

Research Lab Closedown Policy

Effective April 7, 2017

Scope

The College Research Space Policy states that all vacated space should be cleaned out prior to closing out an assigned laboratory space. This policy provides guidance on expectations for proper laboratory closeout. Faculty with research labs are in the best position to know what is in their laboratories and how best to redistribute or dispose of lab items at the time of a lab closedown. Many items should only be handled by knowledgeable personnel as they may need special handling.

Guidelines

When faculty leave the college or are assigned a different space, they must leave their labs clean and empty of all equipment, chemicals and biohazards. This is primarily the responsibility of the investigator however the division will be held accountable if timelines are not met.

Procedures

As soon as a researcher knows that they will be vacating a lab space they should schedule a meeting with their Division Chair, the Facilities Manager (Tami Boldman) and the Research Manager (Jeanne Green). At this meeting a timeline will be developed with deadlines for each task to be done. If there are special circumstances where lab work needs to continue after the closedown date, the division chair will need to provide alternate space and/or take responsibility for following up on timeline tasks after the researcher leaves.

Labs should be left in a condition that they are ready for the next occupant. The timeline will include such items as chemical, supplies and equipment redistribution and/or disposal, biohazard disposal and general cleaning tasks. EHS has a chemical redistribution program that can be utilized. They will also deliver containers for safe disposal of all chemicals and biohazards.

Specifics to be on the timeline will include:

- Any Protected Health Information or other confidential materials will be archived or disposed of appropriately, consistent with university policies. Please consult the College Privacy Officer (Adam Betz) and Director of Information Technology (Casey Hoerig) as needed
- All equipment that will be relocated will need to be cleaned/decontaminated before moving. (Some equipment may need recalibration once moved). If equipment will be moved to another space on campus, the researcher must contact the building coordinator within that 4 week timeline to make arrangements for movers and get the inventory lists updated.

- If the equipment is being moved to a different university, all appropriate releases must be in the college's possession at least 4 weeks prior to any relocation. It is the researcher's responsibility to provide a list of all requested capitalized equipment and computers they would like to move as soon as possible to the Facilities Manager. The Facilities Manager will work with the Senior Associate Dean for Research and the College Research Manager to evaluate the list in consultation with the appropriate division chair and the college instrumentation director. Items will be approved for moving with the investigator, prioritized redistribution to other faculty in the division, the college instrumentation lab, another college faculty member or surplus/disposal. If equipment needs to be sent to surplus or disposed of by the college, proof of decontamination must be in writing and available to the building coordinator when surplus is contacted. If refrigerators need to be surplus you will need to follow [FOD's Protocol for Decontamination of Refrigerators and Freezers](#).
- All chemicals must be either redistributed to others in the division, college or university. EHS has a university [chemical redistribution](#) program. If chemicals need to be disposed of EHS can also help with that. You will need to complete an inventory of all chemicals that need picked up and sent to EHS. This inventory can be entered into the [on-line pick-up request system](#) or, if you have an extensive list, please contact the College Research Manager for assistance. It will normally take 2 to 3 days for EHS to complete the request, so plan accordingly. **AT NO TIME CAN CHEMICALS BE DISPOSED OF BY PUTTING THEM DOWN THE DRAINS**
- Biohazards must be disposed of by trained lab personnel. This includes all samples and any supplies that may be contaminated with any biohazards. Biohazard containers (boxes, carboys) are available from EHS.
- If you are using radiation, all swabs and decontamination of the room/equipment are the researcher's responsibility. The Radiation Safety office will need to do a closedown inspection. This must occur no later than 2 weeks prior to final lab closedown date. All items that are still radioactive must be packaged per Radiation Safety requirements and arrangements made for the storage of such items until disposal can be done. All fees for storage are the researcher's responsibility. Be aware that Radiation safety only picks up on Thursdays and the requests must in their office the Friday prior to pick up date.
- General Cleaning of the lab and any items left must be done at least 1 week prior to final closure date. This included having all items out of cabinets, hoods, incubators, refrigerators and countertops. All surfaces must be decontaminated/cleaned. There should be no evidence of any spilled materials left on any surface.
- A walkthrough of the lab will be conducted by the faculty member, the division chair, Facilities Manager and College Research Manager during the last week.