

**Introduction:**

This safety instruction outlines the necessary steps to correctly conduct the decontamination and checkout for a laboratory that is relocating or terminating.

1. Vacating group: Pre-clearance activities:

- **Notify EH&S** (see <http://oregonstate.edu/ehs/lab-safety-consultation>) of intent to vacate; include a timeline for activities and planned disposition of lab chemicals and equipment
- Include **intent to close** or transfer:
 - Active IBC protocols
 - Radioactive use authorizations
 - Carcinogen use authorizations
 - Chemical inventory
- **Transfer** (to other investigators) all useful chemicals or biological cultures/stocks that will not be moved.
- Request **waste pickup** for all chemicals, sharps, and universal waste no longer of use
- **Decontaminate** (autoclave and discard), or send for incineration, all remaining cultures/stocks and potentially contaminated liquid and solid biohazard materials

2. Vacating group: Clearance activities: Perform the following cleaning steps or use an EHS approved company to perform the cleaning steps.

- **Remove** all **laboratory materials**, equipment, waste (including samples, broken glass, garbage, etc.)
- **Equipment Decontamination:**
 - Decommission and decontaminate all laboratory/analytical equipment used in conjunction with biological, chemical or radiological materials. This applies whether the equipment will be moved or left in place.
 - Clearance must occur prior to releasing equipment.
 - Laboratory equipment must be decontaminated in the same manner as lab surfaces (see below).
 - **Clearly label** any **equipment** that will be left behind before vacating the laboratory.
 - Equipment examples: refrigerator, freezer, centrifuge, incubator, chromatography system, lyophilizer, liquid scintillation counter, etc.
 - See EH&S Equipment Clearance Safety Instruction at http://oregonstate.edu/ehs/sites/default/files/pdf/si/equipment_clearance_si064.pdf
- **Remove tape** and other materials, such as benchtop covers and spill mats, from **countertops**
- **Wash** all **horizontal surfaces** where chemicals have been used or stored (bench tops, shelves, floors, chemical storage areas, fume hoods, inside drawers) with a soap solution followed by a water rinse
 - Wash/rinse procedure should proceed from the highest areas in the room to the lowest
 - The horizontal surface definition does not include light fixtures or overhead pipes
- **Wash fronts and sides of lab bench cabinets** with a soap solution followed by a water rinse
- **Disinfect** all potentially **contaminated surfaces** (countertops, fume hoods, cabinets, biosafety cabinet work surfaces)
- **HEPA-vacuum** (EHS may have a HEPA-vacuum available upon request)
 - All drawer interiors
 - All cabinet/casework interiors
 - Fume hood
 - Flammable/corrosive cabinet interiors
 - Interior of refrigerators

- Room exhaust grilles
- **Separately containerize** (in sealed plastic bags) the following for disposal by OSU:
 - Garbage
 - Wipes and wiping solutions
 - HEPA bags removed from vacuums
 - PPE
- For **biosafety cabinets**: contact qualified vendor to decontaminate (prior to moving) and recertify in new location
- **Moving** chemicals and biologicals:
 - **Cultures and stocks**: double package in leak-proof enclosures; identify with universal biohazard symbol. Use well-informed commercial vendor for long-distance moves.
 - **Chemicals**: package compatible materials securely in single layer in medium size heavy-duty cardboard boxes; use cart or university vehicle for transport (or contact EH&S for transport assistance). Use experienced commercial vendor for long-distance moves.
- **Notify EH&S** that lab is cleaned as described above to schedule clearance inspection
- **Resolve issues** noted during clearance inspection

3. EH&S:

- **Check records** (chemical inventory, historical use) to determine what contamination surveys are required
 - **Perform clearance inspections** for chemical, biological and radioactive contamination, as appropriate
 - Specific clearance items:
 - No remaining chemical containers or areas of gross chemical contamination
 - No instrument-measurable levels of mercury or volatile organic material
 - Fume hood is clean and ready for use
 - **Release lab for reuse** after it has been cleaned and results from contamination surveys are below occupational exposure standards
 - **EH&S specific hazard reporting** will include inspecting areas where asbestos/lead contamination may be present. As well as reporting visible mold and open electrical wiring.
4. **Follow-up:** If **results** from clearance inspections and contamination surveys are not acceptable, additional cleaning will be performed by the vacating group or by EH&S (or suitable sub-contractor) at the researcher's expense.

The checklist provided by the link below is intended be filled out by the Principle Investigator during the laboratory decontamination and checkout process. The purpose of the checklist is to ensure that all the directions presented in the safety instruction above have been completed by the vacating party.

- [Vacating Group Checklist](#)

