1.0 Purpose

The Laboratory Decommissioning and Clearance Policy is designed to assist Principal Investigators who are departing from the Health Science Center, or who are re-locating to other laboratory space within the Health Science Center. The purpose of this policy is to ensure that the laboratory is free of all hazardous materials upon departure or re-assignment of laboratory space. When laboratories are vacated, all chemical, radioactive and biological materials, sharps and other wastes must be removed, transferred or disposed of properly. Failure to take responsibility for chemicals, radioactive, or biological materials can create unsafe and non-compliant conditions. Hazardous materials left behind can be expensive and time consuming to manage. Therefore, it is imperative that the individual who is most knowledgeable about the materials used, stored, or disposed in a research laboratory complete the attached form.

Compliance with this policy will allow Environmental Health & Safety to deactivate vacated laboratory space for re-assignment to new occupants. All Principal Investigators, Department Chairs, and laboratory or clinical managers should become familiar with the conditions set forth in this policy. Additional information regarding laboratory hazards may be obtained through the Environmental Health & Safety’s Chemical, Biological, Radiological, and Physical Safety Handbooks.

(signature on file)  
Michael A. Charlton, Ph.D.  
Assistant Vice President for Risk Management and Safety  
The University of Texas Health Science Center at San Antonio

(signature on file)  
Donald McEwen, Ph.D.  
Chair, Chemical Safety Committee  
The University of Texas Health Science Center at San Antonio
2.0 Responsibilities

2.1 Department Chair - must ensure that this policy is distributed to all Principal Investigators in their department. The Department Chair must notify Environmental Health and Safety if a Principal Investigator is leaving the Health Science Center, transferring their laboratory to another location or closing down a laboratory. Ultimate responsibility for hazardous materials management lies with each department.

2.2 Principal Investigators - when a Principal Investigator vacates or closes down a laboratory, they must contact their department Chair and Environmental Health and Safety to begin the decommissioning process. The laboratory must be left in a condition which is safe for the next occupant, or for construction/renovation workers. It is the responsibility of the Principal Investigator to ensure that all hazardous materials in use in the laboratory are disposed of according to the policies of the Health Science Center.

2.3 Environmental Health & Safety - is responsible for verifying that safety hazards have been removed from the laboratory before Housekeeping, Facilities Management, or any other Principal Investigator enters the laboratory. Environmental Health & Safety will verify that the laboratory was left in a safe condition and post a notice verifying that it is safe to clean, renovate, or move into the laboratory.

3.0 Laboratory Decommissioning Procedure

The following procedure must be implemented by any Principal Investigator, researcher, instructor, laboratory or clinical manager who is decommissioning a laboratory or laboratory area prior to leaving the Health Science Center, relocating to another University laboratory, or renovating their laboratory. This also applies to department chairs in the event of the death, disability or termination of the previously mentioned personnel under their responsibility.

3.1 At least thirty (30) days prior to the expected date of vacating the laboratory or laboratory space, the principal investigator, researcher, instructor, laboratory or clinical manager must submit written notification of their intended plans to leave the Health Science Center, renovate the laboratory and/or relocate to another Health Science Center laboratory.

3.2 All laboratories (chemical, biological, and radiological) must be cleared by Environmental Health & Safety prior to relocating or departing from the Health Science Center:

3.2.1 Chemicals - All chemicals, including waste chemicals, must be removed from the laboratory. If chemicals are to be transferred to another Principal Investigator located on same campus as the decommissioning laboratory, please submit these changes to Environmental Health & Safety. Any remaining unwanted chemicals must be disposed of through Environmental Health & Safety. No chemicals can be removed from the campus without prior approval of the Office of Environment Health & Safety. Empty containers must be triple rinsed and labels defaced prior to disposal in the regular trash. Hazardous waste or unwanted chemicals
must be disposed of as per Environmental Health & Safety procedures by submitting an on-line chemical waste pickup request at http://research.uthscsa.edu/safety.

Controlled substances (Schedule I – V regulated through Drug Enforcement Agency (DEA)) shall be disposed of through UT Police. Contact UTPD at 567-2800 for information regarding Controlled Substance Disposal dates.

**3.2.2 Radioactive Materials** - All radioisotopes must be disposed of in the appropriate waste containers per the Radiation Safety Handbook Waste Management section. The radioisotopes must be removed from the laboratory through a Radiation Waste Pickup by contacting Environmental Health & Safety through the on-line radiation waste pickup request, http://research.uthscsa.edu/safety. The Principal Investigator must contact the Radiation Safety Division and complete the inventory verification form prior to leaving the Health Science Center to show that all radioisotopes have been removed from their inventory.

If radioactive materials will be transferred to another Principal Investigator, contact the Radiation Safety Division for approval.

All laboratory areas will be wipe tested by Environmental Health & Safety for contamination. If contamination is present, the area must be decontaminated to remove all radioactive contamination. The area should be re-wipe tested until counts are below 1000 dpm/100 cm².

**3.2.3 Biological Materials** - Biological safety cabinets may require decontamination. Contact Environmental Health and Safety to schedule these services, by submitting an on-line request for a Biosafety Cabinet Decontamination at http://research.uthscsa.edu/safety. Biological safety cabinets that are moved must be re-certified prior to use.

Contact Environmental Health & Safety for assistance with disposal of biohazardous material (biological toxins, cultures, frozen stocks, tissues, etc.) by chemical destruction, autoclaving or incineration as appropriate.

Contact Environmental Health & Safety for destruction of Select Agents & Toxins.

Clean and disinfect all laboratory surfaces and equipment with an approved disinfecting agent. Ensure proper contact time for adequate deactivation of biohazardous agents.

