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Laboratory Cleanout Guidance

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Laboratory Cleanout Guidance

Any Department with personnel working in a space is responsible for ensuring that the space is properly cleaned upon leaving. Rented or leased equipment such as compressed gas cylinders should be returned to suppliers.

All wastes must be prepared and labeled for proper disposal, reuse or recycling (label clearly with appropriate wording such as: LEAVE, RECYCLE, TRASH, FOR DISPOSAL, FRAGILE, etc.). This includes segregating recyclable materials from waste materials into suitable disposal containers. Waste materials and equipment should not be stored in the hallway. Glass should be placed in puncture resistant containers before disposal.

Counter tops, hoods, and chemical storage areas and equipment must be cleaned of all residual contamination. Areas or equipment where radioactive materials have been used must be certified free of contamination after cleaning by the Radiation Safety Officer. Biohazard equipment and areas must be disinfected. After freezers, refrigerators, ovens and other equipment have been decontaminated; the equipment may be transferred to new owners. Contact the Purchasing Department for surplus property requirements. Items requested by the new tenant should be tagged as such. Equipment with refrigerant fluids containing chlorofluorocarbons must be recycled if not being reused.

Hazardous materials must be segregated from other wastes and sorted by compatibility. Chemicals in manufacturer's containers that are suitable for reuse should be sorted separately from stock solutions and laboratory waste chemicals that are unsuitable for reuse. All chemicals must be properly labeled to identify all components. Research samples that have been labeled with abbreviations or codes may be grouped into boxes provided they all contain the same hazardous components and provided that the container is properly labeled with the full name of each component. All radioactive materials must be disposed of or transferred through the Radiation Safety Officer.

Once the area has been properly cleaned and all materials have been properly segregated for disposal the occupant or department must complete a laboratory cleanout checklist.

The following services are provided at no cost to the department:

- UMS Safety Management (SM) removes radioactive materials and hazardous waste
- Facilities Management (FM) removes trash and recyclable materials
- Purchasing redistributes surplus property

Expected lead times for steps in the cleanout process are as follows:

- Radiological Decommissioning by SM (2 weeks) 581-3037
- Hazardous Waste Cleanout by SM (2 weeks) 581-4077
- Equipment, trash and recycle removal by FM (2 weeks) 581-3076