

PROCEDURES FOR VACATING A LABORATORY

University of Maryland * Vice President for Research * Biological and Chemical Hygiene Committee

Purpose:

To provide guidance to researchers for the safe and proper transfer and/or disposal of hazardous materials when vacating a laboratory.

Scope:

These procedures apply when a researcher is:

- leaving the University and closing his/her laboratory
- retiring and closing his/her laboratory
- relocating his/her laboratory to a different building on campus
- leaving the University but transferring responsibility of his/her laboratory to another researcher

In all of these situations, the Principal Investigator (PI) must follow the procedures outlined below to either arrange for the safe disposal of hazardous materials in his/her laboratory, or transfer responsibility for those materials to another investigator.

Responsibilities:

When vacating a laboratory, proper disposition of all hazardous materials is the responsibility of the Principal Investigator to whom the laboratory is assigned. All hazardous materials must be either moved, discarded, or responsibility transferred to another investigator. Ultimate responsibility for hazardous materials management lies with each department. If improper management of hazardous materials at closeout requires removal services from the Department of Environmental Safety (DES) or an outside contractor, the responsible department will be charged for this service.

Procedures:

Unwanted hazardous materials may not be left in the laboratory, discarded in the regular trash, nor poured down the drain. The Department of Environmental Safety is available to perform a laboratory survey to assist in identifying the tasks that must be finished for clearance of the space. Detailed disposal information is available on the web concerning [Laboratory Relocation Guidelines](#), and [Hazardous and Regulated Waste Procedures](#). To confirm that a vacated lab is properly emptied of hazardous materials, the Principal Investigator or laboratory supervisor shall complete the [Laboratory Closeout Checklist](#), which is available from DES or on the web. It must be signed by the respective department head and sent to DES at least 7 days before the lab is vacated. Upon receipt, DES will visit the lab and notify the department chair if anything further needs to be done.