

ALFRED UNIVERSITY CHEMICAL HYGIENE PLAN

Appendix U - Checklist for Vacating Laboratories

Applies to All Individual or Shared Lab Space

Submit completed checklist to [EH&S](#)

Laboratory location: Building _____ Room(s) # _____

LSF/PI _____ Division _____

Date laboratory will be vacated _____

Transfer lab responsibility to: _____

- **Notify EH&S and LSF/PI well in advance of planned departure or move.**
- **Obtain necessary packing materials, bottles, labels, boxes carts, etc.**
- **Wear proper PPE.**
- **Indicate N/A if item Not Applicable**

Chemicals/Gas Cylinders

- All containers of chemicals are properly labeled.
- All usable chemicals are properly inventoried and stored within lab space or returned to general storage
- Unusable chemicals are properly collected and managed and disposed of as non-hazardous or hazardous waste according to EPA, DEC, Alfred POTW, Allegany County Landfill and AU regulations and policies.
- Contact EH&S if unknown chemicals or gases are present.
- Return gas cylinders to supplier.
- Contact EH&S for gas cylinders that cannot be returned to supplier.

Controlled Substances

- Contact the DEA for disposal and permit transfer/deactivation instructions

Microorganisms, Cultures, Recombinant Organisms

- All biological waste including Regulated Medical Waste, Blood Borne Pathogen Waste is properly collected, managed and disposed of according to NYSDOH, NYSDEC, OSHA, Allegany County Landfill, and AU regulations and policies.
- If cultures are shipped to another facility, all shipping regulations must be followed.
- Cultures moved within the campus must be transported in a primary and secondary container.
- Transfer responsibility to: _____

Animal, Human and Plant Tissue

- Animals to be moved to another location on campus must be transported in covered cages. New location: _____
- Responsibility for animals remaining in the lab space is transferred to: _____.
- All animal waste (carcasses, parts, tissue, bedding) is collected, managed, and disposed of according to NYSDOH, NYSDEC, Allegany County Landfill, and AU regulations and policies.
- Formaldehyde/formalin preserved animals, parts or tissue is collected, managed and disposed of as chemical waste as specified in the above section.
- Human samples (including DNA, blood, etc.) are disposed of properly either as Regulated Medical Waste or Biosafety Level 2 biological waste according to NYSDOH, OSHA, and AU regulations and policies.
- Plants and plant materials are disposed of properly according to AU regulations and policies.

Radioactive Materials

As of February 14, 2006, The Alfred University Radiation Safety Committee, supported by the Provost and Chief Operating Officer, established that Alfred University does not own any radioactive materials. The University still holds a New York State Radioactive Materials License; however, official requests have been made to suspend the license.

If you encounter any materials that you suspect are radioactive or are labeled as radioactive you should leave the materials undisturbed and contact the University Radiation Safety Officer, Scott Misture, in Binns-Merrill Hall room 117, X 2438. An immediate response will determine if the materials are in fact radioactive, and subsequently arrange for the removal of any radioactive materials.

Equipment and Lab Furniture

- All glassware is clean and returned to proper storage.
- All drawers, cabinets, refrigerators, fume hoods, bench tops, etc. are empty and clean; discarding general trash.
- All equipment and furniture has been cleaned, decontaminated and/or disinfected if necessary and is properly stored.
- Uncontaminated, unwanted, unusable electronics are labeled for electronic recycling – notify EH&S.
- Uncontaminated, non-working, non-electronic equipment has been labeled for metal recycling – contact Physical Plant for pick up.

If necessary, contact EH&S for information regarding contaminated equipment.

Mixed Hazards – chemical/radioactive/biological waste mixtures

- Contact EH&S if mixed waste is present.

Lab inspection

- Contact EH&S 2190 for exit inspection.**
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Division Clearance

Under my supervision, I certify that my staff and I have cleaned and decontaminated this laboratory as specified in this document.

LSF/PI _____ date _____

I verify that this lab has been cleaned and decontaminated as specified in this document.

Division Chair _____ date _____

Radiation Safety Officer Clearance (if applicable)

After inspection of this laboratory I certify this lab has been cleaned and decontaminated as specified in this document.

_____ date _____

EH&S Clearance

After inspection of this laboratory I certify this lab has been cleaned and decontaminated as specified in this document.

_____ date _____