**3.3** All laboratory equipment (centrifuges, freezers, refrigerators, etc.) must be cleared by Environmental Health & Safety prior to being moved. Most moving companies require clearance from Environmental Health & Safety. If equipment was used to store or process radioactive material, the Radiation Safety Division will perform wipe tests. Before submitting an Equipment Clearance Request, please read the requirements below:
Make sure all chemical, biological, and radiological elements have been removed from item to be cleared (including pump oil).

Make sure all lab supplies (tubes, vials, etc.) have been removed from the unit.

All items are to be cleaned thoroughly and wiped down with 10% Bleach (freshly-prepared), 70% Ethanol, or another approved disinfectant (i.e. Bleach Rite).

If the unit to be cleared is a refrigerator or freezer, the unit must be unplugged, defrosted, and wiped dry. Please inform Environmental Health & Safety if samples are to remain during the move. Requests to clear equipment may be submitted online at http://research.uthscsa.edu/safety.

3.4 All surplus controlled glassware and laboratory apparatus shall be safely destroyed and placed in a sturdy cardboard boxed labeled “Broken Glassware”. Housekeeping personnel will removed all broken glassware boxes from the labs. For assistance, contact Environmental Health & Safety (567-2955).

3.5 Before submitting a Lab Clearance Request, please read the requirements below:

Make sure all chemical, biological, and radiological elements (unwanted chemicals, radioactive waste, regulated medical waste boxes) have been removed from the lab.

Make sure all laboratory equipment has been cleared and that storage locations have been secured (if applicable).

Make sure all drawers and cabinets have been emptied. The laboratory must be completely emptied before Environmental Health & Safety will clear it.

Requests to clear labs may be submitted online, at http://research.uthscsa.edu/safety. Labs will be cleared and decommissioned upon completion of a final walk-through of the laboratory. The Principal Investigator must ensure completion of the Laboratory Decommissioning Procedures Checklist (see attached). Additionally, all parties (Principal Investigator, Department Chair or designee, and Environmental Health & Safety) must sign the Laboratory Decommissioning Procedures Checklist.
Environmental Health & Safety Department  
Laboratory Decommissioning Risk Assessment

Principal Investigator: _______________________________     Department: ___________________________
Lab(s): ___________________________________________     Building: ______________________________

<table>
<thead>
<tr>
<th>Hazardous Materials</th>
<th>Responsible Laboratory Personnel</th>
<th>Reviewed by EH&amp;S</th>
</tr>
</thead>
</table>

**Section 1. Chemicals**

Evaluate all chemicals for transfer or waste disposal

Transfer surplus chemicals to other UTHSCSA Principal Investigators

Dispose of waste chemicals through Environmental Health and Safety (all chemicals must have disposal tags affixed to each container)

Contact EH&S for destruction of Select Agent Toxins

Contact UTPD for destruction of DEA controlled substances

Return gas cylinders to supplier (non-returnable cylinders may be disposed of through EH&S)

**Section 2. Radioactive Materials**

Inform the Radiation Safety Officer of your intended move

Transfer surplus radioactive stocks or sealed sources to another authorized Permit within HSC

Dispose of all waste radioactive material through EH&S

Environmental Health & Safety  
Revised December 2011
Decontaminate and wipe test all areas of laboratory (below 1000 dpm/100 cm²)

Hazardous Materials

Section 3. Biological Materials
Inform the Biological Safety Manager of your intended move
Request decontamination of biosafety cabinets through EH&S
Remove biohazardous materials (cultures, frozen stocks, tissues, etc.) by proper transferring to another investigator, autoclaving or incineration as appropriate. Contact EHS for assistance.
Clean and disinfect all laboratory surfaces and equipment

Section 4. Housekeeping
Clean and decontaminate laboratory equipment (including chemical fume hoods)
Clean and decontaminate all laboratory surfaces
Ensure that all garbage, laboratory supplies, glassware, books, binders or debris are removed from the laboratory.
Submit Equipment Clearance request for all items to be removed from laboratory

Section 5. X-Ray Machines, Lasers
Contact Radiation Safety Officer
Remove item from inventory/registration

Intellectual Property

Environmental Health & Safety
Revised December 2011
Final Laboratory Walk-Through and Clearance

Laboratories are decommissioned after sections below are signed by Principal Investigator, Department Chair, and Environmental Health & Safety representatives. Any outstanding issues must be resolved prior to final decommissioning. A new researcher may not take possession of the laboratory until approved by all parties listed below.

The following were present during walk-through:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Walk-Through: ________________

Formal Walk-Through Observations / Notes:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Principal Investigator Certification:

I acknowledge that all requirements pertaining to the decommissioning and clearance of all UTHSCSA laboratory space assigned have been completed.

Name (Print): __________________________
Signature: ____________________________
Date: ______________________________

Approved by:

Department Chair
Name (Print): __________________________
Signature: ____________________________
Date: ______________________________

Environmental Health & Safety

Chemical Safety
Name (print): __________________________
Signature: ____________________________
Date: ______________________________

Biological Safety
Name (print): __________________________
Signature: ____________________________
Date: ______________________________

Radiation Safety
Name (print): __________________________
Signature: ____________________________
Date: ______________________________

For Office Use Only

- Notification to Space Management  □ Y □ N Date: ______________________________
- Notification to Grants Management □ Y □ N Date: ______________________________
- Notification to UT Police □ Y □ N Date: ______________________________

Questions should be directed to Environmental Health & Safety, (210) 567-2955

Environmental Health & Safety
Revised December 2011