

# TTUHSC El Paso Checklist for Moving or Terminating Laboratory Operations

Principal Investigator (please print): \_\_\_\_\_

Department: \_\_\_\_\_ School: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number(s): \_\_\_\_\_

Date Laboratory Rooms will be Vacated: \_\_\_\_\_ Termination Date: \_\_\_\_\_

**I. GENERAL/ADMINISTRATIVE COMPLETED (Mark N/A if Not Applicable)**

- a. Contact Safety Services to initiate the Laboratory Check-out Process and the respective committees (IBC, IACUC, IRB, etc.) for which you have an active protocol, at least 30 days before your termination date. \_\_\_\_\_
- b. If any research materials will be transferred, contact the Office of Sponsored Programs to obtain an outgoing MTA. \_\_\_\_\_
- c. If transferring research records or data to another institution or to self, follow process outlined in HSCEP OP 73.02. \_\_\_\_\_
- d. Remove all personal items from the laboratory space. \_\_\_\_\_
- e. Certify any pending effort statements in the ECRT system, if applicable. \_\_\_\_\_
- f. Update clinical trials.gov records, if applicable. \_\_\_\_\_
- g. Contact LARC for internal close-out, if applicable. \_\_\_\_\_

**II. CHEMICALS AND RADIOSOTOPES COMPLETED**

- a. Contact Radiation Safety Services and consult with the TTUHSC El Paso Radiation Safety Manual (revised February 2006) for Instructions on the transfer and/or disposal of radioactive material and/or radiation contaminated equipment, and the proper procedures

for decommissioning radiation laboratory areas. \_\_\_\_\_

b. Update inventory of all chemicals and confirm that all chemicals are properly labeled. \_\_\_\_\_

c. Verify that all chemical containers are properly sealed and in good condition (be sure to empty beakers, flasks, etc.). \_\_\_\_\_

d. Determine which chemicals can still be used and arrange with Safety Services for their transfer to another laboratory. Otherwise Contact Safety Services for their disposal. \_\_\_\_\_

**III. CONTROLLED SUBSTANCES** **COMPLETED**

a. Inventory controlled substances. Discuss with Safety Services mechanisms for their transfer to other investigators or to be properly discarded. **Refer to HSCEP OP 73.04 for guidelines.** \_\_\_\_\_

b. **Any lab found in non-compliance of proper disposal OR transfer of controlled substances will have their license reported to the DEA.** \_\_\_\_\_

**IV. CONTROLLED SUBSTANCES** **COMPLETED**

a. Inventory all gas cylinders and label appropriately. Include name of gas and whether the tank is full or empty. \_\_\_\_\_

b. Prepare cylinders for transport. Remove regulators and replace cylinder safety caps. \_\_\_\_\_

**V. BIOHAZARDS (including select agents)** **COMPLETED**

a. Inventory all materials and ensure that all containers are in good condition and are properly sealed and labeled. Affix biohazard symbol(s) as needed. \_\_\_\_\_

b. Submit inventory of Select Agents to Responsible Official (RO), IBC, and Safety Services for transfer, destruction, or disposal. \_\_\_\_\_

c. Decontaminate all surfaces and equipment with an appropriate solution depending on the specifications of the equipment or material being handled. \_\_\_\_\_

d. Human Tissues: Follow TTUHSC El Paso Infection Waste Procedures at:  
<http://el Paso.ttuhsce.edu/safety/documents/regulatedwastedisposalmanual.pdf>. \_\_\_\_\_

- e. Prepare biohazardous materials for disposal or transport. Appropriate packaging and transport carts must be used. Contact Safety Services for information regarding USDOT and/or IATA shipping rules, regulations, and requirements. Do not ship biohazardous or infectious agents without proper certifications and approvals by the institution. A Material Transfer Agreement may be needed; contact the Office of Sponsored Programs. \_\_\_\_\_

**VI. MIXED HAZARDS AND WASTES**

**COMPLETED**

- a. Inventory all materials and determine types of mixed hazards, e.g. biohazard, chemical waste, radioactive material, etc. \_\_\_\_\_
- b. Contact Safety Services to determine route of waste disposal
  - i. For unwanted chemicals and chemical waste, complete and submit the “Request to Dispose of Chemicals” online form located at the following URL: [http://elpaso.ttuhscc.edu/elpsafetyservices/forms/dispose\\_chemicals.aspx](http://elpaso.ttuhscc.edu/elpsafetyservices/forms/dispose_chemicals.aspx). If online access is not available, forms may be obtained from Safety Services. All items for disposal should have the proper label affixed to the container indicating appropriate chemical properties of the waste prior to pick up. Safety Services will not pick up the items without proper label. \_\_\_\_\_
- c. Dispose of sharps in appropriate sharps container(s). \_\_\_\_\_
- d. Contact Safety Services for consultation on proper disposal of mixed wastes. \_\_\_\_\_

**VII. MIXED HAZARDS AND WASTES**

**COMPLETED**

- a. All suspected contaminated equipment must be decontaminated as directed in HSCEP OP 75.05 “**Contaminated-Suspect Equipment**” and include a completed “Certificate of Decontamination” form for any equipment that will either remain in its current location or to be moved from the lab area. \_\_\_\_\_
- b. Inventory all equipment to remain or to be moved (follow HSCEP OP 73.02). **Biological Safety Cabinets (BSC) will need to be re-certified if moved to another location prior to use.** \_\_\_\_\_
- c. Clean, disinfect/decontaminate all work areas, equipment including countertops, cabinets, surfaces of fume hoods and biosafety cabinets, freezers, fridges, etc. \_\_\_\_\_

- d. Verify that any biologicals and/or chemicals have been removed from refrigerators, freezers, hoods, and cabinets. \_\_\_\_\_
- e. High Hazard Control Equipment: Alert Safety Services to the presence of equipment used with highly toxic chemicals or virulent agents. \_\_\_\_\_
- f. Equipment to be discarded: Ensure that all hazardous materials have been removed and properly disposed of, including mercury switches and thermometers (contact Safety Services for assistance). \_\_\_\_\_
- g. Hazard labels: Remove or deface hazard warning labels (i.e. biohazard symbol, radiation symbols) from all equipment, countertops, and doors. \_\_\_\_\_

**VIII. CLEAN UP COMPLETION AND INSPECTION**

**COMPLETED**

- a. Sign and date once you have completed the checklist. \_\_\_\_\_
- b. Contact Safety Services to conduct final inspection and approval of clean-up procedure. \_\_\_\_\_
- c. Forward this document to the next appropriate level once Safety Services has given approval. \_\_\_\_\_

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*The separating/moving faculty member identified above has fully met the requirements of this policy (HSCEP OP 73.10).*

\_\_\_\_\_  
Safety Services Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
*OVPR Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

***Completed copies of this form should be provided to the Investigator's Department, Safety Services, and the Office of the Vice President for Research.***