

# **Baylor University**

## **Environmental Health and Safety**

### **Laboratory Closure Procedure**

All Principal Investigators (PIs) are encouraged to complete this checkout procedure no later than one week prior to the completion of their association with Baylor University. PIs must ensure that all hazardous chemicals, biologicals, Class IIIB and IV lasers, radioactive materials and radiation producing machines under their supervision are properly disposed, removed for surplus, or transferred to another PI. Uncontrolled inventories of hazardous chemicals, biologicals, or radioactive materials lead to storage problems, increased waste disposal costs, contamination, potentially unsafe conditions, and regulatory compliance issues. The costs associated with the cleanup and disposal of a laboratory and hazardous materials after a faculty member has left will have to be absorbed by the faculty member's department.

1. On a monthly basis, the OVPR Office will notify Environmental Health and Safety (EHS) of faculty who are leaving the University. EHS will contact faculty members with laboratories and arrange a meeting to discuss the lab closeout procedures as soon as possible. This will allow adequate time for the scheduling of waste disposal, clearance or release of laboratory equipment, and compliance with regulatory requirements.
2. Where applicable, the PI is responsible for making arrangements to transport equipment and research materials to the new institution. Most hazardous materials, e.g., chemical and biological materials, are regulated for transportation. Only authorized, approved shippers and personnel are allowed to package, offer for transport, or ship regulated hazardous materials. The transportation services are quite expensive, and in many cases, it may be more cost effective to replace chemicals and other hazardous materials, than to ship them. There are commercial moving companies available that are approved to package and transport hazardous materials. EHS can provide a list of such companies.
3. Any remaining chemical, biological, or radioactive materials in the laboratory must be transferred to another Baylor lab group willing (and licensed) to take responsibility for them. Any remaining materials will need to be disposed of through EHS. The process will need to be started as soon as is practical and done in batches in order to not exceed the university's limited waste storage capacity.
4. Certain remaining lab equipment, e.g., refrigerators, centrifuges, ovens, and incubators, must be decontaminated and cleared for removal to Surplus Property or for relocation to another lab. An "Equipment Release Form" is required for any piece of equipment to be moved or disposed.
5. The PI is responsible for completing the attached checklist. Once the checklist is complete, the PI must contact EHS to schedule a final walk-through of the lab(s). The PI and EHS representative(s) will sign the checklist once everything has been satisfactorily completed. EHS will provide a copy of the completed checklist to the Department Chair.

# Baylor University Equipment Release Form

Date Initiated: \_\_\_\_\_

Office/Lab of Origin: \_\_\_\_\_ Department: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Instrument/Device Description: \_\_\_\_\_  
\_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

BU Asset Tag: \_\_\_\_\_

Destination: \_\_\_\_\_

Service requested: \_\_\_\_\_  
\_\_\_\_\_

De-energized:                      Yes                      No                      PI's Initials: \_\_\_\_\_

Chemicals Removed:              Yes                      No                      PI's Initials: \_\_\_\_\_

Contaminated:                      Yes                      No                      PI's Initials: \_\_\_\_\_

Radiation Contaminated:        Yes                      No                      PI's Initials: \_\_\_\_\_

Any contamination found will require the laboratory to remove the contaminants per EHS instructions. This form must be attached to the equipment.

I certify that the above listed equipment is free of chemical, hazardous material or radioactive contamination and that it is safe to release to unrestrictive areas and/or to perform the work as requested.

\_\_\_\_\_  
(Signature of Responsible Individual)

To be completed by EHS:  
Date Released by EHS: \_\_\_\_\_ Released By: \_\_\_\_\_

One copy of this completed form is to be attached to the equipment; a second copy must to be emailed to: Fixed\_Assets@baylor.edu. An optional third copy may be kept by the department.

