GATEWAY UNIVERSITY RESEARCH PARK
LABORATORY SAFETY

LABORATORY CLOSEOUT PROCEDURES

This procedure provides a guide for laboratory personnel when laboratory operations are moved or discontinued. Other requirements may apply. Be sure to clean out and decontaminated freezers, cold-rooms, other storage areas outside of the lab and common storage areas. If these areas will no longer be used remove all materials, including chemicals and biologicals. Contact the Environmental Health and Safety Manager 60 days prior to vacating the laboratory, room or area for advice regarding your specific situation. For more information, call 336-217-5143.

Chemicals

- Evaluate all chemicals and label all containers.
- Identify unknown chemicals if possible.
- Properly store your waste in the appropriate designated area and inform the EHS Manager of what and how much is being stored.
- Clean laboratory surfaces.
- Confirm hazardous waste has been removed.
- Call EHS Manager to have a clearance form posted on the lab door.

Controlled Substances

- If you have a current Controlled Substance Registration Certificate, DEA materials can be sewered with a witness signature.
- Please use a dust mask, nitriles, and copious amounts of water when sewering. Empty bottles should be defaced, and placed in the regular trash.
- If you do not have a Controlled Substance Registration Certificate, please call the EHS Manager at 217-5143 for assistance with disposal arrangements.
- Guidelines for DEA schedule substances. Controlled Substances Schedule I through V, and the Drug Codes associated with each controlled substance: http://www.deadiversion.usdoj.gov/schedules/schedules.htm

Gas Cylinders

- Return to supplier if applicable
- For non-returnable's, contact the EHS Manager at 217-5143 to request pick-up.

*Make sure cylinder is disconnected, valve off, and the cap is on

Animal and Human Tissue

- 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 waste pickup. Submit request for waste pick-up. Waste form must indicate "tissue is non-infectious". Infectious prions could be present in brain tissue preserved in formalin. This tissue must be autoclaved before it can be picked up as hazardous waste.
- 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 waste pickup. Submit request for waste pick-up.

- Animal and human tissue that is not preserved must be placed in a biohazard bag and autoclaved. After autoclaving, submit request for waste pick-up.
- If cultures are being left behind in the lab someone has to be responsible for them. Notify the EHS Manager and leave contact information for person to whom responsibility is be in transferred.
- Questions? Call the EHS Manager at 217-5143.

Microorganisms and Cultures

- Autoclave waste
- Liquid materials are to be autoclaved in vented containers on the liquid cycle of the autoclave. Once cool, it can be poured down the sink.
- Users should transfer cultures to back-up incubators prior to beginning the procedures listed below.
    - 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.
- Decontaminate all laboratory surfaces with appropriate disinfectant.
- Remove or deface all biohazard and carcinogen signage in the laboratory and on the laboratory door.
- If cultures are being left behind in the lab someone has to be responsible for them.

Laboratory Equipment

- Clean and defrost refrigerators/freezers
- Units that may contain refrigerants must be evaluated by Facilities to determine if refrigerant needs to be removed. If refrigerant needs to be removed, submit a work order to Facilities. 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 assistance, call the EHS Manager at 217-5143.
- For equipment that may be contaminated with chemicals or biological material, decontaminate, remove warning stickers, and complete a Safety Clearance Form. For assistance, call the EHS Manager at 217-5143.
- For equipment (including refrigerators, freezers, incubators, drying ovens) that may be contaminated with chemicals or biological material, decontaminate according to

manufacturer's recommendations with an appropriate disinfectant, remove warning stickers, and complete a Safety Clearance Form and attach it to the equipment. For assistance, call the EHS Manager at 217-5143.

- When cleaning the incubators in the event of bacterial or fungal contamination, flasks and culture plates shall be moved to a Bio-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% EtOH.
- 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. Call the EHS Manager at 217-5143 to schedule decontamination and recertification of cabinets.

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 Maintenance at 375-9668).
- For other discarded lab equipment, notify your lab manager; call the Equipment Engineer (217-5146) and complete forms. Call Maintenance (375-9668) to arrange for transportation of equipment to Surplus Property. If you intend to discard a chemical fume hood that has a Vent Alert alarm on it, please contact Maintenance 375-9668 so that the alarm can be removed.

Sharps

- Clean out all laboratory drawers. Dispose of all sharp items (glass, pipettes, syringes) or, if unused, transfer to another laboratory.
- For chemically contaminated sharps, use white plastic container, discard in normal trash receptacle
- For biologically contaminated sharps, use red container, follow autoclave procedure, then Call EHS Manager at 217-5143 for disposal.
- For radioactive sharps, use plastic container, then dispose of by calling the EHS Manager at 217-5143.

Glassware

- Brown empty bottles, de-face then discard in normal trash
- Other glassware that is empty, use plastic-lined cardboard glass box, 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, impervious to moisture. The secondary container must be sealed to prevent leakage and must be labeled with a biohazard label.

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- 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.