THE UNIVERSITY of NEW ORLEANS
OFFICE OF RESEARCH

Laboratory Moves, Relocations, and Decommissioning Guidelines

Table of Contents

Purpose

The purpose of this document is to provide general guidance for proper laboratory closure (including moves and relocations within campus) and the decommissioning of University of New Orleans (UNO) laboratories or other research-related areas. Proper closure/decommissioning prepares a laboratory to be safe and compliant and allows other users to safely use the space.

A laboratory space that has been closed and decommissioned is a space safe for individuals unfamiliar with the laboratory to enter, reduces disposal costs associated with unwanted and unknown hazardous materials, and encourages sustainability through redistribution of unwanted, functioning laboratory equipment and supplies.

Sections 1 though 6 contain detailed instructions for an efficient decommissioning process.

Section 7 contains a summary of these items within a checklist.

You must contact the UNO Laboratory Safety Officer at labsafety@uno.edu to schedule a Move, Relocation, and/or Decommission Assessment. This is required before the move, relocation, and/or decommission may occur. It is recommended that you schedule this assessment as soon as you are aware of the move, relocation, and/or decommissioning.

1. Responsibilities

UNO Laboratory Safety Officer

- Develops guidelines for proper decommissioning of laboratory spaces.
- Posts “Safe & Compliant” certificate upon final inspection of decommissioned laboratory spaces.
- Assists in redistribution of decontaminated, functioning laboratory equipment and supplies.
- Updates information in the electronic management system, confirms removal/transfer of personnel.
- Officially confirms and terminates Biological Safety, Chemical Safety, Radiation Safety, and Chemicals in Animals approvals and licenses.

UNO Environmental Health & Safety Office (EHSO)

- Assists with all of the tasks listed above under the UNO Laboratory Safety Officer.

Principal Investigators

- Notifies department management of upcoming move, relocation, and/or decommission.
- Notifies the UNO Laboratory Safety Officer of a move, relocation, and/or decommission.
- Notifies the UNO Laboratory Safety Officer to terminate or amend current research protocols.
- Completes material transfer agreements (as appropriate).
- Removes ALL hazardous substances from their assigned laboratory space(s).

- Follows these guidelines for proper moving, relocating, and/or decommissioning of laboratory space(s).
- Closes or transfers any regulatory permits, such as USDA or CDC Import Permits.

Laboratory Personnel (Students, Staff, & Research Associates)

- Follows these guidelines for proper moving, relocating, and/or decommissioning of laboratory space(s).
- Submits revised Laboratory Signage Requirements Form with updated emergency contacts, if applicable.

Department Management (Chair & Department Administrator)

- Supports the UNO Laboratory Safety Officer, EHSO, Principal Investigators, and laboratory personnel in preparing a laboratory space to be safe and compliant.
- Notifies the UNO Laboratory Safety Officer of investigators leaving the department.
- Notifies the UNO Laboratory Safety Officer of new investigators arriving to the department and moving into previously vacated spaces.

Documents

- Equipment Hazard Tag
- Equipment Hazard Tag Guidelines
- Regulated Waste Guidelines
- Chemical Hygiene Plan
- Radioactive Materials Management Guidelines
- Laboratory Signage Requirements Form

All documents are available at https://www.uno.edu/research/funding/compliance.

2. General Guidelines

Package and move lab items only during normal business hours so emergency staff will be more readily available to help if there is a spill or accident.

Arrange for heavy equipment to be transported for you by putting in a Work Order with UNO Facilities Services or setting something up with the project vendor.

Never transport hazardous materials alone. Wear appropriate personal protective equipment for the material being handled.

Perform basic surface and visible decontamination of all assigned laboratory spaces and shared spaces including, but not limited to:

- Stock rooms
- Cold rooms
- Waste collection areas
- Dark rooms
- Equipment rooms

Perform basic surface and visible decontamination of all laboratory equipment, such as refrigerators and freezers.

Ensure the Equipment Hazard Tag is affixed to all laboratory equipment when decontamination is complete. The Equipment Hazard Tag must be filled out completely, in English.

In the event of an employee exposure or spill (chemical, biological, or radiological), follow these steps:

- Perform immediate care (eyewash/safety shower) if an exposure has occurred.
- Contact 911 and UNO Public Safety at 504-280-6666.
- Block access to the drains or sinks.
- Contact your supervisor, EHSO, and the UNO Laboratory Safety Officer.
- Follow-up according to your supervisor and physician.
- Fill out an accident report in SharePoint.

