



UC San Diego

Policy & Procedure Manual

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ENVIRONMENT, HEALTH & SAFETY

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Addendum 1

Laboratory Opening and Close-Out Process

Resources:

New Laboratory Set-Up and PI Requirements

<https://blink.ucsd.edu/safety/research-lab/laboratory/resources/index.html>

- PI must complete PI information form.
- PI must attend New PI orientation before establishing a lab
- [Complete required Safety trainings](#)
- [Apply for authorizations](#)

How to Close or Relocate a Laboratory

<https://blink.ucsd.edu/safety/research-lab/laboratory/close-relocate.html>

- Notify EH&S of your intended move or lab closure thirty (30) days prior to your moving day.
- Make sure you have adequate insurance coverage.
- Contact and work with the Controlled Substances Program Manager to remove, transfer or ship-controlled substances.
- Chemical, radioactive, and biohazard inventory: Follow specific steps below for transferring, shipping, or disposing of research materials.
 - **Chemicals** – Transfer usable surplus chemicals to new owners or donate them to [Chemcycle](#).
 - **Radioactive materials** – Read [How to Transfer Radioactive Materials](#) before transferring or moving radioactive materials.
 - **Biohazardous materials** – Dispose of [biohazard waste](#), including [sharps](#), according to the proper procedure for your building. Check with your lab manager for instructions.
 - **Shipping** – Read [How to Ship Hazardous Materials](#) if you will be sending any of the following materials off campus to a new destination:
 - Hazardous materials
 - Radioactive materials
 - Diagnostic specimens
 - Infectious substances
 - **Hazardous waste** – Request a [hazardous waste collection](#) for hazardous chemical and radioactive materials that can no longer be used.
- Decontamination and Housekeeping
 - Chemical contamination
 - Contact your [EH&S Research Assistance Program](#) specialist if there are any special circumstances or challenges regarding hazardous chemical usage that could make the clearance process more difficult. **If perchloric acid has been used in the chemical fume hood**, notify the [EH&S Research Assistance Program](#) specialist for your building.
 - Remove bench coat, disposable liners, and covers from work surfaces and fume hoods.
 - Cut out any visible contamination (i.e., stains) from disposable material and bag it separately for hazardous waste disposal.

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PPM 516 - 32 Addendum 1 Laboratory Opening and Close-Out Process**

- Discard the remaining uncontaminated material in the regular trash.
 - Decontaminate thoroughly any visible chemical contamination.
 - Request an EH&S [Decontamination Clearance](#) for equipment or facilities that may have come in contact with hazardous chemicals.
 - Biohazard contamination
 - Disinfect all work surfaces and biosafety cabinets.
 - Contact your [EH&S Research Assistance Program](#) specialist if you have questions regarding decontamination.
 - Request an EH&S [Decontamination Clearance](#) for equipment or facilities that may have come in contact with biohazardous materials.
 - Radioactive contamination
 - Perform a meter survey and wipe test of work surfaces and equipment to confirm decontamination.
 - Use the Laboratory Survey Sheet ([PDF](#)) ([Word file](#)) to document the results.
 - Place a copy of the completed survey in the laboratory survey book.
 - If non-removable contamination is found, contact [EH&S Radiation Safety](#), (858) 822-2494.
 - Request an EH&S [Decontamination Clearance](#) for equipment or facilities that may have come in contact with radioactive materials.
 - General housekeeping
 - Follow instructions for properly [defrosting a research freezer](#) (PDF), if applicable.
 - Wash lab benchtops, equipment, and fume hoods with soap and water.
 - After the lab is empty and clean, run water into sinks and floor drains to fill traps.
 - Request [hazardous waste pick up](#) for hazardous materials, refrigerators, and freezers.
 - Request an EH&S [Decontamination Clearance](#) before disposing of or sending equipment to Surplus Sales.
 - **Important:** Never abandon unwanted or damaged equipment or hazardous materials in the lab or hallways.
 - Final Clearance
 - Contact the [EH&S Research Assistance Program](#) specialist for your building to schedule a clearance survey.
 - EH&S will post a green clearance tag on the door when the facility is cleared of hazards.
 - Red Tags will be used by EH&S to indicate additional actions remain necessary for complete close-out.
- Note: Responsibility for leaving vacated laboratories ready for occupancy or renovation falls on the PI and department.

Research Assistance Program

<https://blink.ucsd.edu/safety/research-lab/laboratory/RAP/index.html>