

TERMINATION OF LABORATORY USE

POLICY

The proper management of hazardous materials and wastes during a laboratory move is essential to maintaining a safe environment. All institutions at the Harvard Institutes of Medicine & New Research Building (HIM/NRB) facility involved in a laboratory move are responsible for reading this policy and being familiar with the necessary procedures required during a laboratory move.

The ultimate responsibility for the management of hazardous materials lies with a “Responsible Individual” within each department. A “Responsible Individual” can include the Chief of the Unit/Department, Principal Investigator, and/or Department Administrator. The Responsible Individual is to assure compliance regarding the proper disposal of all hazardous materials used in their laboratories. Whenever an individual transfers to another laboratory within the HIM/NRB facility or leaves the facility, he/she or a Responsible Individual within the department must follow the regulations outlined in this policy.

If improper management of hazardous materials at closeout requires removal services from the Environmental Health and Safety (EH&S) Office or from an outside contractor, the Department that left the materials will be charged for this service.

CLOSE-OUT PROCEDURES FOR HAZARDOUS MATERIALS IN LABORATORIES

The following procedures should be adhered to when a laboratory leaves the HIM/NRB facility or transfers to a different location within the facility. See **Appendix A** for a closeout procedure checklist. This checklist must be completed and signed by both the Researcher and Responsible Individual prior to the move. The following sections provide guidance for managing hazardous waste and materials during a move.

CHEMICALS

In preparation for the move, assure that all containers of chemicals are labeled with the full name of the chemical (no abbreviations). All containers must be securely closed. Beakers, flasks, evaporating dishes, etc. should be emptied. Check refrigerators, freezers, fume hoods and bench tops as well as storage cabinets for chemical containers.

For all chemicals that will not be moved to the new location, determine which chemicals are usable and locate a new user for these chemicals. If a new user cannot be found, the materials should be disposed of properly. Chemicals that are determined not usable should also be prepared for disposal. This process should begin at least a month before departure from the laboratory. Chemical disposal must be completed before the laboratory is vacated.

Hazardous wastes and hazardous materials must not be put in the sanitary sewer or trash; they must be properly collected for disposal. To meet state requirements, each container of hazardous waste must be properly labeled prior to pick-up. Hazardous waste labels are available from the HIM/NRB EH&S Office at (617) 432-6184. To schedule a waste pick-up, contact (617) 432-6184.

GAS CYLINDERS

For all compressed gas cylinders, remove gas connections, replace cylinder caps, and return cylinders to suppliers.

CONTROLLED SUBSTANCES

Controlled substance permits are issued by the US Drug Enforcement Agency (USDEA) and are issued to individual researchers.

Abandonment of a controlled substance is a violation of the USDEA permit under which it was held.

Permission to transfer ownership of a controlled substance to another individual must be granted by the USDEA.

If controlled substances are found for which the licensee is unknown, contact the EH&S Office at 617-432-2762 or your host institution's Pharmacy. Contact your host institution's Pharmacy for information regarding controlled substance disposal.

ANIMAL AND HUMAN TISSUE

If tissue is held in a liquid preservative, tissue and liquid should be separated prior to disposal.

A biohazard waste burn box lined with 2 red bags should be used for disposal of animal tissue. To have a biohazardous waste container removed, seal properly and call the Facility Operations Center at 617-432-1901 for a pick-up. Instructions for properly sealing and handling a biohazardous waste box are found in the Environmental Safety and Health (EH&S) manual. If appropriate disposal procedures are uncertain, contact the HIM/NRB EH&S Office at 617-432-2762.

Liquid preservative usually needs to be disposed as a hazardous waste. Contact the HIM/NRB EH&S Office at 617-432-2762 for assistance. Do not assume that any preservative can be disposed of down a sink.

If samples must be saved, locate the appropriate person to take responsibility for them and notify the Responsible Individual.

