

Environmental Health and Safety Manual (EHS)

EHS 405: Laboratory Start-up/Close-out and Equipment Relocation

Effective: 3/1/2007

Revised: 11/1/2019

Purpose

To ensure that proper procedures are followed during a laboratory move-in or start-up

To ensure proper management of hazardous materials and of equipment using hazardous materials when laboratories are moved, vacated, closed out or laboratory equipment requires decontamination for relocation, or transfer.

Sources

40 Code of Federal Regulations §§ 260–262

Arizona Administrative Code R18–8–260 et seq.

Arizona State University Hazardous Waste Accumulation Facility Emergency Contingency Plan

Arizona State University Chemical Hygiene Plan

Arizona State University Hazardous Waste Management Compliance Guidelines

Arizona State University Universal Waste Compliance Guidelines for Electronic Lamps

Arizona State University Biological Hazardous Waste Management Compliance Guidelines

Applicability

All academic and research laboratories that use hazardous materials and/or equipment that may contain or use hazardous materials

Background

Comprehensive hazardous materials programs are in place at ASU to provide guidelines for the use and storage of hazardous materials and the management of hazardous waste. Additional programs address the management of radioactive and biological materials and their waste. This policy is designed to ensure that hazardous materials and hazardous waste are handled appropriately to protect human health and the environment as well as to comply with applicable federal, state, and local laws, rules, and regulations during a laboratory relocation, start-up, or close-out, or for decontamination of equipment used in laboratories prior to relocation or transfer.

Policy

The Principal Investigator or department is responsible for adherence to this policy. Failure to comply with this policy could result in delays and additional expense.

EHS must be provided as much notice as possible, but at least 60 days in advance when a laboratory is to move, relocate, or vacate for any reason. Prior to the lab status change, EHS will conduct a Lab Move Assessment or Lab Close-

out Inspection and will offer guidance and assistance to ensure that all hazardous material regulations are addressed and satisfied.

EHS must also be notified when a laboratory is to be newly occupied. EHS will conduct a Lab Start-up Inspection.

Laboratory equipment identified for transfer or relocation shall be inspected, and decontaminated if necessary as identified by guidance provided by EHS.

Responsibilities

Responsibilities of Department or Principal Investigator

Lab Start-up

The Principal Investigator or department shall:

1. inspect the laboratory to ensure that unwanted chemicals and materials have been removed
and
2. contact a department EHS Compliance Officer or EHS to request a Lab Start-up Inspection.

Lab Close-out, Move, or Relocation

The Principal Investigator or department shall:

1. notify EHS as soon as the move date is known But at least 60 days in advance to ensure proper scheduling.
2. ensure all chemical and waste containers are clearly marked and identified. This includes refrigerator, freezers, desiccators, hoods, etc.
3. contact the equipment manufacturer to determine equipment decontamination have been identified and follow any equipment inspection and decontamination guidance provided for all equipment to be relocated or sent to surplus for salvage or resale.
4. contact EHS to request:
 - a. Lab Close-out Inspection
and
 - b. removal of all properly labeled hazardous waste and unwanted chemicals, biological, and radioactive materials
5. contact ASU Stores to arrange compressed gas cylinder pickup.

Responsibilities of Environmental Health and Safety

Lab Start-up

EHS shall:

1. conduct a Lab Start-up inspection
2. assist the department or Principal Investigator in the identification of all hazardous materials and hazardous waste
3. remove any unwanted chemicals or chemical waste
and
4. assist as needed with the completion of the following:
 - a. Responsible Party Form
and

- b. Chemical Inventory Form.

Lab Close-out, Move, or Relocation

EHS shall:

1. develop and maintain guidance documents for decontamination of equipment and laboratory decommissioning procedures.
 2. assist with selecting vendors, reviewing quotations, and making recommendations for outside services required under this policy
 3. conduct a Lab Close-out Inspection or Lab Move Assessment
 4. assist the department or Principal Investigator in the identification of all hazardous materials and hazardous waste
 5. identify chemicals that are to be moved by either ASU movers or outside vendors, or that can be approved for self-move, and provide guidance to ensure safe movement
 6. pack and move remaining hazardous materials (EHS fee for service will apply)
- and
7. provide assistance in the identification of hazardous waste and remove all chemical, biological, and radioactive waste.

Cross-References

For more information, see:

1. [EHS 112](#), "Biosafety Policy Governing the Possession, Use, and Transfer of Biological Agents and Toxins of Biological Origin"
 2. [EHS 113](#), "Radiation Safety in Research and Teaching"
 3. [EHS 205](#), "Storage of Hazardous Chemicals"
- and
4. [EHS 401](#), "Hazardous Waste Management."