Principal Investigator: __________________________
Building & Room#: ___________________________ Department: ___________________________
Telephone Contact #: _________________________

Project Manager__________________________ Moving to: ______________________________________
Vacate Date: ________________________________

Reach out to EH&S at:
CUMC: 212-305-6780  Morningside, Lamont, Nevis: 212-854-8749 or labsafety@columbia.edu

Under no circumstances shall your laboratory facilities be vacated or "Clearance" be issued by EH&S without your laboratory verifying that these procedures have been completed

Always exercise proper precautions, including the use of task appropriate personal protective equipment (PPE), when cleaning/decontaminating equipment & surfaces, handling hazardous materials, & handling waste for disposal.

### Radioactive Materials (RAM)

<table>
<thead>
<tr>
<th>RAM must not be transported via trains, cars or CU shuttles</th>
<th>DONE Y/N/NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label all containers to clearly identify isotope, activity &amp; type of waste.</td>
<td></td>
</tr>
<tr>
<td>Evaluate &amp; sort radioactive materials to either 1) be moved or 2) disposed as waste.</td>
<td></td>
</tr>
<tr>
<td>Survey &amp; wipe-test lead bricks, lead pigs, shielding, &amp; source containers to verify decontamination (you must check all drawers, cabinets, etc.). Assemble the materials for EH&amp;S to survey.</td>
<td></td>
</tr>
<tr>
<td>To move RAM, you must contact the RSO by email at <a href="mailto:rsocumc@columbia.edu">rsocumc@columbia.edu</a></td>
<td></td>
</tr>
<tr>
<td>Update radioactive material inventory records for disposal &amp; new locations.</td>
<td></td>
</tr>
<tr>
<td>Return all badges, if leaving CU, by notifying the Dosimetry Coordinator.</td>
<td></td>
</tr>
<tr>
<td><strong>Last step:</strong> Exit survey of rooms &amp; equipment will be conducted by an RSO Representative.</td>
<td></td>
</tr>
</tbody>
</table>

### Controlled Substances

It is a violation of State/Federal law for a Controlled Substances Registrant to abandon/transfer Controlled Substances to an unlicensed individual. A Registrant must not vacate a lab without having arranged for the proper disposition of their Controlled Substances.

All DEA/NYSDOH Controlled Substances must be properly managed by the NYSDOH licensed & DEA registered owner (a.k.a. Registrant) of the substances & can either be (choose one)…

- Returned via a DEA approved reverse distributor. Refer to the University’s Policy for the Acquisition, Use & Disposal of Controlled Substances (http://ehs.columbia.edu/ControlledSubstances.html) & review the procedures with your Safety Officer or
- Relocated to the Registrant’s new location. An amendment identifying the new location must be sent to both DOH & DEA prior to relocation. Refer to CU’s Policy for the Acquisition, Use & Disposal of Controlled Substances & review procedures with EH&S Safety Officer. EH&S is unable to accept Controlled Substances for disposal or relocation.

### Chemicals

Includes chemical waste, reagents, prepared solutions, used or new oil, & household cleaning products or anything that cannot be poured down the drain. Please refer to the Policy on Drain Disposal of Chemicals [https://research.columbia.edu/content/policy-drain-disposal-chemicals](https://research.columbia.edu/content/policy-drain-disposal-chemicals)

Label all containers to clearly identify contents. Disposal of unknown materials or chemicals is extremely difficult & costly. If not identifiable, contact a Safety Officer to assist.

Evaluate & sort chemicals into categories: 1) to move, 2) to redistribute to others, & 3) waste for disposal.

- General/Furniture movers are not permitted to move chemicals! Contact your Safety Officer for guidance on proper packaging & transporting/shipping of chemicals. Federal, state & local laws require specific procedures when moving chemicals.
- Complete the Chemical Waste Pickup Form for disposal of hazardous waste & unwanted chemicals. For large quantities, note “Lab Cleanout” in the comment box.
- **Last step:** Inspect all lab spaces & ensure all chemicals are gathered for easy removal by EH&S. You must check all drawers, cabinets, refrigerators, etc.

For areas with >60 gallons cryogenic materials in a Hazardous Chemical (Safety Officer):

- Label all containers to clearly identify contents.
- Evaluate & sort biologicals into categories: 1) move, 2) research materials to preserve, & 3) waste.

