Checklist for Vacating a Laboratory

Principal Investigator: _____

Department: _____

Project Manager: _____

Building & Room(s): _____

Telephone Contact: _____

Moving to: _____

Vacate Date: _____

Whether planning a renovation, relocation or vacating a Columbia University (CU) laboratory significant coordination and advanced planning is required. Laboratory personnel serve a primary role in helping to ensure laboratory facilities are left in a safe condition suitable for re-occupancy or renovation. It is essential that coordination of this process begin as soon as it is known a lab will be vacated. Early communication & coordination will afford all parties adequate time to address the items required to properly vacate. Once the lab has completed the action items below, EH&S can issue " Room Clearance". Please contact EH&S when all hazards on this checklist have been addressed. To avoid delays for both departing & arriving occupants, please follow this guidance carefully.

Please scan the QR code or submit a Laboratory ***Equipment*** Clearance Form here: https://cumc.co1.qualtrics.com/jfe/form/SV_0cuqGXWvGHbWQxE

Please scan the QR code or submit a Laboratory ***Room*** Clearance Form here: https://cumc.co1.qualtrics.com/jfe/form/SV_5w0hjIKJdQYBEWi

By submitting a room clearance form, you acknowledge and verify you have addressed all applicable items in this checklist

Under no Circumstances shall a laboratory be vacated or "Clearance" be issued by EH&S without verifying the following procedures have been completed.

For questions or assistance **please contact labsafety@columbia.edu**
CUMC: 212-305-6780
Morningside, Lamont, Nevis, & Manhattanville: 212-854-8749

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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.*	**DONE? Y/N/N/A**
Evaluate and sort chemicals into categories: 1) to move, 2) to redistribute to others, and 3) waste for disposal.	
General/Furniture movers are not permitted to move chemicals! Federal, state & local laws require specific procedures when moving chemicals. Contact the Research Safety Team at labsafety@columbia.edu to identify an appropriate vendor based on the material being moved as well as guidance on proper packaging and transporting/shipping of chemicals. The approved vendor responsible for packaging and transporting hazardous materials must prepare and sign the hazardous materials shipping documents as "Shipper" and "Carrier", with Columbia personnel signing only as a "Consignee" on behalf of Columbia University.	
Complete the **Chemical Waste Pickup** for disposal of hazardous waste and unwanted chemicals. For large quantities, note 'Lab Cleanout' in the comment box	
Last step: Inspect all lab spaces and ensure all chemicals are gathered for easy removal by EH&S. You must check all drawers, cabinets, refrigerators, etc.	
Biological Materials (Microorganisms, Cultures, and DNA) *Clinical or research materials, including but not limited to cultures & stocks of microorganisms & human or animal specimens that may contain pathogenic or nonpathogenic microorganisms.*	
Inventory & label all containers to clearly identify contents.	
Evaluate & sort biologicals into categories: 1) move, 2) research materials to preserve, and 3) waste.	
If moving materials in liquid nitrogen Dewar flasks, contact EH&S for information on using dry nitrogen shipper(s).	
Dispose of all (non-sharp) potentially bio-hazardous waste from the laboratory in red bags: • Including bench pads & disposable liners/covers from work surfaces & solid media & supplies • Decontaminate all liquid cultures by autoclaving or by treating them for 30 minutes with a 10 % bleach solution before drain disposal.	
Tissues Fixed in a Hazardous Chemical	
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.**	
Sharps *Needles, syringes with or without needles, razor blades, all 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 a RAM waste pick-up request via LION (through the LATCH section). • Chemically & biologically contaminated sharps may be placed directly in sharps containers providing there are no free liquids. Place closed containers outside the door of the laboratory for pickup.	
Laboratory Equipment *Decontaminate lab equipment that is to be left in place, moved, sold as surplus, or disposed of.*	
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 the Research Safety Team for 'Clearance'.	
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.	
For incubators, disconnect CO2 line, drain water jacket, disinfect, remove warning stickers, & contact the Research Safety Team for 'Clearance'.	
Submit **Facilities online-service request** (CUIMC and MS/MV) for removal of lab equipment to be discarded, after the Research Safety Team has provided 'Clearance'.	
Gas Cylinders: Return/Disposal *Compressed gas cylinders can only be moved using a cylinder transportation cart. EH&S strongly advises contacting the service vendor.*	
Remove regulators, hosing & manifolds. Appropriately cap all cylinders and lecture bottles.	
Return cylinders to stockroom or supplier.	
Radioactive Materials (RAM) *RAM must NOT be transported via trains, cars, or CU shuttles*	
Label all containers to clearly identify isotope, activity, and type of waste.	
Evaluate and sort radioactive materials to either 1) be moved or 2) disposed of as waste.	
Survey and wipe-test lead bricks, lead pigs, shielding, and source containers to verify decontamination (you must check all drawers, cabinets, etc.). Assemble the materials for EH&S to survey.	
To move RAM, you must contact the RSO office. For radioactive shipments off campus, after receiving RSO approval, complete & submit the Intent to Ship form: https://research.columbia.edu/system/files/EHS/BioSafety/IntentToShipHazardousMaterialsForm.pdf	
To dispose of radioactive waste, place a RAM pickup request via LION.	
Update radioactive material inventory records for disposal and new locations.	
Return all badges, if leaving CU, by notifying the Dosimetry Coordinator.	

Last step: Exit survey of rooms & equipment will be conducted by the Radiation Safety Office.	
Controlled Substances	
EH&S is unable to take possession of 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 and 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 and review the procedures with your RSS 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 Acquisition, Use, and Disposal of Controlled Substances and review the procedures with the Research Safety Team.	
Oxygen Sensor	
If departing the University, contact Research Safety at labsafety.columbia.edu, for removal.	
If remaining within the University, contact Research Safety at labsafety.columbia.edu, for relocation.	
General Housekeeping *Lab spaces, including shared and support areas 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 the Research Safety Team for 'clearance' for equipment, spaces, etc. **PLEASE NOTE**: *Clearance cannot be issued if any chemicals, biological materials, sharps, radioactive substances, compressed gases, or equipment remain in the laboratory.*	
Contact Facilities to order trash/recyclable/red bag bins & to remove recyclable glass, plastic, electronic waste (e.g., computers, etc.). All computer hard drives must be wiped by CUIT.	
Clean glassware if necessary. Redistribute usable glassware to stockrooms and 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 "Glass" for Facilities to remove.	

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