

Departing Faculty Members Name:

Department:

Date of Departure:

### **Appendix C: Wet Research Lab/Hazardous Materials/Biological Samples**

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**This appendix is to be completed by an Investigator responsible for closing down a laboratory.**

***Rationale:** Because laboratories contain hazardous materials, equipment and other supplies obtained through several sources, coordination and care must be taken when either closing a lab completely or transferring some or all of the contents to another institution. To fully comply with health, safety and ownership requirements, the following actions are required. All items listed below should be completed PRIOR to departing CWRU.*

*Below is a brief summary of responsibilities, but it is essential to notify the Office of Environmental Health and Safety of your intent to close down a research laboratory to ensure the proper handling of all chemical, radiological, and biological materials, transfer or disposal of select agents, clearance of all equipment prior to relocation, and appropriate laboratory clean out. **Please note: CWRU is liable for all hazardous materials until arrival at the new institution.***

#### General Laboratory Clean Out Responsibilities

Both the PI and Department, Center, or Division are responsible for the proper clean out of the laboratory and any associated space (i.e cold room space) prior to departure. This includes the proper handling of all chemicals, radioactive and biological materials, biological, chemical and radioactive samples (see Appendix G), equipment, gas cylinders and general laboratory supplies. The department is expected to participate in this process to ensure the process is completed when the PI departs. **If proper cleanout has not been addressed at the time of PI departure, the department will be held accountable for the full cost of clean out.**

#### Biological, Chemical or Radioactive Samples and Reagents

If the PI would like to transfer samples and/or experimental products of any kind he/she should refer to Appendix G. All PIs wishing to transfer materials to another institution must understand chemical, biohazardous and radioactive materials **cannot** be transported by the standard moving companies. If the PI would like to transfer approved chemicals and biological

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samples and reagents to a new institution, EHS can assist in identifying a Department of Transportation(DOT)-certified vendor who offers such a service. Transfer of radioactive samples and reagents must be initiated by the Radiation Safety Office.

### Remaining Chemical and Biological Samples and Reagents

For chemicals and biologicals not being relocated, they must either be processed for disposal or reassigned for use by another lab to avoid unnecessary waste. It is desirable to reassign chemicals to other labs when possible, but should be done in consultation with EHS.

- Waste Disposal
  - The ***Disposal Listing for Hazardous Waste and Unwanted Chemicals*** form (“Pink Form”) must be submitted to Environmental Health and Safety no later than Tuesday at 12:00 PM to have the waste picked up before the end of the same week. Chemical waste is only picked up on Thursday and Friday each week, **PLAN ACCORDINGLY.**
  - All hazardous waste containers must be labeled with constituent components using EHS approved labels/waste tags. No chemical formulas or abbreviations are allowed, only full chemical name in English.
  - Waste disposal forms and hazardous waste tags can be picked up from EHS office.
  - Dispose of all biological waste (carcasses, tissues, culture media, antibodies, ect.) and biohazardous waste before departing the University; all bio-hazardous waste must be autoclaved.
  - Contact Customer Service 216.368.2580 to schedule a pickup for biohazardous waste and sharps containers.
  
- Reassignment and relocation to another CWRU Researcher
  - All chemicals and biological materials must be relocated only by EHS-approved professional chemical/biological movers (only DOT HazMat certified movers for long-distance moves), unless otherwise noted.
  - When relocation occurs within buildings or between adjacent buildings, this restriction may be lifted. EHS reserves the right to decide this circumstance on a

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case-by-case basis. Please contact the safety office via e-mail [does@case.edu](mailto:does@case.edu) or by phone 216.368.2907.

### Remaining Radioactive Samples and Reagents

For radioactive materials not being relocated, must either be processed for disposal or reassigned for use by another lab.

- Waste Disposal
  - Arrange for pickup AFTER all wipes and surveys have been conducted AND verified by the Radiation Safety Officer
  - Isotopes must be listed on the **Waste Disposal Form** which is available from Radiation Safety.
  
- In order to relocate radiological inventory:
  - Submit a Laboratory Decommission notification via e-mail or letter copy, to the Assistant Radiation Safety Officer (RSO).
  - Review and annotate the RAD Report, the radioisotope inventory form. This should include updates on the disposition of all personnel, radiation meters and inventory.
  - Complete and submit a Radioisotope Transfer Form to the RSO.
  - Submit a list of all radiological users in the affected laboratory; indicate if they are leaving the University or remaining. If they are remaining and will retain RAM use, indicate which PI will be responsible for that.

### Equipment

- All equipment must be decontaminated before EHS will provide clearance for relocation or disposal. Disposition of equipment is completed in Appendix B. A *Safety Clearance Protocol and Request (SCPR)* form must be completed for each piece of equipment that will be relocated, transferred to the department ownership or disposed of and should be submitted to EHS three (3) weeks prior to the scheduled move.
- The completed *SCPR* form must be submitted to EHS, and the Safety Specialist will attach to the equipment a label confirming decontamination and cleanliness. Only then it can be moved.

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- All equipment being relocated must be ***free of radiological, biological, and chemical hazards***. This means:
  - Conduct all radiological wipes and surveys to ensure there is no contaminated equipment or rooms. Attach a detailed room map with RAM labeled equipment in the survey.
  - Keep labels affixed to all equipment until reviewed by the RSO representative who will ensure contamination is less than 220 dpm/100 cm<sup>2</sup>.
  - Notify the RSO that this survey has been completed so that the RSO can verify all wipe and survey results.
  - Contaminated equipment may be transferred within Case Western Reserve University if overseen by the RSO to minimize any spread of radioactive contamination. You are required to follow all directions of the RSO, with regards to safe handling and relocation of “hot” equipment.
  - The disposal or relocation of hot equipment is prohibited, without approval or evaluation by the RSO.
  - All chemically contaminated equipment should be wiped down with 1-propanol (iso-propanol) or 70% ethanol.
  - All biologically contaminated equipment must be wiped down with an approved disinfectant OR a 10% bleach solution. A 10% bleach solution is a mixture of 1 part bleach (commercially available products) with 9 parts of water.
- All Bio-Safety Cabinets (BSC) must be decontaminated by the University’s approved external vendor.
- Permission must be obtained from Safety Services before moving freezers. In general, all refrigerators must be defrosted and cleaned inside and outside prior to being moved.

**Once the laboratory has been vacated and cleared, the department must notify EHS of any new use or assignment of the space.**

By signing this form you acknowledge that the PIs laboratory has been cleaned out per the guidelines described above and per University policy.

Department Administrator Name:

Date:

*Appendix C: Wet Research Lab/Hazardous Materials/Biological Samples  
CWRU Faculty Departure Checklist  
(Confidential and Proprietary)  
Effective Date: 5/ 1/ 15*

Departing Faculty Members Name:

Department:

Date of Departure:

Department Administrator Signature:

Department Chair Name:

Date:

Department Chair Signature:

Jill Stanley:

Environmental Health and Safety Signature:

Date:

**Appendix C is to be submitted with the cover page to the [SOMfacultydeparture@case.edu](mailto:SOMfacultydeparture@case.edu).**