

## Environment, Health & Safety

### Checklist for Release Certification of Laboratories Containing Hazardous Chemicals and Biological Agents or Materials of Biological Origin

In order comply with applicable federal and state regulations, your laboratory must be decontaminated prior to your move to make it ready for the next occupant. Please implement the checklist below and prepare your laboratory prior to the move.

Chemical and Biological Materials Inventory: Plan *on stopping all laboratory work 1 week prior to your move. This will give you time to perform all necessary decontamination and inventory procedures.*

- A) Review your chemical and biological materials inventories (including contents inside refrigerators and freezers) and see what can be disposed of (check for items which might have significant chemical degradation). Process disposal paperwork and have wastes removed by Environment, Health and Safety (EH&S) by calling 829-2401. Follow your department's procedures for disposing of Regulated Medical Waste for biological/medical wastes.
- B) Empty or full chemical containers that are saved must be checked for and cleaned of external contamination. If the saved materials are to be transported over roadways, contact EH&S for information on the US Department of Transportation regulations for packaging and labeling items to be shipped. If you need to borrow totes to transport chemicals for an internal move, contact EH&S.
- C) All chemical and biological samples in beakers, flasks, test tubes, culture dishes, vials, etc. (liquid or solid) must be labeled with the chemical or agent name (symbols are acceptable if name is uncommon or very lengthy), preparer's name, and hazard information, if known. **Any agents, toxins or other materials currently on the CDC/NIH Select Agent List must be handled according to strict transfer rules with appropriate documentation. Please contact EH&S for the agent list and guidance in handling these items.**
- D) All hazardous chemicals and biological materials must be removed from all laboratory surfaces (benches, shelves, cabinets, hoods, etc.) prior to moving from the laboratory. In addition, chemical residues, stains, deposits, etc. on all laboratory surfaces must be removed, neutralized, or otherwise rendered non-hazardous to human health or the environment using appropriate chemical and physical methods.
- E) Decontaminate all internal and external surfaces with appropriate solutions that are known to kill the organisms that may be present and/or inactivate the hazardous substances of biological origin.
- F) If decontaminating agents may leave a corrosive or otherwise harmful residue, the surfaces must be rinsed clean of hazardous contaminants.

## **Checklist for Release Certification of Laboratories Containing Hazardous Chemicals and Biological Agents or Materials of Biological Origin, continued**

- G) Research Equipment (hoods, refrigerators, freezers, analytical instrumentation, centrifuge, etc.): Complete the “*Checklist for Unrestricted Release Certification of Equipment Containing Hazardous Chemicals and Biological Agents*” form and affix a “*Equipment Release Certification*” form to each piece of equipment in the laboratory.
- H) Hazard labels must be removed or defaced when the respective hazards have been removed from equipment.
- I) Final Lab Survey - After all items are packed, do a thorough lab survey of benches, hoods, floors, shelves, waste areas, equipment, etc. Decontaminate all surfaces before movers arrive. Hazard labels on the exterior door must be removed or defaced when the respective hazards have been eliminated from the laboratory.
- J) Affix a signed and dated “*Laboratory Facility Release Certification*” form to the exterior of the laboratory door to certify that the laboratory poses no hazard to human health or the environment.

***Questions? Call EH&S 829-2401***