

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

<b>Effective Date</b> May 31, 2018		<b>Number</b> L 03
<b>Subject</b> Lab Checkout & Equipment Clearance Procedures		
<b>Reference</b> UH PI Checkout Procedure & Equipment Clearance form UT Lab Decommissioning & Equipment Clearance		<b>Special Instructions</b> None
<b>Distribution</b> Laboratory Faculty & Staff	<b>Reevaluation Date</b> As Needed	<b>No. Pages</b> 9

**I. INTRODUCTION**

The Laboratory Checkout and Equipment Clearance Procedure is to be used whenever a change in lab use occurs, such as when faculty switch research labs, leave the university, or labs are prepared for renovation. The Equipment Clearance portion may be utilized independently when a piece of lab equipment needs to be relocated, serviced, or disposed of. An Environmental Health & Safety Department approved Lab Checkout or Equipment Clearance form will serve as approval that the lab is cleared for the next lab user or the equipment is ready for relocation, servicing or disposal (clean and free of hazardous materials), and all waste materials have been properly disposed of, including chemical materials that are no longer useful. Proper management of chemical inventories and adherence by users prevents unnecessary cleanup costs and time from all parties, including the next lab user. Routine removal of waste is covered under Environmental Health & Safety Department funds. However, failure to adhere to these procedures (labs left in disarray) and remove wastes on a routine basis will require the department assume responsibility for cleanup, and lab change waste costs to be incurred by renovation budget or CSE.

Compliance with this procedure is mandatory to allow for compliance with waste regulations (i.e., routine waste pickups), hazard communication and safety of other users. All laboratory faculty, department chairs, laboratory staff, and students assisting should become familiar with the conditions set forth in this policy. Additional information regarding laboratory hazards may be obtained through the UHCL Laboratory Safety Manual or the Environmental Health & Safety Department policies and procedures located at <https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/lab-safety>.

*Albert Black*  
\_\_\_\_\_  
Albert Black  
Director, Environmental Health & Safety

*Lisa Coen*  
\_\_\_\_\_  
Lisa Coen  
Lab Safety Coordinator

# UNIVERSITY OF HOUSTON-CLEAR LAKE ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT

## II. PURPOSE

When laboratories need to go through a change in use, change in users, or are cleared for renovation, all chemical, radioactive and biological materials, sharps and other wastes must be removed and transferred or disposed of properly. Hazardous materials left behind can create unsafe non-compliant conditions and can be expensive and time consuming to manage, especially if the laboratory and chemicals have not been managed properly. Leaving this cleaning and disposal task to the next user places an undue burden and potential health hazard or liability for materials that they may not know the age, date opened or last used, contents or impurities of prepared solutions, etc. The individual who is most knowledgeable about the materials in a laboratory should handle the clearing process and complete the attached form well enough in advance of the anticipated date of change to allow for inspection, sampling and additional follow-up if necessary. An approved EH&S form will serve as clearance that the lab is clean and all old, unusable and waste materials have been properly disposed of.

## III. RESPONSIBILITIES

- A. Department Chair** - must ensure that this policy is distributed to all Laboratory Faculty in their department. The Department Chair must notify Environmental Health & Safety if a Laboratory Faculty is leaving, transferring their laboratory to another or closing down a laboratory. Ultimate responsibility for hazardous materials management lies within the owning department whenever there is a change in lab use.
- B. Laboratory Faculty** - when a Laboratory Faculty vacates or closes down a laboratory, they must contact their Department Chair and Environmental Health & Safety to begin the decommissioning process 30 days prior to the anticipated change. Information needed with the notice is listed in the procedure below. The laboratory must be left in a condition which is safe for the next occupant, or for construction or renovation workers. It is the responsibility of the Laboratory Faculty to ensure that all hazardous materials in use in the laboratory and/or laboratory equipment are relocated or disposed of properly according to the policies of UHCL.
- C. Environmental Health & Safety** - is responsible for verifying that safety hazards have been removed from the laboratory before approving for Housekeeping, Facilities Management & Construction, or any other Laboratory Faculty to enter the laboratory or remove the laboratory equipment. Environmental Health & Safety will verify that the laboratory was left in a safe condition and post a notice verifying that it is safe to clean, renovate, or move into the laboratory.
- D. Facilities Management and Construction** – may be performing the move or arranging contractor(s) for the move of laboratory equipment and/or lab renovations. FMC should receive clearance from Environmental Health & Safety prior to assisting with lab changes.