3. Cleanup & Decontamination

Hazardous & Regulated Waste

Identify the types of waste that are present in the areas that are to be moved, relocated, and/or decommissioned. The UNO Regulated Waste Guidelines must be followed and are available at https://www.uno.edu/research/funding/compliance under Regulated Waste.

Laboratory Spaces, Shared Spaces, & Equipment

All areas of chemical, biological, and radioactive use and storage must be cleaned. This includes, but is not limited to:

- Bench tops
- Chemical storage cabinets
- Chemical fume hoods
- Biological safety cabinets
- Laboratory shelves
- Ovens
- Incubators
- Refrigerators
- Freezers

For shared spaces, the following must be met:

- Check all shared spaces for chemicals, biological materials, waste, supplies, equipment, etc.
- Clean work surfaces.
- Unwanted, usable items (lab equipment, lab supplies, chemical reagents, etc.) must be in good condition.
- All useable chemical reagents and lab equipment and supplies can be transferred to another investigator in the same department.

If you're unable to transfer these items, contact the UNO Laboratory Safety Officer for assistance in redistribution.

All lab equipment must be cleaned by laboratory personnel and an Equipment Hazard Tag must be filled out and affixed prior to transfer.

Contact the UNO Laboratory Safety Officer regarding decontamination of biological safety cabinets, laminar flow hoods, glove boxes, Class IIIB laser equipment, and Class IV laser equipment prior to removal from the lab.

Chemical Reagents

All chemical reagents must be securely closed and boxed according to compatibility.

Email the UNO Laboratory Safety Officer for additional guidance.

Radioactive Materials

The Radiation Safety Officer must be contact as soon as possible by emailing labsafety@uno.edu.

Laboratory personnel must wipe down fume hood work surfaces, sinks, bench tops, and equipment where radioisotopes were used.

Laboratory personnel must remove radioactive labels, stickers, and tape from all facility equipment, refrigerators, sinks, and hoods following decontamination.

For laboratory closures, all dosimeter badges, survey meters, radioactive sealed sources, and isotope inventory must be sent to the UNO Laboratory Safety Officer.

The Radiation Safety Officer will work with lab personnel or PI to complete the decommissioning and closeout/transfer of license.

Controlled Substances

Controlled substances must be disposed of according to federal regulations. Drug disposal must be conducted through a Reverse Distributor. The Drug Enforcement Agency (DEA) and LA Board of Pharmacy will require a change of address. Please visit the DEA website and the LA Board of Pharmacy website for more information.

Biological Materials

Biological materials must be transported in a leak-proof primary container and securely positioned in a secondary leak-proof container (ex. Ice chest or cooler). Secondary containers must be clearly labeled with the Biohazard symbol and the word “Biohazardous”.

Biological materials stored in freezers and refrigerators must be secured. Freezers may be moved with samples inside but must be prepared by laboratory personnel for transport. Laboratory personnel should ensure that samples are backed into non-breakable containers (plastic, metal, or cardboard).

All voids within the freezer should be filled with packing material to prevent the contents from shifting during transit. The outside of the freezer should be decontaminated, and an Equipment Hazard Tag should be filled out and affixed prior to moving it out of the laboratory.

Transportation and shipment of biological materials off-campus must be done according to national transportation rules.

Laboratories moving off campus that need to transport biological or infectious samples should:

- Use a moving company to transport the samples.
- Pack and ship the samples though a shipping company (ex. FedEx, DHL, UPS, etc.).
- If the lab uses a moving company to transport their samples, the company must be certified by the Department of Transportation (DOT) to transport biological and infectious material and have a method for refrigerating samples during transport.
- If the lab ships their samples through a shipping company, laboratory personnel who pack the samples must have taken Shipment of Infectious Agents and Biological Materials Training within the past two years and pack the samples according to DOT and International Air Transport Association (IATA) regulations.
- Ensure all permits to transport certain samples (ex. Soil) are current.

Contact the UNO Laboratory Safety Officer for additional guidance.

Animal and Human Tissue

Animal parts, carcasses, excreta, bedding, etc. must be disposed of as biohazardous waste according to the Regulated Waste Guidelines.