If moving materials in liquid nitrogen Dewar flasks, contact Safety Officer for information on using dry nitrogen shipper(s).

Dispose of all (non-sharp) potentially bio hazardous waste from the laboratory in red bags:
- bench coat & disposable liners/cover from work surfaces & solid media & supplies
- Decontaminate all liquid cultures by autoclaving or by treating for 30 minutes with a 10 % bleach solution before drain disposal.

**Sharps**

Needles, syringes w/ or w/t needles, razor blades, Pasteur pipettes, pipette tips, & anything that can puncture a plastic bag.

Fill out the appropriate online pick-up request form for radioactive & chemically contaminated sharps.

For non-segregated sharps containing:
- Affix a radioactive waste label to the sharps container and check the Radioactive Sharps box on the label. Submit the RAM pickup form * for disposal.
- Chemical & biologically contaminated sharps may be placed directly in sharps containers providing there are no free liquids.

**Laboratory Equipment**

Decontaminate lab equipment that is to be left in place, moved, sold as surplus, or disposed of via EH&S.

- For refrigerators, freezers, centrifuges & other movable equipment that may be contaminated with: **Chemicals**: remove all chemicals & glass, clean with soapy water solution or suitable alternative.
- **Biological materials**: clean, disinfect with freshly prepared 10% bleach or 70% ethanol solution, remove warning stickers.
- **RAM**: clean, decontaminate using “rad con” or a suitable alternative, survey, wipe-test & contact Safety Officer for ‘Clearance’.
- For incubators, disconnect CO₂ line, drain water jacket, disinfect, remove warning stickers, & contact Safety Officer for ‘Clearance’ statement.
- For biological safety cabinets (BSC), contact maintenance service vendor to conduct gas-decontamination before relocating or discarding. Recertification by service vendor is required after a BSC has been relocated.
- Submit Facilities online-service request for removal of lab equipment to be discarded, after Safety Officer has provided ‘Clearance’ statement.

**General Housekeeping**

Lab spaces, including shared areas such as common equipment rooms, must be left in a ‘broom swept’ condition prior to vacating.

- Remove all debris from fume hoods, BSC, & bench tops.
- Clean & disinfect (using freshly prepared 10% bleach or 70% ethanol solution) bench tops, furniture, other surfaces, laboratory hoods, storage cabinets, & other fixed equipment. Contact Safety Officer for ‘clearance’ statement for equipment, spaces, etc.
- Contact Facilities to order trash/recyclable/red bag bins & to remove recyclable glass, plastic, universal waste (e.g., computers, lamps etc.). All computer hard drives must be wiped by CUIT.
- Clean glassware if necessary. Redistribute usable glassware to stockrooms & other laboratories.
- For other empty glassware, use practices commonly employed to empty the container (e.g., collect as chemical waste and then rinse clean). Deface the label & place in a cardboard box labeled “Caution - Glass” for Facilities to remove.

**Oxygen Sensor** - For areas with >60 gallons cryogenic materials

- If departing the University, contact labsafety@columbia.edu to remove O₂ sensor & return it to inventory.
- If departing the University, lab must contact Tech Air (O₂ sensor service contractor) to satisfy any outstanding invoices.
- If remaining within the University, Lab safety will remove O₂ sensor & arrange for reinstallation in new location.

**Tissue Fixed in a Hazardous Chemical** (e.g., formaldehyde)

- If being discarded, must be separated, with the tissue going into red bags and the chemical into a labeled container for chemical waste. If a large quantity of such material is to be disposed, contact EH&S.
- Complete the Chemical Waste Pickup Form **

**Gas Cylinders: Return/Disposal**

Compressed gas cylinders can only be moved using a cylinder transportation cart, EH&S strongly advises contacting service vendor.

- Remove regulators, hosing & manifolds. Appropriately cap all cylinders & lecture bottles.
- Return cylinders to stockroom or supplier.
- Complete the Chemical Waste Pickup Form ** for disposal of non-returnable lecture bottles.

**Laboratory Designee (Print Name): __________________________ Date __________________________**

**Laboratory Designee (Sign): __________________________________________ Date __________________________**

List names of vendors expected to be used during this project:

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**Chemical Waste Pickup Form [Link]** http://vesta.cumc.columbia.edu/ehs/wastepickup/