## IV. LABORATORY CLEARANCE PROCEDURES

The following procedure must be implemented by a Laboratory Faculty, researcher, or instructor, who is planning on relocating to another laboratory, renovating their laboratory, or

# UNIVERSITY OF HOUSTON-CLEAR LAKE ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT

leaving UHCL. This also applies to department chairs in the event of the death, disability or termination of the previously mentioned personnel under their responsibility.

**A.** At least thirty (30) days prior to the expected date of laboratory change, Laboratory Faculty must submit written notification of their intended plans. Notification must include:

- Lab Number(s) and Lab Equipment affected
- Date of anticipated change
- Forwarding contact information, if leaving UHCL
- Name(s) of individual(s) who have agreed to take responsibility of transferred materials, and a copy of correspondence listing those materials.

**B.** All Laboratories (chemical, biological, and radiological) and Lab Equipment (centrifuges, freezers, refrigerators, etc.) must be cleared by Environmental Health & Safety prior to relocating or departing from the University of Houston-Clear Lake. Before submitting an Equipment Clearance or Lab Checkout Form, make sure all chemical, biological, and radiological elements have been removed from the lab and lab equipment (including pump oil). The laboratory must be clean and completely emptied (drawers and cabinets) to the satisfaction of the next user.

Responsible Laboratory Faculty must ensure completion of the **Laboratory Checkout and Clearance Form** (attached). Request forms may be submitted via email to the Environmental Health & Safety Department. Labs will be cleared upon completion of a final walk-through of the laboratory and signatures by the Laboratory Faculty, Department Chair or designee, Radiation or Biological Safety as applicable, and Environmental Health & Safety.

The signed form will be placed on the door to denote the lab has been cleared, and a copy submitted by email to [Facilities@uhcl.edu](mailto:Facilities@uhcl.edu) for final cleaning for the next occupant.

Approval of this form does not fulfill other department notifications or approvals. Examples of other departments to notify are listed at the bottom of the Lab Checkout Form.

**C. Equipment** - Make sure the unit is completely emptied. If the unit to be cleared is a refrigerator or freezer, the unit must be unplugged, defrosted, and wiped dry. Contact the Property Manager for equipment that is relocated or disposed of so that the inventory can be updated. Equipment purchased under a grant may not be able to be transferred to another institution; contact the Office of Sponsored Programs for questions and approval.

The signed **Laboratory Equipment Clearance Form** will be placed on the front of equipment to indicate it also has been cleared, and a copy submitted by email to [Facilities@uhcl.edu](mailto:Facilities@uhcl.edu) for relocation or disposal as applicable.