Human tissue specimens must be placed in the appropriate container and disposed of through a UNO-approved biohazardous waste vendor. Tissue held in a liquid preservative must be separated from the liquid prior to disposal through a UNO-approved biohazardous waste vendor. The preservative must be disposed of as hazardous waste according to the Regulated Waste Guidelines.

Asbestos Containing Materials (ACM)

Materials identified as ACM must be disposed of as hazardous waste according to the Regulated Waste Guidelines. This includes cementitious lab/table tops, woven heat protection equipment (gloves, hot pads, etc.), older laboratory fume hoods (cementitious panels inside) and ovens.

Other Hazardous Materials

There can be hazardous substances within laboratory equipment. Examples include: freon, lead paint, mercury, and polychlorinated biphenyls (PCBs).

Mercury-containing equipment includes manometers, thermometers, barometers, mercury switches, and UV lamps.

PCB-containing equipment includes diffusion pumps and transformers.

Freon-containing equipment includes refrigerators, freezers, and low-temperature chambers.

Contact the UNO Laboratory Safety Officer for additional guidance.

Gas Cylinders

Unwanted gas cylinders must be returned to the vendor. Compressed gas cylinders and cryogenic gas cylinders must be picked up by the vendor.

4. Material Transfer Agreements (MTAs)

MTAs are used to transfer materials (generally biological) from one institution to another. An MTA is a contract between the owner of a material and the intended recipient governing the transfer and subsequent use of the material. Examples include: bacteria, cultures, nucleotides, proteins, plasmids, cell lines, transgenic animals, and pharmaceuticals.

Since an MTA is a contract that governs the transfer of materials, it also covers issues such as ownership of the transferred materials, modifications and derivatives made by the recipient, limitations on use of the materials, and confidentiality.

Contact the UNO Laboratory Safety Officer for additional guidance.

5. References

- ANSI/AIHA Z9.11- Laboratory Decommissioning Guidelines from NIH.
- Biosafety in Microbiological and Biomedical Laboratories, 5th Edition http://www.cdc.gov/biosafety/publications/bmbl5/index.htm.
- Committee on Prudent Practices for Handling, Storage, and Disposal of Chemicals in Laboratories, Board on Chemical Sciences and Technology, Commission on Physical Sciences, Mathematics, and Applications, National Research Council. 2007. Prudent Practices in the Laboratory: Handling and Disposing of Chemicals, National Academy Press: Washington, D.C.
- EPA Environmental Management System Standard - 40 CFR 262.105 (b)(8)
- OSHA Laboratory Standard 1910.1450 (Occupational Exposure to Hazardous Chemicals in the Lab) - 1910.1450.

6. Laboratory Moves, Relocations, and Decommissioning Summary

These items should be reviewed for the entire lab to be decommissioned:

- Notify the UNO Laboratory Safety Officer by emailing labsafety@uno.edu and arrange for an initial meeting to review the decommissioning process.
- Complete Material Transfer Agreements (MTAs)
- Close DEA controlled substances registration
- Close CDC or USDA permits
- Email labsafety@uno.edu to amend, terminate, or transfer biological registration(s)
- Email labsafety@uno.edu to amend, terminate, or transfer chemicals in animals form(s)
- Email labsafety@uno.edu to amend, terminate, or transfer radioactive material authorization permit(s)

These items should be reviewed for each space to be decommissioned:

Room Number(s): _____

- Perform preliminary clean-out and basic surface and visible decontamination. Remove all labeling from benches, drawers, cabinets, etc.
- Fill out and affix the Equipment Hazard Tag to equipment including freezers and refrigerators.
- Dispose of all biological, sharps, chemical, controlled substance, radiological, universal, and electronic waste.
- Package all chemical and biological reagents and samples with an appropriate vendor.
- Unwanted chemical and biological reagents are disposed of as waste.
- Return unwanted gas cylinders and cryogenic gas cylinders to the vendor.
- Decontaminate work surfaces of chemical fume hoods and biological safety cabinets (if present).
- Check shared spaces for all laboratory-owned chemicals, biological materials, waste, supplies, and equipment. Perform preliminary clean-out and basic surface and visible decontamination. Remove all labeling from benches, drawers, cabinets, etc.
- Schedule vendor for decontamination of biological safety cabinets (if moved or transferred).
- For lab moves within UNO, freezers, refrigerators, and laser devices have been prepared for the move.