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1.0 PURPOSE

This standard operating procedure (SOP) provides general information and procedures to safely prepare a laboratory for relocation or closure. Part of the preparation includes decommissioning lab spaces and laboratory equipment. This applies to all laboratories that use and/or store chemical, biological, and/or radioactive materials.

2.0 DEFINITIONS

- Decommission To remove (something) from service
- HazMat Environmental Health & Safety Hazardous Materials Division
- Laboratory A room or building equipped for scientific experiments, research, teaching, or for the manufacture of drugs or chemicals
- SOP Standard Operating Procedure

3.0 MATERIALS AND EQUIPMENT

- RSS/EHSA Chemical Inventory
- Signs/Labels/Forms
 - Hazardous waste adhesive labels and wire tags
 - Equipment cleared for removal signage following decontamination
- Poly bags and waste containers

4.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Check all PPE that apply. NOTE: Include specialized PPE (e.g., SilverShield gloves) in the table if needed. If an air purifying respirator (APR) is required for this SOP, user must undergo medical surveillance, fit testing, and training prior to use.

Gloves		Glasses/Goggles		Body		Other	
Nitrile		Splash		Lab Coat, cotton			
Neoprene		Safety		Lab Coat, Nomex			
Butyl		Face Shield*		Lab Coat, FR**			
Leather		Optical Filter		Apron, FR**			

* To be used with safety glasses or splash goggles. **Fire Resistant

5.0 PRECAUTIONS

Universal precautions remain in effect until hazardous materials are removed from the laboratory.

6.0 PROCEDURES

6.1 Lab Move/Close-Out Request

1. Complete the [Lab Move/Close-Out Request form](#) to initiate dialog with EH&S HazMat. EH&S HazMat will follow up with the PI/research group to schedule a meeting/discussion and initial survey of the lab or labs. EH&S HazMat will then prepare a closeout plan based on the meeting and initial survey.
2. Utilize the [Lab Move or Close-Out Checklist](#) in tandem with these procedures to address and close out all items.
3. Contact hazmat@usc.edu or (323) 442-2200 at any time during the process if questions arise.
4. For general lab move considerations, consult Keck School of Medicine Space Planning Department's [Lab Move Information](#) guide sheet.

6.2 Research Material Roundup

6.2.1 Biomaterials

1. Inventory all biomaterials and samples. Transfer samples to other researchers, as needed.
2. Dispose of unwanted samples/biomaterials via autoclave or other approved method of disposal (see [Biosafety Manual](#)).
3. Refer to the [Hazardous Waste Management Manual](#) for details on management and disposal of chemical, biological, radioactive, and universal waste streams. Contact hazmat@usc.edu to schedule removal of biohazardous materials for disposal.
4. Consult with Biosafety biosafety@usc.edu or (323) 442-2200 regarding close-out procedures for registered select agents. Immediately notify Biosafety if legacy select agents are discovered.

6.2.2 Chemicals

1. Remove chemicals from refrigerators, freezers, cold rooms, storage rooms, and shared labs.
 - a. Review all storage locations (e.g., storage cabinets, corrosives cabinets, flammable cabinets, cabinets under fume hoods) to ensure that all chemicals and materials are removed.
2. Transfer new or usable chemicals to other PIs.
3. Refer to the [Hazardous Waste Management Manual](#) for details on management and disposal of chemical, biological, radioactive, and universal waste streams. Contact hazmat@usc.edu or (323) 442-2200 to schedule removal of unwanted chemicals for disposal.
4. Update RSS/EHSA as needed.

6.2.3 **Controlled Substances**

1. Notify the CS Program Manager (ehs-cs@usc.edu) at least six weeks prior to your laboratory's planned move or closure.
2. [Transfer](#) controlled substances to other authorized DEA registrants or dispose of CS in your possession per the EH&S Controlled Substances Program [procedures](#).
 - a. **NOTE: CS Waste Disposal Request forms must be completed and submitted six weeks prior to planned lab closure.**
3. Immediately notify EH&S ehs-cs@usc.edu or (323) 442-2200 if legacy, controlled substances are discovered.

6.2.4 **Radioactive Materials (RAM)**

1. Transfer RAM to authorized researchers.
2. Update RSS/EHSA as needed.
3. Dispose of radioactive waste per [Radiation Safety Manual](#) procedures.

6.3 **Laboratory Space and Equipment Management**

6.3.1 **Decontamination**

1. Empty and clean all drawers and cabinets.
2. Decontaminate the following with detergent, surfactant, and/or disinfectant:
 - a. Lab surfaces
 - b. Lab equipment (e.g., freezers, refrigerators, incubators, and ovens) that housed chemical, biological, or radioactive materials.
 - c. Chemical fume hoods
3. Apply signage stating that equipment is decontaminated.
4. Alert EH&S HazMat to inspect and certify that equipment is decontaminated prior to removal.
5. Schedule decontamination of biosafety cabinets (BSC) with a [preferred USC vendor](#).

6.3.2 **Testing**

1. Perform RAM contamination surveys/wipe tests of lab spaces and equipment pre- and post-decontamination to ensure removal of radioactivity to background levels.
2. Request residual perchlorate testing on perchlorate fume hoods at hazmat@usc.edu or (323) 442-2200.

6.3.3 **Equipment Removal**

1. Prepare empty glass containers for removal:
 - a. Deface labels.
 - b. Triple rinse.
 - c. Discard into clean glass box and label "Clean broken glass for disposal."
 - d. Set box aside for custodial pickup.
2. Contact FPM Customer Resource Center (213) 740-6833 to remove decontaminated lab equipment (e.g., freezers, refrigerators, incubators).

3. Return all gas cylinders and liquid nitrogen Dewars to the manufacturer(s)/service provider(s).
 - a. Follow steps outlined in the [Compressed Gas Cylinder Disposal](#) Guide Sheet for disposal of non-refillable gas cylinders (propane fuel canisters, lecture bottles) and/or refillable gas cylinders where the gas supplier or content is unknown.
4. Place contaminated glass into appropriate sharps waste containers.
5. Dispose of sharps (e.g., broken glass, syringe needles, cannulas) into appropriate sharps waste containers.
6. Notify hazmat@usc.edu or (323) 442-2200 for removal of the following:
 - a. Mercury-containing equipment (e.g., thermometers, barometers)
 - b. Contaminated glass
 - c. Accumulated sharps
 - d. Chemotherapy waste
 - e. Pharmaceutical waste
 - f. Liquid and solid chemical waste

6.4 Close-Out Inspection

1. Contact EH&S Hazmat hazmat@usc.edu or (323) 442-2200 to schedule a close-out inspection once close-out procedures are completed. It is highly recommended to contact EH&S HazMat at least:
 - a. One to two weeks ahead of the planned departure date to complete the formal inspection.
 - b. Six weeks in advance if the lab has controlled substances.
2. EH&S Hazmat will issue a certificate of decommissioning following satisfactory completion of close-out procedures.