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

- D. Chemicals (applies to all categories below)** - All chemicals, including waste chemicals, must be removed from the laboratory and/or laboratory equipment. *Chemicals may not just be left in the lab for the next user.* Improper Chemical Inventory control creates storage space issues, and leads to inherently waste like materials which implies improper waste removal. This increases waste disposal costs later on, and leads to other potentially unsafe conditions for materials such as air or water reactive, peroxide forming, shock sensitive, highly toxic materials, etc.
- a. If chemicals are to be transferred to another Laboratory Faculty, they must be done with a detailed inventory list approved by the receiving faculty and a copy sent to Environmental Health & Safety.
  - b. Transfers to other institutions must be done with approval by Environmental Health & Safety and CSE. Chemicals (and biological materials) may not be personally transported or sent via regular packaging options such as USPS, UPS, or FedEx. They must be properly packaged and transported according to DOT/IATA Hazardous Materials Regulations, by someone who is trained to offer hazardous materials for transit and licensed to transport such shipments. Environmental Health & Safety can assist with packaging and setup, but will not necessarily incur the costs associated with special packaging materials and shipping.
  - c. Chemicals to stay in a research lab after faculty leaves must be inventoried. Leaving faculty should communicate with CSE to determine which materials are desired by other faculty, and which may be discarded as waste. All containers shall be properly labeled, and those staying shall be in good condition.
  - d. Any remaining unwanted chemicals must be properly labeled with the contents (all constituents), faculty name, and date, and disposed of through Environmental Health & Safety. If there is a large quantity of waste materials, such as that to warrant its own pickup (suggesting waste or outdated inventory was not routinely disposed of), Environmental Health & Safety may elect to charge the disposal amount back to the department.
  - e. Empty containers must be triple rinsed and labels defaced prior to disposal in the glass container or trash (for non-glass containers).
- E. DEA Controlled substances** (Schedule I – V regulated through Drug Enforcement Agency (DEA)) should not be on campus without a permit held by the user. Permit holders must follow agency guidelines regarding transfer and disposal. Disposal must be arranged with a police witness and requires a dedicated waste pickup.
- F. Radioactive Materials** - All radioisotopes must be disposed of in the appropriate waste containers per the Radiation Safety Handbook and regulatory requirements. The radioisotopes must be removed from the laboratory through a Radiation Waste Pickup by contacting Environmental Health & Safety. The Laboratory Faculty must contact the Radiation Safety Division and complete the inventory verification form prior to leaving UHCL to show that all radioisotopes have been removed from their inventory. If radioactive materials will be transferred to another Laboratory Faculty,

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

contact the Radiation Safety Division for approval. All laboratory areas and/or equipment will be wipe tested by Radiation Safety or Environmental Health & Safety for contamination. If contamination is present, the area must be decontaminated to remove all radioactive contamination. The area shall be cleaned to wipe test counts below 1000 dpm/100 cm<sup>2</sup>.

**G. Biological Materials -**

1. Clean and disinfect all laboratory surfaces and equipment with an approved disinfecting agent appropriate for the agents used (such as freshly prepared 10% Bleach, 70% Ethanol, Lysol, etc.). Ensure proper contact time for adequate deactivation of biohazardous agents (typically 10-15 minutes submerged).
2. Biological safety cabinets may require decontamination. Biological safety cabinets that are moved must be re-certified prior to use.
3. Biological materials needing relocation must be moved to another appropriate and marked Biosafety Level lab and storage unit.
4. Contact Environmental Health & Safety for assistance with disposal of biohazardous material (select agents, biological toxins, cultures, frozen stocks, tissues, etc.) by chemical destruction, autoclaving or incineration as appropriate.

**H.** All glassware and laboratory apparatus shall be clean and put away. Damaged glassware shall be tied up in a plastic bag inside a sturdy cardboard box labeled "Broken Glassware". Housekeeping personnel will remove broken glassware boxes from the labs. For assistance with chemically contaminated glassware, contact Environmental Health & Safety (281-283-2106).

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

**LABORATORY EQUIPMENT CLEARANCE FORM**

All laboratory equipment being moved, serviced, or disposed of must be properly cleared of hazardous materials, cleaned and decontaminated, and tagged with this form, which must be completed by laboratory personnel and emailed to Environmental Health & Safety for approval.

