



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 73.10, Faculty Laboratory Space Check-Out Procedures

PURPOSE: The purpose of this Operating Policy and Procedure is to define a laboratory space check-out procedure applicable to faculty separating from employment with Texas Tech University Health Sciences Center El Paso (TTUHSCEP), and/or to faculty discontinuing laboratory operations in current space. Checkout procedures include the following:

1. Procedures for transfer or disposal of hazardous materials (which include biological, chemical, or radiological materials and substances) that have been used and/or stored in the laboratory space during the faculty member's occupation of the laboratory space to be vacated;
2. Requirements for safely and properly inspecting, removing, transferring, disposing or decontaminating as necessary, equipment or other items located in the laboratory space that may be contaminated; and
3. Maintaining compliance with applicable federal, state, and local rules and regulations.

REVIEW: This HSCEP OP will be reviewed by June 1 of each odd-numbered year (ONY) by the Director of Safety Services or designee, the for Physical Plant and Support Services, or designee, with recommendations for revisions submitted to the Vice President for Research (VPR) or designee by June 30.

POLICY/PROCEDURE:

1. **Policy Statement.** In order to conduct an efficient and orderly laboratory space check-out procedure, safeguard state property, clear accounting records, obtain information on the continuation of certain benefits, and to protect the safety of individuals on the TTUHSCEP premises, all separating/moving faculty occupying laboratory space are required to complete a "TTUHSCEP CHECKLIST FOR MOVING OR TERMINATING LABORATORY OPERATIONS" (Attachment A).

FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN A DELAY IN THE TRANSFER OF RESEARCH FUNDING AND/OR RESEARCH EQUIPMENT AND MATERIALS.

2. Laboratory Space Checkout Procedure.

- a. Department Chair. The Department Chair, Director of a Center of Emphasis (COE Director), or other Dean's designee is responsible for a faculty member's laboratory space being vacated according to TTUHSCEP policy.
 - i. Notice. Not later than thirty (30) days prior to the date of separation or move, the Department Chair, COE Director, or other Departmental or COE designee will instruct the separating/moving faculty member to complete the Attachment A to this policy, "TTUHSCEP Checklist for Moving or Terminating Laboratory Operations."
 - ii. Responsibility for Costs. It is the responsibility of the faculty member to properly vacate and clean out the assigned space by the last day of employment. At a

minimum, all chemicals and biologicals must be cleared out and properly disposed. If the laboratory space is not properly vacated in accordance with this policy, the faculty member will be responsible for all costs incurred from the clean-up.

- iii. Facility Information. Any change in space use or function category should be reported to Engineering Services (Facilities Information).
- iv. Faculty Member. The faculty member who will be separating and/or moving from current laboratory space will notify the Department Chair, COE Director, or other designee of the impending separation/move in a timely manner.
- v. Responsibility. The faculty member is responsible for ensuring that the laboratory space is free from hazardous materials and contamination prior to departure.

Faculty member will not remove any hazardous materials or items from the laboratory space without knowledge of Safety Services. All equipment must be decontaminated before departure. For chemicals and biologicals, the faculty member has two options: 1) leave all chemicals/biologicals to research safety personnel who can offer them to other faculty and dispose of the remaining materials; 2) allows research safety personnel to perform lab pack and ship for them after lab has been vacated and a chemical inventory has been provided. This will ensure that items are shipped/packaged appropriately. Costs incurred will be the responsibility of faculty member and/or the corresponding Department or COE.

- vi. Complete Checklist. The faculty member will obtain a copy of the "TTUHSCOP Checklist for Moving or Terminating Laboratory Operations" (Attachment A to this OP), and notify Safety Services not later than 30 days prior to vacating the laboratory space. (See section c, below.)
 - vii. Notify Regulatory Committees. Not later than thirty (30) days prior to the date of separation or move, the faculty member shall contact his/her respective regulatory committee(s) (IBC, IRB, RSC, IACUC, etc.), the Office of Research Resources (ORR), and the Office of Sponsored Programs (OSP), to terminate/revise any current protocols, licenses, and/or registrations.
- b. Safety Services. Safety Services is responsible for providing information and assistance regarding laboratory space checkout and for performing a final inspection of the vacated space.
- i. Assistance. The Divisions of Laboratory Safety, Radiation Protection, and Environmental Protection will provide assistance with identifying specific procedures for decommissioning and clearing out the laboratory space. This shall include guidance for decontaminating, removing, transferring, or disposing of equipment or other items in the laboratory space.
 - ii. Information about Regulations. In addition to advising the faculty member of the check-out procedure, Safety Services personnel will inform the faculty member regarding all applicable federal, state, and local rules and regulations governing the transfer and disposal of hazardous materials maintained in the laboratory space by the separating/moving faculty member.
 - iii. Inspection and Approve Checklist. Safety Services personnel must approve and sign the Checklist following their inspection and verification that laboratory space is free of hazardous materials, and will forward the completed and signed

Checklist to the ORR for final approval.

3. **Approval/Disapproval of Laboratory Space Checkout Procedure.**

- a. Office of the VPR. The Office of the VPR is responsible for final confirmation that separating/moving faculty is in good standing as follows:
 - i. Verification from Safety Services. Upon receipt of the Checklist, verify with the Chemical Safety Officer or designee that separating/moving faculty has fully met the requirements of this policy. If faculty has separated and requirements have not been met within 2 business weeks, Section 5 below will take effect.
 - ii. Department or School of Faculty Member. A copy of the completed Checklist with final Approval/Disapproval shall be provided to the Department Chair, COE Director, or other Departmental or COE designee.

4. **Involuntary separation**

- a) Whenever a PI involuntarily separates from a COE/Department, the COE/Department will be responsible for executing the move-out process. This may involve allowing the PI to package the lab independently or hiring a third party to do so (must be a bonded and insured laboratory moving company). The Center/Department will be responsible for all moving costs incurred.
- b) If faculty has separated and requirements have not been met within 2 business weeks, Section 5 below will take effect.

5. **Policy sustainability and enforcement**

- a) If faculty has separated and requirements have not been met within 2 business weeks, the Safety Services chemical safety officer or designee will be given the authority to execute all aspects of the move-out process. All costs will be paid by the COE/Department.