MICROORGANISMS AND CULTURES

All sharps must be disposed of in a sharps container as biohazardous waste. Bleach may be used for general decontamination of work surfaces and liquid waste.

Place solid biological waste in a biohazard burn box lined with 2 red bags for incineration. Liquids should be rendered non-infectious and sink disposed according to the applicable policies located in the HIM/NRB Environmental Health and Safety Manual. If samples must be saved, locate appropriate person to take responsibility for them and notify the Department Administrator.

RADIOACTIVE MATERIAL

Consult the Radiation Safety Manual and contact the Harvard University Radiation Safety Office at 617-495-2060 with questions about moving and disposing of radioactive materials.

BROKEN GLASS BOXES

Prior to a move, all broken glass boxes must be removed. Seal the container properly and call the facilities operations center at 617-432-1901 to have broken glass boxes removed.

EQUIPMENT

If laboratory equipment is to remain within the facility, the incoming researcher must sign-off regarding acceptance of the equipment. If exhaust or filtration equipment has been used with extremely hazardous substances or organisms, contact the HIM/NRB EH&S Office at 617-432-2762 for assistance.

Equipment potentially contaminated with radioisotopes should be surveyed by the Harvard University Radiation Office at 617-495-2060.

SHARED STORAGE AREAS

One of the most problematic situations is the sharing of storage units such as refrigerators, freezers, cold rooms, dark rooms, stock rooms, waste collection areas, etc., particularly if no one has been assigned to manage the area. Departing researchers must carefully survey any shared area in order to review their personal stock, locate and appropriately dispose of hazardous materials.

HOUSEKEEPING

General housekeeping requirements:

- Defrost and clean/decontaminate refrigerators and freezers when empty.
- Wash/decontaminate fume hood surfaces and counter tops.
- Clean incubators and drying or curing ovens.
- Clean/decontaminate laboratory equipment.
- Cleaning staff will not touch or clean anything on the laboratory benches.

- All boxes and trash items must be cleared from the laboratory.

DOCUMENTATION REQUIREMENTS

Review and complete the attached forms:

HIM/NRB Pre-Move Safety Sign-Off Sheet (***Appendix A***),

HIM/NRB Hazardous Materials Close-Out Procedures Check-List (***Appendix B***),

HIM/NRB - General Protocol for Moving Laboratory Equipment and Materials (***Appendix C***).

Forward copies of completed forms to the EH&S Office in NRB Room 0201S.

Appendix A

HIM/NRB PRE-MOVE SAFETY SIGN-OFF SHEET

(Signed by “Responsible Individual”)

Please review the “General Protocol for Moving Laboratory Equipment and Materials” and the “Policy for Termination of Laboratory Use of Hazardous Materials”. Sign and date when completed.

1. RADIOACTIVE MATERIALS

- All equipment has been decontaminated prior to the move and labels have been removed.
- The Radiation Office has approved of all packaging and means of transportation
- The Radiation Office has conducted and documented a pre-move inspection and a post-move inspection.

SIGNED (Responsible Individual)

DATE

2. BIOLOGICAL HAZARDOUS MATERIALS

- Equipment has been decontaminated with an EPA approved disinfectant and all labels have been removed. This includes all glassware. EPA approved disinfectants include chlorine bleach and phenolic materials. Contact the HIM/NRB Biosafety Officer, 617-432-2762, for more information.
- Biosafety cabinets have been decontaminated and certification is readily available. All biosafety cabinets must be re-certified after they are moved and prior to use.
- All lab bench top/surfaces have been cleaned with an EPA approved disinfectant.
- All biohazardous waste has been properly disposed of. All biohazardous waste containers have been removed from the lab.

