requests online @ https://itsapps.unc.edu/HazMat_Pickup/. If you have many chemicals to discard, an EHS-approved vendor will remove them. 	
Controlled Substances	
At all times, all controlled substances are kept under lock and key, in a substantially constructed cabinet or safe, and accessible only to authorized personnel. Review the Guidelines for DEA schedule substances at http://www.ehs.unc.edu/pdf/deacontrolledsubstances.pdf .	
Arrangements have been made to keep all Controlled Substance records at least three (3) years.	
For disposal of a Controlled Substance, please call the UNC Hazardous Materials Manager at 2-5509 for arrangements.	
Gas Cylinders	
Ensure all gas cylinders are disconnected, valves are closed, and the caps are secured on top. Return to supplier if applicable.	
For non-returnables, get small cylinders picked up by using the online waste form at https://itsapps.unc.edu/HazMat_Pickup/ .	

Procedure	Date Completed
Biohazard Materials: Animal and Human Tissue	
<p>Dispose of preserved human tissue. Human tissue in preservative can be left in specimen containers. If there are many specimen containers with the same preservative, the specimen containers should be placed into a wide mouth plastic container for hazardous waste pickup. Submit waste forms online at https://itsapps.unc.edu/HazMat_Pickup/ . It must be indicated on the waste form “tissue is non-infectious”. Infectious prions could be present in brain tissue preserved in formalin. Contact the Biological Safety Division at 962-5507 for disposal procedure of human brain tissue preserved in formalin.</p>	
<p>Dispose of preserved animal tissue. Animal tissue in preservative can be left in specimen containers. If there are many specimen containers with the same preservative, the specimen containers should be placed into a wide mouth plastic container for hazardous waste pickup. Submit waste forms online at https://itsapps.unc.edu/HazMat_Pickup/ .</p>	
<p>Animal and human tissue that is not preserved must be placed in a biohazard bag and autoclaved. Contact DLAM for disposal of animal tissue. Contact the Biological Safety Division at 962-5507 for pick up of human tissue after autoclaving.</p>	
<p>If cultures are being left behind in the lab, someone has to be responsible for them. Transfer responsibility of samples to:</p>	
<p>Questions? Call the Biological Safety Division at 962-5507.</p>	
Biohazard Materials: Microorganisms and Cultures	
For questions, call Biological Safety Division 2-5507 or see http://ehs.unc.edu	
<p>For approved biohazard waste collection procedures, refer to the Biohazard Waste Disposal Chart at http://ehs.unc.edu/ih/biological/docs/disposal_chart.pdf .</p>	
<p>All biohazard waste must be treated prior to final disposal. Refer to the autoclave waste treatment policy at http://ehs.unc.edu/ih/biological/policy.shtml#policy7 .</p>	
<p>Liquid biohazard waste is to be autoclaved in vented containers on the liquid cycle of the autoclave. Once cool, it can be flushed down the sink.</p>	
<p>Users should transfer cultures to back-up incubators prior to beginning the procedures listed below.</p> <ul style="list-style-type: none"> • The moving and reconnection of incubators will be done in two stages so that cultures can stay behind in back-up incubators until incubators in the new location are up and running. • Schedules should be made to explain in detail the timing of disconnecting /draining/reconnecting for the incubators. • Users will drain incubators and prepare them for moving. • CO2 tanks should be in place in the new building and ready for connection to incubators. • Users will bring water, etc. to the new building and will be responsible for refilling. 	
<p>Decontaminate all laboratory surfaces with the appropriate disinfectant.</p>	
<p>After thorough surface decontamination is complete, remove or deface all biohazard and carcinogen signage in the laboratory and on the laboratory door.</p>	
<p>If cultures are being left behind in the lab, someone has to be responsible for them. Transfer responsibility of cultures to:</p>	
<p>For biosafety cabinets (aka “tissue culture hoods”) , refer to the Laboratory Equipment section below.</p>	