**Faculty:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Originating Lab: \_\_\_\_\_ Reason / to Lab: \_\_\_\_\_

Equipment Type: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_

**Previously Used:**

- Chemicals
- Biological Materials
- Radioactive Materials\*
- No Hazard
- Unsure

**Equipment Cleaning and Decontamination Process:**

_____  _____
--------------------

*\* If radioactive materials were used in the equipment, a wipe test and survey will be needed.*

Certification that the equipment is cleaned and decontaminated of all chemical, biological, and radioactive contaminants:

---

*Print Name* *Signature* *Date*

---

**Environmental Health & Safety Approval**  
*Print Name* *Signature* *Date*

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

**LABORATORY CHECKOUT AND CLEARANCE FORM**

Lab Faculty: \_\_\_\_\_

Lab(s): \_\_\_\_\_

**1. Chemicals**

- Evaluate all chemicals for transfer or waste disposal
- Transfer surplus chemicals to other Laboratory Faculty
- Dispose of waste chemicals through Environmental Health & Safety (all chemicals must have completed hazardous waste labels affixed to each container)
- Contact EH&S for destruction of Select Agent Toxins or DEA controlled substances
- Return gas cylinders to supplier (non-returnable cylinders may be disposed of through EH&S)

**2. Radioactive Materials, X-Ray Machines, Lasers**

- Inform the Radiation Safety Officer of your intended move
- Transfer surplus radioactive stocks or sealed sources to another authorized Permit within HSC and remove item(s) from inventory/registration
- Dispose of all waste radioactive material through EH&S
- Decontaminate and wipe test all areas of laboratory (below 1000 dpm/100 cm<sup>2</sup>)

**3. Biological Materials**

- Inform the Biological Safety Manager of your intended move
- Request decontamination of biosafety cabinets through EH&S
- Remove biohazardous materials (cultures, frozen stocks, tissues, etc.) by proper transferring to another investigator, autoclaving or incineration as appropriate. Contact EHS for assistance.
- Clean and disinfect all laboratory surfaces and equipment

**4. Housekeeping**

- Clean and decontaminate laboratory equipment (including chemical fume hoods)
- Clean and decontaminate all laboratory surfaces
- Ensure that all garbage, laboratory supplies, glassware, books, binders or debris are removed from the laboratory.
- Submit Equipment Clearance request for all items to be removed from laboratory

**Intellectual Property (List items)** \_\_\_\_\_

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

**Capital Assets (List items)** \_\_\_\_\_  
\_\_\_\_\_

**Final Laboratory Walk-Through and Clearance**

Laboratories are cleared for checkout, change in use, or renovation after sections below are signed by Laboratory Faculty, Department Chair, and Environmental Health & Safety representatives. Any outstanding issues must be resolved prior to final decommissioning. A new researcher may not take possession of the laboratory until approved by all parties listed below.

**The following were present during walk-through on (date):** \_\_\_\_\_

<b>Name</b>	<b>Department</b>	<b>Signature</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Walk-Through Observations / Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Laboratory Faculty Certification:** I acknowledge that all requirements pertaining to the decommissioning and clearance of all UHCL laboratory space assigned have been completed.

\_\_\_\_\_  
*Print Name* *Signature* *Date*

**Environmental Health & Safety Approval**

\_\_\_\_\_  
*Print Name* *Signature* *Date*



**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

**Department Chair Approval**

---

*Print Name*

*Signature*

*Date*

**Biological or Radiation Safety Approval (if applicable)**

---

*Print Name*

*Signature*

*Date*

**Questions should be directed to Environmental Health & Safety at ext.2106**

**Also Notify, return materials to, and get approval if applicable from:**

- **HR, SC Packet / Separation Form**       **Y**     **N**    **Date:** \_\_\_\_\_
- **Primary Department**       **Y**     **N**    **Date:** \_\_\_\_\_
- **Scheduling for changes to Space Allocation**     **Y**     **N**    **Date:** \_\_\_\_\_
- **Property Manager to update Inventory**       **Y**     **N**    **Date:** \_\_\_\_\_
- **Office of Sponsored Programs for Grants**       **Y**     **N**    **Date:** \_\_\_\_\_
- **Notification to Locksmith / Campus Police**     **Y**     **N**    **Date:** \_\_\_\_\_
- **Library, books and materials, fines**       **Y**     **N**    **Date:** \_\_\_\_\_
- **Computing, equipment, access change**       **Y**     **N**    **Date:** \_\_\_\_\_