

## Laboratory Closeout and Relocation Procedures

All laboratory closeouts and relocations must be conducted in accordance with standard procedures for the removal of hazardous materials. The OESO Laboratory Safety Division (919-684-8822 or [labsafety@dm.duke.edu](mailto:labsafety@dm.duke.edu)) should be notified as soon as the laboratory closeout/relocation is anticipated (preferably 3-4 months), no less than 30 days prior to the departure date. Notice is given by completing the [Laboratory Closeout/Relocation Notice](#). Upon receipt, the OESO will provide specific instructions for proper shut-down to the laboratory's assigned safety contact. The departing/relocating principal investigator shall be held fully responsible for all Institutional requirements. The laboratory will be cleared for new occupancy only after all requirements are met.

If proper notification is not given, the principal investigator and/or the department will be held responsible for all cost incurred for safe disposal of remaining hazardous material wastes.

The following is a list of requirements which must be met for each class of hazardous agents used before a laboratory is released by the OESO.

### Biological Hazards

1. All biological materials (e.g. blood, fresh tissue, bacterial cultures) must be removed from the laboratory by disposing according to Institutional policy, by shipping to another facility while conforming to the approved shipping regulations, or by transferring to another PI. This includes those materials stored in refrigerators, freezers, incubators and cold rooms.
2. All equipment which has come in contact with potentially infectious materials must be properly decontaminated and labeled with the "[Laboratory Equipment Statement of Hazard Assessment](#)".
3. All biological waste must be properly decontaminated and disposed of appropriately (autoclave, etc.).
4. All benchtops or other work surfaces on which biological materials were manipulated must be wiped down with an approved disinfectant.
5. The OESO shall determine the appropriate decontamination method for all biological safety cabinets. If formaldehyde gas decontamination is deemed necessary, the departing PI will be financially responsible.

### Chemical Hazards

1. All chemical containers must be labeled with the chemical name or a best description of the compound and hazard warning.
2. All chemicals not transferred to another Duke laboratory will be considered chemical waste. Contact OESO-Environmental Programs (919-684-2794) to discuss disposal options.
3. Chemicals being shipped or transferred to another facility must be packaged and labeled according to approved regulations.
4. All benchtops and equipment (including fume hoods) must be cleaned of visible contamination using a compatible cleaning method (e.g. detergent/water solution, ethanol, etc.).
5. All equipment which has come in contact with hazardous chemicals must be properly decontaminated and labeled with the "[Laboratory Equipment Statement of Hazard Assessment](#)".

6. Compressed gas cylinders must be returned to their supplier (e.g. National Welders). Cylinders owned by the PI (e.g. lecture cylinders) may be submitted to the OESO-Environmental Programs for proper disposal.

#### Radiation Hazards

1. Notify the Radiation Safety Officer, at 919-684-2194, of intention to terminate authorization.
2. Dispose of all radioactive materials by one of the following methods:
  - Materials can be transferred to another authorized user while complying with all license restrictions of that user. Approval from the Radiation Safety Officer is required prior to radioactive material transfer.
  - Materials can be disposed of through the OESO-Environmental Programs Division.
  - Materials can be shipped to a non-Duke licensee while conforming to all applicable shipping regulations. Radioactive materials will be prepared for shipment by the Radiation Safety Division. *Note: There will be notification/acceptance requirements at the new facility.*
3. Perform a thorough radiation contamination survey of the laboratory, including equipment, to determine if allowable contamination levels are achieved. Those areas found to exceed the allowable limits must be decontaminated and resurveyed until within allowable limits. Once this is complete, any equipment must then be labeled with the "[Laboratory Equipment Statement of Hazard Assessment](#)".
4. Notify the X-ray Program lead at 919-684-2194, of intention to terminate use of X-ray producing devices.
5. All X-ray producing devices have to be made inactive before sending to surplus.

#### Laser Hazards

Notify the Laser Safety Manager (LSM), at 919-684-2194, of intention to terminate use of lasers. The LSM will provide information or assistance with proper disposal of lasers.

#### **APPENDICES**

[Laboratory Startup/Closeout/Relocation Notices](#)