

USC Laboratory Close-Out Procedure

The purpose of this document is to provide direction and guidance for proper laboratory close-out and decommissioning of all research laboratories or other related areas at University of Southern California.

Researchers are required to follow this Laboratory Close-Out Procedure prior to vacating any assigned laboratory and space where chemicals, biologicals or radioactive materials have been used or stored.

Events require decommissioning of the laboratory, including but not limited to:

- terminating affiliation with the University of Southern California
- relocation to another university space
- retirement from research pursuits
- the area is being vacated for renovations or demolition

The principal investigator (PI) is responsible for complying with all laboratory close-out requirements. In case of an unplanned event, the department chair becomes responsible for implementing the decommissioning procedure. The lab manager is also responsible for the oversight of decommissioning procedure and certifying that a vacated lab space has been properly decommissioned. Researchers who are vacating shared space shall ensure this procedure is implemented for their section at the shared lab space.

Chemicals / Waste

Closure Activity	PI's Responsibilities	HazMat Initial
All containers of chemicals are labeled with the complete chemical name. Abbreviations, chemical formulae, or structures are not acceptable. Make attempts to identify any unknown substances.	X	
All containers are securely closed with a screw-type cap; all beakers, flasks and other containers are emptied and cleaned.	X	
All chemicals and samples have been removed from the refrigerators, freezers, bench tops, and fume hoods, and must be labeled.	X	
Unwanted chemicals suitable for research purposes can be re-assigned to another investigator and removed from the lab. Transfer responsibility for chemicals to: _____	X	
Hazardous waste, including chemicals not re-assigned, are labeled with the appropriate label and collected in one area. Hazardous chemicals cannot be disposed of in the trash or the sewer.	X	X

DEA controlled substances have been transferred to another authorized principal investigator. Make notification and request appropriate form through ehs-cs@usc.edu ; or arrange CS disposal through ehs-cs@usc.edu . Transfer responsibility for DEA substances to: _____	X	
Arrangements for shipping chemicals to another institution have been made within the Department, in cooperation with USC HazMat Division.	X	
Ensure chemical waste pickup request has been submitted through EHSA .	X	X

Biohazardous Materials / Waste

Closure Activity	PI's Responsibilities	HazMat Initial
Frozen specimens of human or animal tissue for disposal have been identified and collected in one freezer. Biological waste must have a "Biohazard" label attached.	X	X
Chemically preserved specimens of human or animal tissue for disposal have been drained of storage fluid. The fluid collected is identified as hazardous waste. The tissue collected is double-bagged and placed in a 5 gallon pathology container, which are available from HazMat Division and can be requested through EHSA .	X	
All sharps –hypodermic needles, syringes, scalpels, razor blades and Pasteur pipettes –have been placed in a sharps waste container; all containers have been moved to one area of the lab.	X	
Arrangements for shipping biological materials to another institution have been made with the Department and EHS Biosafety.	X	
Ensure Biohazardous waste pickup request has been submitted through EHSA .	X	

Radioactive Material / Waste

Closure Activity	PI's Responsibilities	HM Initial
Contact USC Radiation Safety at radsafety@usc.edu	X	
Close out inventory with EHS Radiation Safety	X	
Conduct wipes surveys		
Ensure RAM waste pickup request has been submitted through EHSA .	X	X

Gas Cylinders Return / Disposal

Closure Activity	PI's Responsibilities	HM Initial
Compressed gas cylinders have been returned to the vendor, or USC Materials Management or reassigned to another principal investigator.	X	
Cylinders scheduled for vendor pick-up or disposal, and are disconnected from equipment. Ensure regulators are removed, cylinders are capped and secured.	X	
Ensure gas cylinder disposal pickup request has been submitted through EHSA .	X	X

General Laboratory Clean-Up

Closure Activity	PI's Responsibilities	HM Initial
All bench top disposable liners or covers have been removed and appropriately disposed of.	X	
All bench tops have been cleaned and disinfected with agents appropriate to potential contaminants.	X	X
Broken clean glass placed in a cardboard box with a plastic liner. The box has been sealed, and placed in a dumpster.	X	
All signs and labels have been removed from the lab and lab door, including emergency posters, phone lists, radiation labels, and biohazard labels.	X	X
Clean out all cabinets, drawers, desks, refrigerators, freezers, fume hoods, biosafety cabinets, incubators, <i>etc.</i> in the lab. Do not leave any materials in the vacated area unless prior arrangements have been made with the new investigator or the department/division who will take responsibility for these materials.	X	

Shared Spaces

Closure Activity	PI's Responsibilities	HM Initial
The Principal Investigator, accompanied by the Department representative, has toured all shared areas (darkrooms, prep rooms, cold rooms, <i>etc.</i>) and clearly identified all materials.	X	
Any chemicals in shared areas have been removed or re-assigned to other principal investigators.	X	
All equipment in shared areas has been cleaned, and emptied if appropriate.	X	

Note: Packaging and handling of chemicals, biological and radiologic materials must only be performed during business hours 8 am - 4:30 pm, so that personnel from HazMat are available to respond to a spill. Once all the applicable close-out decommissions procedures have been completed, please contact USC Hazardous Materials Division for a close-out inspection at hazmat@usc.edu. This should be scheduled at least one week prior to departure.
See attached decommissioning form.

This form must be completed and attached to the laboratory decontaminated equipment.

Equipment Information

Equipment type ☐ Refrigerator ☐ Freezer ☐ Biosafety cabinet ☐ Fumehood

☐ Centrifuge ☐ Other, specify

Manufacturer

Model # / Serial #

USC Inventory #

Location

This equipment will be ☐ disposed of ☐ repaired ☐ relocated to

☐ Other, specify

Note: Biosafety cabinets (BSC) /chemical fume hoods and associated ductwork must be removed by or decontaminated by a certified contractor prior to being opened, dismantled, disposed of, or relocated.

To the best of my knowledge, this equipment:

☐ has never been used with radioactive materials, chemicals, or biological agents

☐ has been used with the following materials:

☐ Chemicals: list chemicals, starting with the highest hazard

☐ Biological agents: list agents:

Note: all biohazard labels shall be removed upon decontamination.

☐ Radioactive materials: list radionuclide(s);

Requires radioactive decontamination confirmation through wipe test, performed by Rad Safety Team

Wipe test results: dpm

☐ The listed equipment has been cleaned with:

Please describe process and materials used for removing/disinfecting the hazardous materials

Questions? Please consult with USC HazMat at hazmat@usc.edu.

Name

Title

Department

Signature

Date