

TTUHSC El Paso Checklist for Moving or Terminating Laboratory Operations

Principal Investigator (please print): _____

Department: _____ School: _____

Building: _____ Room Number(s): _____

Date Laboratory Rooms will be vacated: _____ Termination Date: _____

I. GENERAL/ADMINISTRATIVE

COMPLETED
(Mark as Completed or N/A below)

- a. Contact Safety Services to initiate the Laboratory Check-out Process at least 30 days before your termination date. _____
- b. Submit termination reports to the respective committees (IACUC, IBC, IRB), as applicable, at least 30 days before your termination date. _____
 - i. IACUC Protocol #: _____
 - ii. IBC Protocol #: _____
 - iii. IRB Protocol #: _____
- c. If any research materials will be transferred, contact Sponsored _____ Programs to obtain an outgoing MTA, at least 14 days before termination date.
- d. Indicate if any of the research materials are associated to grant funding. _____
- e. If transferring research records or data to another institution or to self, follow process outlined in HSCEP OP 73.02. _____
- f. Remove all personal items from the laboratory space. _____
- g. Certify any pending effort statements in the ECRT system, if applicable. _____
- h. Update clinical trials.gov records, if applicable. _____
- i. Contact LARC for internal close-out, at least 30 days before departure, if applicable. _____

II. CHEMICALS AND RADIOSOTOPES

COMPLETED

- a. Contact Radiation Safety Services and consult with the TTUHSC El Paso Radiation Safety Manual (revised February 2006) for instructions on the transfer and/or disposal of radioactive material and/or radiation contaminated equipment, and the proper procedures for decommissioning radiation laboratory areas. _____

- b. Update inventory of all chemicals and confirm that all chemicals are properly labeled. Updated inventory must be submitted to Safety Services 14 days prior to departure. _____
- c. Verify that all chemical containers are properly sealed and in good condition (be sure to empty beakers, flasks, etc.). _____
- d. Determine which chemicals can still be used and arrange with Safety Services for their transfer to another laboratory. Otherwise Contact Safety Services for their disposal, within 14 days of departure. _____

III. CONTROLLED SUBSTANCES **COMPLETED**

- a. Inventory controlled substances. Discuss with Safety Services mechanisms for their transfer to other investigators or to be properly discarded. **Refer to HSCEP OP 73.04 for guidelines.** _____
- b. **Any lab found in non-compliance of proper disposal OR transfer of controlled substances will have their license reported to the DEA.** _____

IV. CONTROLLED SUBSTANCES **COMPLETED**

- a. Inventory all gas cylinders and label appropriately. Include name of gas and whether the tank is full or empty. _____
- b. Prepare cylinders for transport. Remove regulators and replace cylinder safety caps. _____

V. BIOHAZARDS (including select agents) **COMPLETED**

- a. Inventory all materials and ensure that all containers are in good condition and are properly sealed and labeled. Affix biohazard symbol(s) as needed. _____
- b. Submit inventory of Select Agents to Responsible Official (RO), IBC, and Safety Services for transfer, destruction, or disposal at least 14 days prior to departure. _____
- c. Decontaminate all surfaces and equipment with an appropriate solution depending on the specifications of the equipment or material being handled prior to the walk-through with Safety Services. _____
- d. Human Tissues: Follow TTUHSC El Paso Infection Waste Procedures at: <http://el Paso.ttuhs c.edu/safety/ documents/regul atedwaste disposal manual.pdf>. _____
- e. Prepare biohazardous materials for disposal or transport. Appropriate packaging and transport carts must be used. Contact Safety Services for information regarding USDOT and/or IATA shipping rules, regulations, and requirements. Do not ship biohazardous or infectious agents without proper certifications and approvals by the institution. A Material Transfer Agreement may be needed; contact Sponsored Programs. _____

VI. MIXED HAZARDS AND WASTES

COMPLETED

- a. Inventory all materials and determine types of mixed hazards, e.g. biohazard, chemical waste, radioactive material, etc. _____
- b. Contact Safety Services to determine route of waste disposal
 - i. For unwanted chemicals and chemical waste, complete and submit the "Request to Dispose of Chemicals" online form located at the following URL: http://el Paso.ttuhsc.edu/elpsafetyservices/forms/dispose_chemicals.aspx. If online access is not available, forms may be obtained from Safety Services. All items for disposal should have the proper label affixed to the container indicating appropriate chemical properties of the waste prior to pick up. Safety Services will not pick up the items without proper label. This must be fully completed before the walk-through with Safety Services. _____
- c. Dispose of sharps in appropriate sharps container(s) prior to vacating lab. _____
- d. Contact Safety Services for consultation on proper disposal of mixed wastes. _____

VII. MIXED HAZARDS AND WASTES

COMPLETED

- a. All suspected contaminated equipment must be decontaminated as directed in HSCEP OP 75.05 "**Contaminated-Suspect Equipment**" and include a completed "Certificate of Decontamination" form for any equipment that will either remain in its current location or to be moved from the lab area. _____
- b. Inventory all equipment to remain or to be moved (follow HSCEP OP 73.02). **Biological Safety Cabinets (BSC) will need to be re-certified if moved to another location prior to use.** _____
- c. Clean, disinfect/decontaminate all work areas, equipment including countertops, cabinets, surfaces of fume hoods and biosafety cabinets, freezers, fridges, etc. This must be completed fully prior to walk-through with Safety Services. _____
- d. Verify that any biologicals and/or chemicals have been removed from refrigerators, freezers, hoods, and cabinets. _____
- e. High Hazard Control Equipment: Alert Safety Services to the presence of equipment used with highly toxic chemicals or virulent agents. _____
- f. Equipment to be discarded: Ensure that all hazardous materials have been removed and properly disposed of, including mercury switches and thermometers (contact Safety Services for assistance). _____
- g. Hazard labels: Remove or deface hazard warning labels (i.e. biohazard symbol, radiation symbols) from all equipment, countertops, and doors. _____

VIII. CLEAN UP COMPLETION AND INSPECTION

COMPLETED

- a. Sign and date once you have completed the checklist. _____
- b. Contact Safety Services to conduct final walk-through inspection and approval of clean-up procedure. Include copies of all inventories with this checklist. _____
- c. Once Safety Services has received the completed checklist with PI's signature and has given approval, Safety Services will then forward this document to the next appropriate level. A copy will be given to the PI once all signatures have been obtained. _____

<i>Principal Investigator Signature</i>	<i>Printed Name</i>	<i>Date</i>
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The separating/moving faculty member identified above has fully met the requirements of this policy (HSCEP OP 73.10).

<i>Safety Services Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Department Chair Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Sponsored Programs Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Office of Research Signature</i> <i>Date</i>	<i>Printed Name</i>	
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Completed copies of this form should be provided to the Investigator's Department, Safety Services, and the Office of Research.