UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to ensure the safe and compliant transition of laboratory occupancy. This UAP applies to all laboratories and auxiliary spaces serving as laboratories on Prairie View A&M University’s (PVAMU) campuses.

Definitions

Decommissioning - the process of decontaminating existing laboratory space and equipment prior to vacating the location.

Laboratory – a space where research or teaching is conducted and where relatively small quantities of hazardous chemicals, biological materials, and/or radioactive agents are used.

Official Procedures and Responsibilities

1. GENERAL

   1.1 This UAP must be applied to the removal of hazards from laboratory spaces when the Principal Investigator (PI) is:

       1.1.1 Leaving PVAMU;

       1.1.2 Moving to another building on campus; or,

       1.1.3 Relocating to another laboratory within the same building.

   1.2 When laboratories are vacated, all chemical, radioactive and biological materials, sharps and other wastes must be disposed in a proper manner.

   1.3 All non-fixed equipment and supplies are required to be removed from laboratories for closeout or relocation. Laboratory equipment must be decontaminated before it is:

       1.3.1 Placed back into service;

       1.3.2 Stored in another location; or,
1.3.3 Disposed of in a proper manner.

1.4 Working surfaces and storage locations must also be properly decontaminated.

1.5 No hazardous materials shall be disposed of down drains or into the regular trash receptacles. Abandonment of a controlled substance is a violation of Federal regulations and legislative actions, State laws, System Policies and Regulations, and University Rules and Administrative Procedures.

2. RESPONSIBILITIES

2.1 Deans and directors, in coordination with the Office of Risk Management & Safety (RMS), are responsible for ensuring that all faculty members, researchers, and graduate students understand their responsibilities and that all procedures are adhered to when a faculty member, researcher, or graduate student leaves the University or transfers to a different department or laboratory.

2.2 Department heads are responsible for:

2.2.1 Verifying the RMS, the Institutional Biosafety Committee (IBC), the Institutional Review Board (IRB), and the Institutional Animal Care and Use Committee (IACUC) have been notified when a PI plans to vacate a laboratory;

2.2.2 Ensuring PIs are aware of and follow the procedures contained in this UAP; and,

2.2.3 Paying all costs associated with decommissioning if this UAP is not followed.

2.3 The PI or laboratory supervisor is responsible for proper disposition of all hazardous materials used in laboratories, such as:

2.3.1 Making arrangements before leaving for the transfer or disposal of chemicals, radioactive materials and biological materials;

2.3.2 Ensuring that all labs, storage areas, equipment and work surfaces within these spaces are thoroughly cleaned before vacating the space(s); and,

2.3.3 Correcting all non-conformances that remain after a decommissioning inspection by the Office of RMS and/or IBC.

2.4 The Office of RMS is responsible for:

2.4.1 Pre-close out survey consultation with PI/laboratory supervisor; and,

2.4.2 Conducting the closeout survey.

2.5 The IBC is responsible for:

2.5.1 Pre-close out survey consultation with PI/laboratory supervisor; and,
2.5.2 Conducting the closeout survey.

3. PROCEDURES

3.1 This process must be started at least three (3) months before vacating the chemical use room/laboratory to allow ample time to properly dispose of all materials and should be completed at least ten (10) business days prior to departure.

3.2 The Office of RMS must be notified as soon as the PI or laboratory supervisor is informed that his/her lab will be closed or relocated. The Office of RMS will provide consultation to ensure a successful laboratory closeout survey. Notification can be made by email to rms@pvamu.edu or in a memorandum to the Director of the Office of RMS at MS 1310.

3.3 The Chemical/Biological Laboratory Close-out Checklist is to be completed by the PI prior to vacating the space. All handling of hazardous materials shall be in accordance with proper disposal procedures, and regulations governing disposal of hazardous materials. For additional information, contact the Office of RMS at ext. 1743.

3.4 Once completed, the checklist should be signed and submitted to the PI's department head and to the Office of RMS (MS 1310 or e-mail to rms@pvamu.edu).

3.5 The Office of RMS will conduct a laboratory closeout survey within one (1) month of the actual closing of the lab. This survey should be scheduled as soon as possible, at least two weeks in advance of the requested date. If indicated, the IBC will be represented at the time of the laboratory closeout survey.

3.6 Upon completion of the survey, the Office of RMS will give closure and clearance to the department, by completing the Laboratory Closure & Clearance Authorization Form. If any non-conformances are found, they must be addressed by the PI/laboratory supervisor and a new survey scheduled.

3.7 If this UAP is not followed and the laboratory is not properly closed out, any costs incurred, including the Office of RMS or IBC staff time, disposal costs, fines, etc. will be charged back to the department involved.

3.8 The Office of RMS and IBC acknowledge that a departmental procedure towards cost recovery from the PI/laboratory supervisor is under the purview of individual departments.

Related Statutes, Policies, Regulations and Rules

System Policy 24.01 Risk Management

System Regulation 24.01.01 Supplemental Risk Management Standards
Forms

Chemical/Biological Laboratory Close-out Checklist
Laboratory Closure & Clearance Authorization Form

Contact Office

Office of Risk Management and Safety  936-261-1743