



INSTRUCTIONS FOR A SAFE LABORATORY MOVEOUT

When partially or completely vacating your laboratory for remodeling, relocation or closure, you are required to leave it clean and safe. Following safe practices helps prevent exposures and maintains the health and safety of everyone in our workspaces.

ROLES & RESPONSIBILITIES

The Responsible Party is required to ensure decontamination of equipment and lab surfaces where chemicals, biohazards, radioactive materials, sharps, and other hazardous materials were used; and for proper disposal of hazardous waste prior to vacating a space.

Section 10 of the [UW Laboratory Safety Manual](#) details the responsibilities of the Responsible Party, Project Manager, department, and Environmental Health & Safety (EH&S) when a laboratory space is being vacated. Your department may have additional requirements for relocation and closure, so please ask your administrator about that.

Use the [Laboratory Moving Out Checklist \(Laboratory Safety Manual, Appendix E\)](#) as a tool to help you relocate or shut down your laboratory, or to temporarily relocate for remodels and renovations.

While in the process of vacating or decommissioning a lab space, continue to maintain all safety equipment and safety practices, such as eyewash flushing, appropriate chemical storage, [waste](#) disposal, and proper [chemical labeling](#) practices.

CLEANING AND DECONTAMINATION

Follow instructions listed on the [Notice of Cleaning and/or Decontamination form](#) to complete all the necessary steps to prevent injuries and exposures for any individuals handling the items and future occupants.

- Notify radsaf@uw.edu for removal, transfers, relocation, surplus, or sales of any radiation

producing devices and non-ionizing radiation equipment.

- Safely remove or drain chemicals from equipment, including any oil or coolant. Collect the chemical(s) for reuse or disposal as [hazardous waste](#).
- Decontaminate all equipment and work surfaces used for work with chemicals as necessary. Then wash thoroughly with warm, soapy water. Rinse and dry. By-products and rinsate generated may need to be managed as [hazardous waste](#).
- Decontaminate all equipment and work surfaces used for work with biohazards with a freshly prepared 1:10 bleach solution.
- If you intend to relocate or remove a biological safety cabinet, follow the [Steps to Purchase, Replace, Relocate or Remove a Biosafety Cabinet](#).
- Fill out and attach [the Form](#) to each piece of equipment after it has been decontaminated for disposal, reuse, or surplus.

CLEAN FLOORS

- > [UW Custodial Services](#) cleans laboratory floors upon request.
- > Custodial floor care equipment must not be used for [spills](#) or cleaning chemical residue.

SURPLUS

All unwanted University property is sent to UW Surplus, except for [prohibited](#) items.

- **Check the list of [prohibited and conditionally accepted items](#)** before requesting a pickup.

SURPLUS cont.

All laboratory items must be [cleaned and decontaminated](#) *regardless of whether or not they came into contact with any biological, chemical, and/or radioactive material.*

1. Remove all visible residue and encrusted material. Empty all equipment and furniture, and unlock all locks, including cabinets and drawers.
2. Remove all tubing from laboratory equipment.
3. Remove or deface labels, signage, and hazard warnings (e.g., biohazard symbol).

Any spaces or equipment where radiation was used must be [cleared by EH&S](#) **prior** to sending it to UW Surplus.

RIGHT TO REFUSE

UW Moving & Surplus (or their vendor) has the right to refuse an item if the cleaning and decontamination procedures have not been properly followed.

WASTE DISPOSAL

Arrange for disposal of hazardous chemical waste and unwanted chemicals as soon as possible. Complete [Chemical Waste Collection Requests](#) **at least one month before you vacate.**

- Attach a completed [UW "Hazardous Waste" Label](#) to any waste or chemical not in its original manufacturer's container and list it on a [Chemical Waste Collection Request](#).
- Complete an [online form](#) or request a pickup through [MyChem](#) for all chemical items being discarded (except gas cylinders).
- Return gas cylinders to the supplier / vendor you are leasing them from. If that is not possible, email chmwaste@uw.edu for assistance.
- Autoclave and dispose of [biohazardous waste](#) in appropriate containers (e.g. sharps containers, biohazard bags).
- Contact radsaf@uw.edu to ensure removal of all radioactive waste and to coordinate relocation or transfer of ownership for remaining radioactive materials.

Visit the [EH&S website](#) for more information on disposing of potentially contaminated and/or hazardous equipment.

MOVEOUT NOTICE

Follow the step-by-step instructions on the [Notice of Laboratory Moveout form](#) to complete all the necessary steps to reduce the risk of exposure for facilities personnel and future occupants of the space.

- **The form is completed by personnel who are trained to handle hazardous materials** to prevent injuries and exposures for any individuals who handle the items for surplus, cleaning, and/or disposal.
- **Complete all decontamination and cleaning requirements** as described in the sections above.
- The **Responsible Party or Laboratory Manager signs the form** to verify that all instructions were followed.
- **Post the completed form** inside the laboratory door near one or more exits for UW Facilities (or the next occupants) to view.

EH&S does not retain copies of Notice of Laboratory Moveout forms or Notice of Cleaning and/or Decontamination forms.

RECORDKEEPING

- Contact mychem@uw.edu to change your inventory location or eliminate your chemical inventory on [MyChem](#).
- Contact ehsbio@uw.edu to update your Biological Use Authorization and information.
- Contact radsaf@uw.edu as soon as the intent to vacate is known for spaces with radiological hazards. If the Responsible Party is leaving the University of Washington, there are additional steps that must be followed.
- If your laboratory is relocating, take relevant Chemical Hygiene Plan documents with you.
- If your laboratory is closing down permanently, give your departmental administrator copies of your Chemical Hygiene Plan documents, your chemical inventory and your training records.

Contact Environmental Health & Safety at 206.543.7262 for more information.