Procedure	Date Completed
Radioactive Materials	
For questions call 2-5507 or see Radiation Safety FAQ, "Moving Your Laboratory" at http://ehs.unc.edu	
Prepare Radioactive waste for pick-up and use the online form found at: https://itsapps.unc.edu/HazMat_Pickup/ .	
For all types of lead; bricks, lead pigs, shielding, source containers, etc., do wipe tests, and attach results to the e-102 form found online at: https://itsapps.unc.edu/HazMat_Pickup/ .	
Email Radiation Safety at radiation_safety_office@unc.edu to change permit to new locale.	
Exit survey of rooms and equipment is required!	
Recyclables	
To schedule pick-up, contact Office of Waste Reduction/Recycling; 2-1442	
Large quantities, overflows, or confidential paper pick-ups http://www.fac.unc.edu/WasteReduction	
Laboratory Equipment	
Clean and defrost refrigerators/freezers.	
Units that may contain refrigerants must be evaluated by Facilities Services Refrigeration Shop (2-1087) to determine if refrigerant needs to be removed. If refrigerant needs to be removed, submit a work order to Facilities Services Customer Service (2-3456). The Department or owner pays for removal.	
For equipment that may be contaminated with radioactive material, decontaminate, remove warning stickers, and complete a Safety Clearance Form and attach it to the unit prior to calling. For information, call 2-5507 or see Radiation Safety FAQ, at http://ehs.unc.edu/radiation/faq.shtml .	
For equipment that may be contaminated with chemicals or biological material, decontaminate, remove warning stickers, and complete a Safety Clearance Form (http://ehs.unc.edu/ehs/docs/safety_clearance_form.pdf) and attach it to the unit prior to calling. For information, call 2-5507 or see Radiation Safety FAQ, at http://ehs.unc.edu/radiation/faq.shtml .	
For equipment (including refrigerators, freezers, incubators, drying ovens) that may be contaminated with chemicals or biological material, decontaminate according to manufacturers recommendations with an appropriate disinfectant. Remove or deface warning stickers, complete a Safety Clearance Form (http://ehs.unc.edu/ehs/docs/safety_clearance_form.pdf) and attach it to the equipment.	
When cleaning the incubators in the event of bacterial or fungal contamination, flasks and culture plates shall be moved to a Biological Safety Cabinet. Shelves shall be moved to sink for wipe down with 10% bleach followed by a thorough wipe down with disposable towels soaked in 70% ethanol.	
Biological Safety Cabinets must be decontaminated with formaldehyde gas before they can be moved or discarded and when it is being left in the lab for another user. If the cabinet is relocated, recertification will be required. Please call 962-5722 to schedule decontamination and recertification of cabinets.	
BSL3 laboratories must be decontaminated with formaldehyde gas or vaporized hydrogen peroxide when the laboratory is vacated. Please contact the Biological Safety Division at 962-5507 for information.	
Post completed Safety Clearance Form on entry door to lab (http://ehs.unc.edu/ehs/docs/safety_clearance_form.pdf).	
Clean all laboratory surfaces.	

Procedure	Date Completed
Surplus Property	
Lab equipment that you intend to discard must be decontaminated as described above. Complete the Surplus Property Clearance sticker and affix to the equipment. (Stickers can be obtained by calling EHS.)	
For other discarded lab equipment, notify your Department manager; call Surplus Property (2-2134) and complete forms. Call the University Moving Crew (2-0662) to arrange for transportation of equipment to Surplus Property. (If Surplus Property determines that the equipment should be scrapped, it will be taken to the Orange County Recycling Facility at no charge.)	
If you intend to discard a chemical hood that has a Vent Alert alarm on it, please contact EHS at 962-5507 so that the alarm can be removed and returned to EHS.	
Surplus Property website: http://finance.unc.edu/material--disbursement-services/surplus-property/welcome.html	
Sharps	
Clean out all laboratory drawers. Dispose of all sharp items (glass, pipettes, syringes) or, if unused, transfer to another laboratory.	
To purchase metal can for sharps, order from Fisher (Fisher #5001069EA).	
For biohazard sharps , use metal container (Fisher #5001069EA) that is properly labeled (http://ehs.unc.edu/ih/lab/labels/docs/biohaz_needles.pdf), follow autoclave procedure, and then discard in normal trash.	
For radioactive sharps , use a plastic sharps container, then dispose of using online e-102 form, https://itsapps.unc.edu/HazMat_Pickup/ .	
For sharps that do not contain any of the hazards listed above, use metal container (Fisher #5001069EA) that is properly labeled (http://ehs.unc.edu/ih/lab/labels/docs/non_haz_needles_sharps.pdf), then discard in normal trash receptacle.	
Glassware	
Brown, empty bottles (non-broken): de-face labels then discard in normal trash.	
Other glassware that is empty: use plastic-lined cardboard box, tape up when done, and then discard in normal trash.	
Shared Laboratories and Storage Areas	
Survey all shared areas to locate and appropriately dispose of your hazardous materials.	
Transportation of Hazardous Materials	
All biological materials must be transported in secondary containment that is rigid, puncture resistant, leak proof, and impervious to moisture. The secondary container must be sealed to prevent leakage and must be labeled with a biohazard label.	
Carts should be used to transport materials. Do not stack materials or overcrowd the cart.	
Use indoor hallways to transport materials. Avoid busy, public corridors.	
Liquid nitrogen must be emptied from dewars before the dewars can be moved.	
If refrigerators or freezers will be moved with infectious material in them, the material in the equipment must be packed in secondary containment. The equipment must be taped or shrink wrapped shut. It can then be rolled down the hall.	
Lab Close-out Communication	
A copy of this signed and completed form has been mailed to the attention of Environment, Health, and Safety at CB # 1650 or faxed to EHS at 962-0227.	