



**UNIVERSITY OF  
SOUTH FLORIDA**

# Laboratory, Art Studio, and Shop Cleanout/Closeout/Relocation Procedures

Environmental Health & Safety  
A Department of Facilities Management  
4202 Fowler Avenue, OPM 100  
Tampa, FL 33620-6980  
Phone: (813) 974-4036  
Fax: (813) 974-9346

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# Introduction

## Redistribution of Chemicals

To minimize wastes and their associated costs, the redistribution of useable chemicals to other USF

- applicable local, state, and federal regulations.
- Conducting post closure/relocation inspections of spaces for compliance with regulatory requirements as well as suitability for occupancy.

Colleges/Departments are responsible for:

- Notifying EH&S, RIC and/or Comparative Medicine, as applicable, immediately to coordinate disposal services. Costs for services associated with the removal of hazardous materials/wastes, any regulatory actions or fines resulting from improper management or disposal of hazardous materials due to an individual leaving the University without completing the laboratory cleanout/closeout process, as described, will be accrued by the responsible Department/College.
- Ensuring that decontamination of surfaces and equipment is completed, as applicable (see [Appendix 2](#)).
- Notifying EH&S, RIC and/or Comparative Medicine 30 days prior to lab construction and renovation projects that may warrant the need for the removal of hazardous materials.
- Coordinating with EH&S and affected PI/supervisor to conduct a post closeout inspection of the space to determine

## Non-Compliance/Consequences

## Appendix 1: Chemical Cleanout Checklist

- ? Please make sure all items on this checklist are completed prior to chemical removal.
- ? All containers must be closed and in good condition or overpacked inside containers that are in good condition.
- ? Chemicals must be labeled (if not known label as "unknown").
- ? Chemicals must be removed from the (ha)3.97.231.8.41051d1(vf)8 (e)2.5.18T@18T@T200230.0800Tf

## Appendix 2: Laboratory Closeout Checklist<sup>1,2</sup>

This checklist is designed to guide laboratory personnel safely through decommissioning procedures in the event that laboratory operations are moved or discontinued. In addition to the items in the checklist, please also consider the following:

- To assure others that appropriate cleaning and decontamination have been done, prepare a Laboratory Space & Equipment Clearance Statement ([Appendix 4](#)) or other clearance statement to attach to decontaminated equipment, furniture, and space.
- Use appropriate personal protective equipment (PPE) when cleaning, during decontamination, when handling hazardous materials, and when handling waste.
- See Chapters 5 and 8 of [Prudent Practices](#) for detailed storage, transport, and closeout procedures.
- Ensure that hazardous materials and their locations remain secure. Movers must be trustworthy and reliable as well as follow all applicable state and federal regulations associated with the handling, moving, and transporting of hazardous materials. Do not leave hazardous materials unattended or unsecured in hallways, lo(st)-6 (ot (t))TJ 0 Tc



Redistribute usable chemicals to other laboratories. Notify EH&S of new location or for assistance coordinating the redistribution.	
Follow organization procedures for proprietary samples and research materials to preserve.	
Review and investigate unknown materials for clues to their identity. If not identifiable, contact EH&S for hazard categorization services.	
Contact EH&S for removal of chemical waste by submitting a <a href="#">Lab Cleanout Form</a> or a CHEMATIX request.	
Update chemical inventory records to reflect the disposal at new locations	

Dispose of treated biological waste according to organizational procedures. If you have a large amount of biological material to dispose of, contact EH&S to request extra biohazard waste bins.	
Contact EH&S or RIC for removal of other biological material and waste.	
Update biological inventory records for disposal and new locations.	
For registered recombinant DNA work, protocol must be closed or updated for new location prior to move.	
<p>Clear and disinfect bench tops, furniture, other surfaces, biological safety cabinets, glove boxes, storage cabinets, and other fixed equipment with freshly made 10% bleach or another EPA listed tuberculocidal disinfectant. Remove warning stickers.</p> <p>Decontaminate BSC(s). A vendors such</p>	

Last step: Conduct exit survey of rooms and equipment. Be sure to check all drawers, cabinets, etc. Submit survey results to RIC.	
<b>Sharps</b> Sharps include needles, syringes with or without needles, Pasteur pipettes, pipette tips, and contaminated broken glass.	
Keep separate sharps that are radioactive, biologically contaminated, and chemically contaminated. Contact EH&S or RIC for removal.	
<b>Moveable Laboratory Equipment</b> Decontaminate movable lab equipment that is to be left in place, moved, sold as surplus, or disposed of.	

Units that may contain refrigerants must be evaluated by Facilities Management to determine if refrigerant needs

Empty Containers and Glassware	
For empty containers that held an EPA regulated acutely hazardous waste, known as P-listed waste, request pickup as hazardous waste.	
For other empty containers, use	

# Appendix 3: Resources and Contacts

Contact

Area of Expertise

Appendix 4: EH&S