Procedures for Vacating a Laboratory

- **Summary/Purpose:** The Policy on Vacating a Laboratory detail the minimum procedures and requirements to remove all hazardous substances from a laboratory area and ensure that an area is free from hazardous contamination.

This policy apply to ALL laboratories, darkrooms, stockrooms, shops, research / teaching / maintenance facilities, and any other area where hazardous materials are used or stored.

The Principal Investigator, it is the Supervisor / Faculty Member's responsibility to ensure that all areas they supervise are properly decontaminated before the research staff vacates.

**Biological and Pathological Materials:**

- Disinfect work surfaces that may be contaminated with biological agents.
- Autoclave and dispose of unwanted biological agents in appropriate containers.
- All sharps (needles, pipets, lancets, broken glass, etc.) must be placed in puncture proof containers for disposal.
- All waste must be clearly labeled and Health and Safety (5433) must be contacted for removal.
- Refer to Sharps and Biological Waste Disposal Flow Chart.

**Hazardous Materials and Chemicals:**

- All chemicals must be labeled and sealed.
- All waste must be clearly labeled and Health and Safety (5433) must be contacted for removal.
- Wipe all surfaces and equipment with a warm solution of soap and water. This includes fume hoods, bench tops, refrigerators, sinks and floors.

**Radioactive Materials and Radiation Generating Devices:**

- A wipe test must be done on all surfaces and equipment where radioactive materials have been used. Please submit this data to Health and Safety.
- Radioactive waste must be properly packaged. Contact Health and Safety to request disposal of Radioactive Materials.
- Remove all "Radioactive" labeling and signs from equipment once it is decontaminated.
- The lab will be certified as Declassified by Health and Safety when:
  1. All Lab equipment has been decontaminated and surveyed,
  2. All Radioactive materials are removed and secured, and
  3. All survey results are accepted and approved by Health and Safety.