

Procedures for Vacating a Laboratory

Summary/Purpose: The Policy on Vacating a Laboratory detail the minimum procedures and requirements to remove all hazardous substances from a laboratory area and ensure that an area is free from hazardous contamination.

This policy apply to ALL laboratories, darkrooms, stockrooms, shops, research / teaching / maintenance facilities, and any other area where hazardous materials are used or stored.

The Principal Investigator, it is the Supervisor / Faculty Member's responsibility to ensure that all areas they supervise are properly decontaminated before the research staff vacates.

Biological and Pathological Materials:

- Disinfect work surfaces that may be contaminated with biological agents.
- Autoclave and dispose of unwanted biological agents in appropriate containers.
- All sharps (needles, pipets, lancets, broken glass, etc.) must be placed in puncture proof containers for disposal.
- All waste must be clearly labeled and Laboratory Services (LS) (5433) must be contacted for removal.
- Refer to Sharps and Biological Waste Disposal Flow Chart.

Hazardous Materials and Chemicals:

- All chemicals must be labeled and sealed.
- All waste must be clearly labeled and Laboratory Services (5433) must be contacted for removal.
- Wipe all surfaces and equipment with a warm solution of soap and water. This includes fume hoods, bench tops, refrigerators, sinks and floors.

Radioactive Materials and Radiation Generating Devices:

- A wipe test must be done on all surfaces and equipment where radioactive materials have been used. Please submit this data to Laboratory Services (5433).
- Radioactive waste must be properly packaged. Contact LS to request disposal of Radioactive Materials.
- Remove all "Radioactive" labeling and signs from equipment once it is decontaminated.
- The lab will be certified as Declassified by LS when:
 1. All Lab equipment has been decontaminated and surveyed,
 2. All Radioactive materials are removed and secured, and
 3. All survey results are accepted and approved by LS.