



EAST TENNESSEE STATE
UNIVERSITY

Laboratory Closeout Policy

Policy Name: Laboratory Closeout Policy

Policy Purpose

This policy specifies the procedures necessary to ensure the safe and compliant transfer or disposal of hazardous materials or equipment occasioned by ETSU laboratory closures, renovations, or transitions in occupancy.

Applicability

This policy applies to all ETSU employees, students, visitors, and third-party vendors.

Responsible Official, Office, and Interpretation

The Director of Environmental Health and Safety is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Environmental Health and Safety. Associate Vice President for Facilities Management, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Auxiliary Laboratory Support Areas

Chemical storage areas, or areas where hazardous materials or equipment are used, stored, or disposed of.

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This policy applies to all ETSU and ETSU-affiliated research and teaching laboratories, auxiliary laboratory support areas, and to all ETSU-affiliated clinics. This policy outlines the procedures for the management and removal of all chemical, biological, and radiological hazards prior to laboratory closures, renovations, or transitions in occupancy.

The Principal Investigator and department are responsible for ensuring that the transfer or disposal of chemical, biological, and radioactive materials, sharps, and other hazardous wastes are properly completed prior to vacating a space. In addition, the decontamination of equipment, hoods, storage cabinets, and counters must be completed and arrangements made for the removal of unwanted lab equipment, supplies, electronics, and furniture

All Principal Investigators, faculty, department chairs, deans, OSHA coordinators and research assistants or other laboratory staff should become familiar with the conditions set forth in this procedure.

The ETSU Environmental Health & Safety Office (EHS) will assist departments with the laboratory closeout process in order to ensure compliance with this policy.

1. Roles and Responsibilities

1.1. Department Chairs

- 1.1.1.** The Department Chair Ensures that all faculty and Principal Investigators are aware of the responsibilities and procedures contained in this policy.
- 1.1.2.** The Department Chair shall ensure that this procedure is distributed to all Principal Investigators and Faculty in their department
- 1.1.3.** The Department Chair shall notify the Environmental Health and Safety Office if a Principal Investigator or Faculty member is leaving, transferring their lab to another, or closing a lab.
- 1.1.4.** The Department Chair coordinates with departmental staff to develop a plan that includes the following chemical and biosafety closeout procedures

1.2. College Deans

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The College Dean provides funding/account index for the cost of disposal for all chemical, biological, or radioactive waste associated with the laboratory clean out. EH&S/Facilities Management is responsible for the cost of disposal for normal hazardous waste accumulations; however, departments will need to pay for larger lab cleanouts.

1.3. [Principal Investigators.](#)

- 1.3.1. When a Principal Investigator or faculty member vacates or closes a lab, they must contact their Department Chair, OSHA Coordinator, and the Environmental Health and Safety Office to begin the decommissioning process thirty (30) days prior to the anticipated change.
- 1.3.2. Coordinate the closeout process with the Departmental OSHA Coordinator, Department Chair, and the Environmental Health and Safety Office/

1.4. Environmental Health and Safety Office (EHS)

- 1.4.1. EHS provides guidance on characterization, handling, treatment, and disposal of biological, chemical, and radiological waste. Collect, transport, store, and coordinate final disposal of biohazardous sharps waste, and chemical and radiological waste.
- 1.4.2. With regard to hazardous materials requiring special handling, treatment, or disposal (for example, shock sensitive compounds), EHS provides technical guidance and assistance in coordinating removal and disposal by a third-party (as required).
- 1.4.3. EHS provides guidance and assistance on packaging and labeling of hazardous materials for transfer or shipment.
- 1.4.4. EHS is responsible for verifying that all safety hazards have been removed from the laboratory.
- 1.4.5. EHS shall coordinate with a licensed contractor to remove and dispose of all hazardous waste from the laboratory.
- 1.4.6. EHS shall coordinate with the Principal Investigator, OSHA coordinator, and Department Chair to ensure that biological hazards are either destroyed, transferred, or safely stored in accordance with federal, state, local, and/or institutional standards.
- 1.4.7. EHS is responsible for clearing all items, such as laboratory equipment, before transfer to surplus.

