



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

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

PURPOSE: This Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) defines a laboratory space check-out procedure applicable to faculty separating from employment with TUHSC El Paso and to faculty discontinuing laboratory operations in current space. Checkout procedures include the following:

1. Procedures for transfer or disposal of hazardous materials (including biological, chemical, or radiological materials and substances) that have been used and/or stored in the laboratory space occupied by the faculty member;
2. Requirements for safely and properly inspecting, removing, transferring, disposing or decontaminating equipment or other items located in the laboratory space; 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 Senior Director Safety Services or designee, the Managing Director of the Office of Research Resources, and the Managing Director of 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:

- I. To conduct an efficient and orderly laboratory space check-out procedure, safeguard state property, clear accounting records, and protect the safety of individuals on the TTUHSC El Paso premises, all separating/moving faculty occupying laboratory space are required to complete a "TTUHSC El Paso 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.

II. Laboratory Space Checkout Procedure.

- A. The Department Chair or Chair's designee is responsible for ensuring that a faculty member's laboratory space is vacated according to TTUHSC El Paso policy. The faculty member must properly clean out and vacate the assigned space by the last day of employment. If the laboratory space is not vacated in accordance with this policy, the Department will be responsible for all costs incurred from the cleanup.

No later than thirty (30) days prior to the date of separation or move:

- 1) The faculty member who will be separating and/or moving from current laboratory space will notify the Department Chair by email of the impending separation/move.

The faculty member is responsible for ensuring that the laboratory space is free from hazardous materials and contamination prior to departure. **The faculty member will not remove any hazardous materials or items from the laboratory space without the knowledge and approval of Safety Services.**

All equipment must be decontaminated before departure. For chemicals and biologicals, the faculty member has two options: a) leave all chemicals/biologicals in place, and safety personnel will offer them to other faculty, and dispose of the remaining materials; b) allow research safety personnel to pack and ship them to the faculty member's new university after the lab has been vacated and a chemical inventory has been completed. Costs incurred will be the responsibility of the faculty member and/or the corresponding department.

- 2) The faculty member will complete the "TTUHSC El Paso Checklist for Moving or Terminating Laboratory Operations" (Attachment A), and notify Safety Services upon termination of all research..
- 3) The faculty member shall contact the appropriate 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, registrations, and/or research grants.

B. Safety Services is responsible for performing a final inspection of the vacated space.

- 1) Safety Services will assist in 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.
- 2) 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. All laboratory work should cease no later than 14 days prior to separation date.
- 3) Safety Services personnel must approve and sign the checklist (Attachment A to this policy) following their verification that the laboratory space is free of hazardous materials. Safety Services will forward the completed and signed Checklist to the Office of the VPR (OVPR) for final approval.

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

The OVPR is responsible for final confirmation that the separating/moving faculty member is in good standing as follows:

- A. Upon receipt of the checklist, OVPR will verify with the Chemical Safety Officer or designee that the separating/moving faculty member has fully met the requirements of this policy. If the faculty member has separated and requirements have not been met within 2 business weeks, Section IV below will take effect.
- B. A copy of the completed checklist with final approval/disapproval shall be provided to the Department Chair and to Safety Services.

IV. **Involuntary separation**

- A. Whenever a faculty involuntarily separates from a department, the department will be responsible for completing the move-out process. This may involve allowing the faculty to package the lab independently or hiring a third party to do so (must be a bonded and insured laboratory moving company). The department will be responsible for all moving costs incurred.