SIGNED (Responsible Individual)

DATE

3. HAZARDOUS MATERIALS

- All chemical containers have been labeled and properly sealed. Any chemical that is being left in the current laboratory must be inventoried and a new user must sign and accept the inventory. If the chemical will not be used by another researcher then the Responsible Individual must dispose of them properly.
- All hazardous materials must be transported by a licensed hazardous materials transporter if the move is over a public roadway.
- The procedures for moving hazardous materials to a contiguous building will be determined by the contracted moving company. This will involve the presence of the Responsible Individual and a qualified hazardous materials handling company during the entire process.
- Fume hoods being moved are cleaned and documentation is readily available.

SIGNED (Responsible Individual)

DATE

Appendix B
HIM/NRB HAZARDOUS MATERIALS CLOSE-OUT PROCEDURES CHECK-LIST
(See Policy Statement for Detail)

Hazardous Material/Procedure	Date Completed or N/A
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Chemicals

Evaluate all chemicals. _____

Transfer responsibility of usable chemicals to: _____

Prepare hazardous chemical waste. Attach waste labels to each container. _____

Contact 617-432-6184 for a waste pick-up. _____

Housekeeping

Clean/decontaminate laboratory surfaces. _____

Clean/decontaminate refrigerators/freezers. _____

Clean/decontaminate incubators/ovens. _____

Clean/decontaminate equipment _____

Remove all boxes, (for example biohazard boxes, general trash) _____

Controlled Substances

Contact U.S. Drug Enforcement Agency regarding status of permit. _____

Arrange for disposal by calling your institution's Pharmacy. _____

Gas Cylinders

Return to supplier. _____

Animal and human tissue

Dispose of tissue. Method: _____

Dispose of preservative. Method: _____

Transfer responsibility of samples to: _____

Microorganisms and Cultures

Dispose of sharps in a sharps container _____

Place solid waste in lined biohazard burn box. _____

Transfer responsibility of samples to: _____

Radioactive Materials

Review Radiation Safety Policy Manual. _____

Schedule pre-move and termination surveys by Harvard Radiation Office . _____

Review results of Harvard Radiation Office's survey. _____

Equipment

Contact EH&S Office regarding equipment disposal. _____

Shared storage areas

Check all shared storage areas for hazardous materials. _____

Department sign-off

Submit completed checklist to Dept. Administrator for authorized signature. _____

Researcher Signature: _____ **Date:** _____

Dept. Administrator Signature: _____ **Date:** _____

Laboratories Closed Out (Room #): _____

Appendix C

HIM/NRB - GENERAL PROTOCOL FOR MOVING LABORATORY EQUIPMENT AND MATERIALS

Prior to moving laboratory equipment and materials, approval must be obtained from: HIM/NRB EH&S Office, 617-432-2762 for **chemical hazards**; Harvard University Radiation Safety Office, 617-495-2060 for all **radioactive materials**; and the Biosafety Officer, 617-432-2762 for **biohazardous materials**. During this pre-move inspection the laboratory will be evaluated regarding:

1. Proper packaging of hazardous materials that are to be moved.
2. Proper storage of remaining materials.
3. Proper cleaning and decontamination of the lab.
4. All chemicals that are not being moved must be disposed of properly or if being used by another researcher, a list of approved chemicals (signed by the user) must be available during the survey process.
5. If the lab is not properly cleaned/decontaminated and chemicals are not packed properly for moving or disposing, an outside hazardous waste company will be retained at the Department's expense.
6. For freezer/refrigerated materials:
 - a) – 70 ° C freezers can be moved with materials in it. The moving contractor may provide you with other options.
 - b) – 20 ° C freezers will be moved with contents packed in newsprint. The moving contractor may provide you with other options.
 - c) Freezers/refrigerators above –20 ° C will be emptied and the contents will be packed separately.
7. Laboratories must be left in move-in condition. If the lab contains hazardous materials and is evaluated to be not properly cleaned/decontaminated, an outside hazardous waste company will be retained at the Department's expense.

SIGNED - Principal Investigator

DATE

SIGNED - Dept. Administrator

DATE

SIGNED – EH&S Office

DATE

SIGNED – Harvard Radiation Officer

DATE