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Procedures

1. Chemical Safety Closeout Procedure.

- 1.1. Label all chemical containers with the proper chemical name. Abbreviations, chemical formulas, or structures are not acceptable.
- 1.2. Close all containers securely.
- 1.3. Empty all beakers, flasks, evaporating dishes, oil/water bathers into the proper container and dispose of appropriately.
- 1.4. Dispose of empty containers in the trash after removing all markings and writing "EMPTY" on the container. Triple rinse empty acid containers before disposal. Empty containers which held acutely toxic chemicals should be disposed of through EHS. Do not dispose of any chemicals in the trash or down the drain, regardless of hazard rating.
- 1.5. Check containers for expiration dates and signs of corrosion crystallization. Peroxide-forming materials should be disposed of by the expiration date listed by the supplier.
- 1.6. Provide an inventory of all chemicals that will be disposed of to the EHS Office. The Environmental Compliance Manager will obtain an estimate of the waste disposal cost and forward the estimate to the department chair and dean for approval. The dean will provide the funding/index account to be charged for the disposal of the hazardous waste.
- 1.7. Remove regulators, replace cylinder caps, and return all compressed gas cylinders to the vendor (Airgas).
- 1.8. Contact EHS for disposal of any compressed gas cylinders which are nonreturnable.
- 1.9. Properly prepare all biohazard waste for pickup by waste vendor.
- 1.10. Notify EHS of any materials that could leave hazardous chemical residues (e.g., perchloric acid in a chemical fume hood) or areas that cannot be fully decontaminated (e.g., materials potentially containing asbestos; fume hoods; refrigerators used in the storage of highly toxic chemicals, etc.).
- 1.11. Glassware that cannot be reused should be properly boxed up and secured for disposal.

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2. Biosafety Closeout Procedure

- 2.1. All infectious waste must be disposed of properly. There shall be NO infectious waste remaining in the lab regardless of who will be occupying the lab subsequently.
- 2.2. Contact the EHS Office to evaluate biohazards to be moved and/or discarded. All biohazardous waste must be inactivated by an approved method (e.g., autoclaving) or packaged for removal by regulated medical waste contractor.
- 2.3. Notify the EHS Office of any equipment or areas that cannot be fully decontaminated.
- 2.4. Verify that all sharps containers have been placed in biohazard container for pickup and disposal.
- 2.5. Ensure that biological hazards are either destroyed, transferred or safely stored in accordance with federal, state and institutional standards.

3. Radiological Closeout Procedure

- 3.1. Prior to decommissioning a laboratory the PI shall contact the Radiation Safety Officer (RSO) for proper lab decommissioning.
- 3.2. Transfer radioactive materials to the new location. All radioactive material must be secured from unauthorized use, removal, or vandalism at all times.
- 3.3. Any unwanted radioactive materials and waste shall be removed from the lab by the RSO.
- 3.4. Wipe down counters, benches, shelving units, fume hoods and chemical storage areas. Freezers and refrigerators must be emptied, defrosted and cleaned. If samples are two (2) times background, decontaminate the surface area. Document removal of surface contamination with wipe test.
- 3.5. Return any film badges, TLD rings & radiological survey meter to the RSO.
- 3.6. Remove all radiation signs, stickers and tape from the lab.
- 3.7. Keep decommissioning survey forms on file.

Applicable Forms and Websites

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[Laboratory Safety Inspection Policy](#)

[Hazardous Waste Management Policy](#)

Authority and Revisions

Authority: Authority: T.C.A. § 49-8-203, et. Seq; *Tennessee Occupational Safety and Health Act*, T.C.A. §50-3- 101 et. Seq; 29 CFR 1910.1450, OSHA, *Occupational Exposure to Hazardous Chemicals in Laboratories*; [National Institutes of Health \(NIH\), Office of Research Services *Decontamination and Sterilization*](#); [Centers for Disease Control and Prevention \(CDC\) *Decontamination and Disinfection, CDC BMBL Appendix B*](#)

Previous Policy: Previous Policy: Facilities Management Laboratory Closeout Policy 700.37

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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